

# Deaf Commission Reference Guide

<b>Deaf Commission</b>	<ul style="list-style-type: none"> <li>Quarterly – 2nd month of the quarter, on the first Wednesday of the month. At the November meeting the calendar for the following year shall be voted on.</li> </ul>
<b>Attendance</b>	<ul style="list-style-type: none"> <li>Attendance is closely tracked. If you anticipate being unable to attend a meeting, please inform the Executive Director, Chair, Vice Chair, or Administrative Staff <b>at least 78 business hours in advance</b>. This allows us to ensure that quorum requirements are met or to consider rescheduling the meeting if necessary. This also allows us to cancel accommodations without having to pay for them.</li> <li>Please be aware that a member who accumulates two or more <b>unexcused</b> absences will be asked to resign from their position, without exception.</li> </ul>
<b>Accommodations</b>	<ul style="list-style-type: none"> <li>Request Accommodations (CART and Interpreters) on a quarterly basis to the best of our ability based on voted upon calendar.</li> <li>NOTE: Accommodations must be canceled 48 business hours in advance of the meeting to not incur charges.</li> </ul>
<b>ListServ</b>	<ul style="list-style-type: none"> <li>One week prior to the meeting and then a reminder 2 days prior to the meeting.</li> </ul>
<b>Meeting Agendas</b>	<ul style="list-style-type: none"> <li>Recommended to be completed at a minimum of 3 weeks prior to the meeting.</li> <li>Recommended to be submitted to Chair (or Vice Chair if Chair will be absent from facilitating) for review, then forwarded to the DAG for approval within 3 weeks before the meeting.</li> <li>Recommended to be remediated within 2 business days.</li> <li>Must be posted to the website before 9:00 a.m. of the 3<sup>rd</sup> business day (except holidays) before the meeting. Per Open Meeting Law set forth in <a href="#">chapter 241 of the Nevada Revised Statutes (NRS)</a>. <i>(Please do not wait this long, as there could be issues with Ektron.)</i></li> <li><b><u>Please Note: Removal of an item from its agenda does not violate the OML because an agenda item may be removed or refused to be considered at any time. However, additions cannot be made once an agenda is publicly posted, as that would implicate Open Meeting Law.</u></b></li> <li>Agendas and Certificate of Posting must be sent out as soon as meeting is posted on the website.</li> <li>Also make sure to post on Public Meeting page as well.</li> <li>All agendas and meeting materials are recommended be sent to the Interpreters and CART at least 2 weeks prior to meeting, if you receive materials late send them immediately upon posting.</li> </ul>
<b>Meeting Minutes</b>	<ul style="list-style-type: none"> <li>Draft minutes must be completed and submitted to Chair (or Vice Chair if Chair was absent from facilitating the meeting), within 20 calendar days after the meeting.</li> <li>Give them 1 weeks' time to return and if not returned in time seek Executive Directors for further directive.</li> <li>Recommended to be remediated within two business days.</li> <li>Must be posted in PDF form to the website within 30 business days after the meeting.</li> <li>After Approval of meeting minutes remediate and post as approved minutes in the meeting they pertain to on website.</li> </ul>

<b>Naming Conventions</b>	<ul style="list-style-type: none"><li>• <u>Agendas are ALL CAPS, following this exact format:</u> <b>NEVADA COMMISSION FOR PERSONS WHO ARE DEAF AND HARD OF HEARING – GENERAL MEETING</b></li><li>• <u>Minutes are Title Caps, following this exact format:</u> <b>DRAFT MEETING MINUTES /APPROVED MEETING MINUTES</b></li></ul>
<b>Meeting Recordings</b>	<ul style="list-style-type: none"><li>• To comply with Open Meeting Law, all meetings must be managed technically by support and administrative staff. This includes facilitating computer processes, recording the meeting, and assisting with presentations through screen sharing. Staff must use state-approved accounts that ensure accessibility and support for translation and transcription needs. Administrative staff will obtain the meeting recordings once the meeting has concluded.</li><li>• In adherence to Open Meeting Law, all meetings, without exception, must be recorded. Recordings must be submitted to Miles Terrasas within 48 hours of their availability for posting on the state’s public account. Requests for recordings can only be fulfilled through the link provided on the public account after posting.</li></ul>