Nevada Governor’s Council on Developmental Disabilities

Policy #

Adopted:

**(DRAFT) COUNCIL MEETINGS POLICY**

The Nevada Governor's Council on Developmental Disabilities (NGCDD) is committed to conducting transparent, accessible, and inclusive meetings that align with its mission to advocate for individuals with developmental disabilities. This policy establishes guidelines for the scheduling, conduct, and accessibility of NGCDD meetings to ensure effective communication and participation by all members and the public.

**Scope**
This policy applies to all NGCDD meetings, including general Council meetings, committee meetings, and special sessions.

**Meeting Schedule and Notice**

1. **Regular Meetings**
	* NGCDD shall hold regular meetings at least quarterly or as otherwise determined by the Council.
	* The annual meeting schedule will be established at the beginning of each fiscal year.
2. **Special Meetings**
	* Special meetings may be called by the Chairperson or a majority of Council members as needed, in compliance with Nevada Open Meeting Law requirements.
3. **Public Notice and Accessibility**
	* All meetings shall be publicly noticed in compliance with Nevada Open Meeting Law requirements.
	* Agendas and meeting materials shall be made available to the public in accessible formats on the Council website.
	* All other agenda postings shall comply with Nevada Open Meeting Law requirements.

**Meeting Conduct**

1. **Quorum and Voting**
	* A quorum, as defined by Nevada law, must be present to conduct official business.
	* Decisions shall be made by a majority vote of the members present unless otherwise required by law or bylaws.
2. **Meeting Format**
	* Meetings may be conducted in person, virtually, or in a hybrid format to maximize participation, in accordance with Nevada Open Meeting Law requirements.
	* Participants are expected to adhere to respectful and professional communication standards, as described in Roberts Rules of Order.
3. **Public Participation**
	* Time shall be allocated for public comment at each meeting, in accordance with Nevada Open Meeting Law requirements.
	* Members of the public may submit comments in writing to Council Staff if they are unable to attend.

**Accessibility and Accommodations**

1. **Communication Access**
	* Sign language interpreters, captioning services, and other language translation services shall be provided upon request, with at least 3 business days prior notice.
	* Meeting documents shall be available in alternative formats, including large print and electronic versions upon request.
2. **Physical and Virtual Accessibility**
	* Meeting locations shall comply with the Americans with Disabilities Act (ADA) standards, and Nevada Open Meeting Law requirements.
	* Virtual meeting platforms shall support accessibility features, including captioning and screen reader compatibility.

**Compliance and Review**

* Council Staff shall be responsible for ensuring compliance with this policy.