

## MINUTES

Minutes of public meetings are declared by the Open Meeting Law to be *public records* and must be available for inspection by the public within 30 working days after the meeting is adjourned.

NRS 241.035 requires that written minutes be kept by all public bodies of each meeting they hold. The minutes *must include* the following. *Sample minutes* can be found following this section.

- (a) The date, time and place of the meeting;
- (b) The names of the members of the public body who were present and the names of those who were absent;
- (c) The substance of all matters proposed, discussed or decided, and at the request of any member, a record of each member's vote on any matter decided by vote;
- (d) The substance of remarks made by any member of the general public who addresses the body if he or she requests that the minutes reflect his or her remarks, or if he or she has prepared written remarks, a copy of those written remarks if they are submitted;
- (e) Any other information which members request be included or reflected in the minutes.

Clark County requires the minutes from town advisory boards and citizens advisory councils to be submitted *to Administrative Services and Comprehensive Planning within seven days* after the meeting. This allows staff to respond in a timely manner to concerns and/or requests addressed by the residents and members at the meeting.

Written minutes must be sent *to the County Clerk-Commission Division* by the TAB/CAC Secretary, *within 30 days* after the meeting.

Commission Clerk  
500 S. Grand Central Parkway, 6th floor  
Las Vegas, Nevada 89155

*Recommendation sheets for zoning items* are an exception; these forms should be forwarded to the Current Planning Division *immediately* following the TAB/CAC meeting. The recommendation sheet should be completed thoroughly, especially if the TAB/CAC is recommending denial of the zoning application. The recommendation sheet should explain the reasons behind the recommendation, a hand count of those in attendance that are for or against the item, any conditions or stipulations, and any other pertinent information that will assist the Board of County Commission in their deliberations. The recommendation sheet should be faxed to the designated staff in Current Planning the morning following the TAB/CAC meeting so as to allow staff sufficient opportunity to incorporate the recommendation with the materials presented to other staff, the Planning Commission and the Board of County Commissioners.

Administrative Services also requires that the TAB/CAC make an *audio recording* of the entire meeting in addition to the written minutes. Both the written minutes and the audio recordings are official records and must be retained as public records as required by the Nevada Open Meeting Law. Written minutes must be retained by the TAB/CAC secretary or town liaison for five years and Audio recordings must be kept on file with the TAB/CAC secretary for a minimum of one year.

A copy of the audio recording must also be sent to Administrative Services immediately following the meeting so it can be uploaded on the internet.

Minutes should be prepared on official TAB/CAC stationery. Each page should contain a title that includes the name of the TAB/CAC, the date of the meeting and the page number. Written minutes must *follow the format of the agenda*, with each item numbered exactly as the agenda was numbered. The *recommended action* by the board/council should be included in the minutes, with sufficient information that the public would clearly understand the action and the terms and location of the requested action. Motions and actions by the board or council should be *set off* and distinguishable from the agenda item description, by using a different font or by underlining the action. The person making the motion and the second, if required, should be *noted by name*.

The written minutes must also include the *date, time and place* of the next meeting of the advisory board or council.

*Attachments* should include any correspondence to or from the advisory board or council as a part of the public record.

Minutes previously submitted to Administrative Services or the Commission Clerk's Office which are revised at a TAB / CAC should be resubmitted as "*Revised*".