



State Administrative Manual



State Administrative Manual (SAM)

Revised ~~January~~ April 14,
2020

Governor's Finance Office
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STATE ADMINISTRATIVE MANUAL

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0104 Agency Attendance and Notification

BOE agenda action items (items ~~preceded by an asterisk on the agenda~~denoted as For Possible Action) require attendance by appropriate agency staff to present their items (~~NRS 353.035~~). Agencies must also be prepared to present information regarding leases, contracts and Master Service Agreements, which may be pulled on a case by case basis by any Board Member without prior notice. Any Board Member, who wishes to pull an agenda item for discussion, particularly items generally taken on a consent basis such as leases, contracts and Master Service Agreements, shall notify the Clerk of the Board prior to the BOE meeting of the items he/she wishes to be pulled for discussion.

The Clerk of the BOE or his or her designee shall use their best efforts to notify the appropriate agency of any agenda item(s) that have been identified by a member of the Board as an item for discussion. However, Any agency with an item noted as For Possible Action regardless of whether they receive notice that the item has been pulled for discussion, should have the appropriate staff member(s) present at the BOE meeting to respond to Board Members' questions.

~~The agency is not required to attend the BOE meeting if an agency's only agenda items are leases, contracts, Master Service Agreements, or information items and they are not contacted by the Clerk of the Board or his/her designee regarding additional item(s) identified for discussion.~~