

NEVADA DEPARTMENT OF CORRECTIONS	SERIES 100 GENERAL ADMINISTRATION	SUPERSEDES: AR 114 (07/20/03)
ADMINISTRATIVE REGULATIONS MANUAL	ADMINISTRATIVE REGULATION 114 BOARD OF STATE PRISON COMMISSIONERS MEETING	EFFECTIVE DATE: 09/06/04

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PURPOSE

To direct and organize the meetings of the Board of State Prison Commissioners.

AUTHORITY

NRS, Chapter 241
Nevada Constitution; Article 5, Section 21

RESPONSIBILITY

The Executive Assistant to the Director is responsible for the scheduling and organization of the Board meeting.

The Director's designee, a support staff member, is responsible for the documentation of the Board's meeting.

DEFINITIONS

BOARD OF STATE PRISON COMMISSIONERS – The Board is made up of the Governor, the Attorney General, and the Secretary of State.

DEPARTMENT – The Nevada Department of Corrections.

DIRECTOR – The Director of the Nevada Department of Corrections

APPLICABILITY

This regulation applies to all meetings of the Board of State Prison Commissioners.

PROCEDURES

114.01 PRISON BOARD PREPARATIONS

1.1 The Executive Assistant to the Director will contact all members of the Prison Board, the Director, and all Assistant Directors of the Department to determine items for placement on a proposed Prison Board agenda.

1.2 The Executive Assistant to the Director will arrange with the Governor's appointment secretary the time, date, and location of a proposed Prison Board meeting.

1.2.1 The Special Assistant to the Director will coordinate with the Attorney General and Secretary of State for the date, time, and location for a Prison Board meeting.

1.2.2 All supporting documents related to proposed agenda items are to be completed and provided to the Special Assistant to the Director prior to the posting of an agenda.

1.2.3 The Special Assistant to the Director will develop and prepare the agenda.

1.2.4 Before posting of the agenda, the agenda will be reviewed and approved by the Solicitor General of the Attorney General's Office.

1.2.5 The Special Assistant to the Director will develop a book which contains all supporting documents and an agenda, for distribution to the Board, administrative staff of the Department, the media, and members of the public who request it.

1.3 The Special Assistant to the Director will cause the meeting agenda to be posted, and copies of the agenda to be distributed with the Board's meeting book, in accordance with the distribution table that is attached to this regulation.

1.3.1 The agenda is to be developed according to the guidelines provided in NRS 241.020 for the Open Meeting Law.

1.3.2 Items which require the approval of the Board are to be identified with an action required notation.

1.3.3 The agenda is to be posted not less than five (5) working days before the meeting date.

1.3.4 Copies of the agenda will be provided, at no charge, to anyone requesting a copy.

114.02 CONDUCT OF THE PRISON BOARD MEETING

1.1 The Special Assistant to the Director will ensure the placement of a sign-up sheet at the door to the meeting place for individuals to document their attendance, and indicate to the Governor their desire to speak on specific issues on the agenda.

1.2 The Special Assistant to the Director will have copies of the agenda and supporting documents available for any individuals attending the meeting.

1.3 The Director shall designate a support staff member to tape record the meeting, as well as take notes, regarding any questions or direction from the Board.

1.3.1 The Special Assistant to the Director shall have approval documents signed by the Board at the close of the meeting.

1.3.2 The Special Assistant to the Director shall ensure that the minutes of the meeting are finalized and available for public inspection no later than thirty (30) working days after the meeting is adjourned.

1.3.3 The Special Assistant to the Director is responsible for the storage of the meeting minutes, tapes, and related meeting book in accordance with applicable records storage retention schedules and open meeting laws. Recordings of the meetings are available for public inspection the same as written minutes.

1.3.4 The Department may charge a fee as authorized by NRS, Chapter 239, for the copying of minutes or recordings of any meeting, pursuant to a public request for copies.

REFERENCES

None

ATTACHMENTS

Sample Agenda
Meeting Sign-up Sheet

Jackie Crawford, Director

Date

CONFIDENTIAL XX
 Yes No

THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.