

**PROPOSED REGULATION OF
THE DEPARTMENT OF BUSINESS AND INDUSTRY - OFFICE OF NEVADA
BOARDS, COMMISSIONS AND COUNCILS STANDARDS**

LCB File No. R074-25

November 5, 2025

EXPLANATION – Matter is *italics* is new; matter in brackets ~~[omitted material]~~ is material to be omitted.

Disclaimer: *Nothing in these regulations shall be construed to supersede or conflict with the procedural requirements set forth in NRS Chapters 622 or 622A, or with any current NRS or NAC applicable to boards governed under Title 54. These standards are intended solely to supplement existing statutory provisions for the purpose of administrative oversight, operational consistency, and inter-board standardization pursuant to NRS 232.8415.*

General Provisions

NAC 232.010 Definitions. (NRS 233B.505) As used in NAC 232.010 to 232.140, inclusive, unless the context otherwise requires:

1. “Chief” means the chief of a division of the Department.
2. “Department” means the Department of Business and Industry.
3. “Director” means the Director of the Department.
4. *“Office” means the Office of Nevada Boards, Commissions, and Councils Standards.*
5. *“Board” means any board, commission, or other statutorily created entity under the purview of the Office pursuant to NRS 232.8415.*
6. *“Board Member” means a person appointed to serve on a specific board.*
7. *“Executive Director, or equivalent officer of the boards” means a person appointed or employed by a board who is responsible for overseeing the day-to-day operations of the board.*
8. *“License” means any permit, registration, certificate, or license issued by a board under the Department.*
9. *“Licensee” means any person who has been issued a permit, registration, certificate, or license by the board under the Department.*
10. *“Profession” means any activity, occupation, or vocation regulated by a board under the Office of Nevada Boards, Commissions, and Councils Standards.*
11. *“Purview” means the scope of authority, oversight and administrative responsibility assigned to the Office pursuant to NRS 232.8415, including oversight of the boards and commissions enumerated in NRS 232.8415(2).*

NAC 232. – Department; powers and duties

1. Pursuant to NRS 232.8415(1)(a), each Board shall comply with the procedures and requirements approved by the Office for purposes of centralized administration, which include, but are not limited to:

(a) In regard to Performance Monitoring and Data Reporting, Boards shall:

(i) submit to the Office, on a quarterly basis, the same complaint and licensing data required to be reported pursuant to NRS 622.100, together with a summary of complaints received by the Board from the public or licensees regarding alleged violations of law, regulation, or standards of practice by a licensee, or regarding the performance of the Board in its regulatory functions. Such summary must include:

(ii) the number of complaints received, resolved, pending, and the average processing times for each stage of the complaint process.

(iii) the number of licensing applications received, approved, denied, and rejected as incomplete, together with average processing times.

For purposes of this section, A Board satisfies the requirement to submit the same complaint and licensing data required pursuant to NRRS 622.100 by providing the Office, on a form provided by the Office, a copy of the report submitted to the Legislative Counsel Bureau under NRS 622.100, together with any supplemental data requested by the Office that is not otherwise captured in that report.

(b) Comply with investigative procedures and timelines established in statute, including NRS 622A. For purposes of oversight under subsection (1), each Board shall:

(i) Document in the investigative file the reason for any deviation from an established statutory timeline; and

(ii) Report to the Office, as part of the quarterly submission referenced in paragraph 1(a)(i) of this section, those cases in which investigative timelines were exceeded, together with a summary of the reason for delay.

(c) Track bills during each regular and special session of the Nevada Legislature that may affect Board operations, or the professions regulated by the Board. Within 30 days after adjournment of the session, each Board shall submit to the Office a report,

on a form provided by the Office, identifying:

- (i) The bills tracked by the Board*
- (ii) The potential impact of each bill on Board operations or Licensees.*
- (iii) Any actions required of the Board to implement enacted legislation; and*
- (iv) An estimated timeline for implementation of such actions.*

Each Board shall notify the Office when implementation of an enacted bill has been completed, using the form prescribed by the Office.

In addition to legislative reporting, each Board shall:

- (v) Update its administrative codes in response to newly enacted laws*
- (vi) Ensure proper reconciliation of board accounts and bank records*

(d) In regard to reporting and audit readiness, each Board shall ensure timely and accurate compliance with all reporting and audit requirements mandated by statute or regulation, including but not limited to NRS 622.100, NRS 218G.400, NRS 331.110, and 333.705. To support centralized oversight and transparency, each Board shall:

- (i) Provide to the Office a copy of any report the Board is required to submit by statute to an authorized entity, along with a summary of the report on a form provided by the Office.*
- (ii) submit to the Office a simplified quarterly financial summary within 30 days after the close of each quarter, including total revenues, total expenditures, and Quarter-end cash balances.*

(iii) Submit to the Office, on a form provided by the Office, a simplified annual financial summary within 9 months after the end of each fiscal year, which must include:

- (i) Total revenues, expenditures, and year-end cash balances*
- (ii) A reconciliation showing how the total revenues, total expenditures, and year-end cash balances reported in the simplified annual financial summary correspond to the year-end balances reflected in the balance sheet or audit report submitted pursuant to NRS 218G.400.*

(iii) A statement identifying any significant financial or structural concerns observed by the Board; and

- (iv) A review of the adequacy of existing fees conducted pursuant to statute.*
- (e) In regard to Training of Board Members, each Board shall:*

- (i) Require the Board's Executive Director or equivalent officer and relevant*

staff to notify Board Members of updated mandatory training modules required pursuant to NRS 622.055-622.060, including those prescribed by the Office of the Attorney General.

(ii) Within 30 days after a Board Member completes mandatory training, the Executive Director or equivalent officer shall provide a written notice to the Office, on a form provided by the Office, confirming the date of completion

(f) In regard to Board Member Support Services, Boards shall maintain a centralized log of appointment terms and expiration dates

(g) Access to investigative reports and documentation

(i) Upon request of the Office, and to the extent permitted by state or federal law, a Board shall communicate, cooperate with, or provide any documents or information to the Office regarding any investigation, including related disciplinary proceedings.

(ii) Any confidential information provided to the Office remains subject to the same confidentiality laws that apply to the Board.

2. Pursuant to NRS 232.8415(1)(c), each Board shall comply with the following standards approved by the Office for internal financial controls:

(a) In regard to fiscal accountability, Boards shall develop and monitor board budgets

(b) In regard to data integrity and information management, Board's shall

(i) Ensure licensee, financial, and complaint data are accurate and verifiable

(ii) Protect confidential and personally identifiable information

(c) Respond to all statutory audits including addressing audit findings of authorized entities, including the Office, by submitting a written corrective action plan within 60 days, together with documentation demonstrating the completion or substantial progress of the corrective actions.

(d) Fiscal independence

(i) All funding shall remain under the Board's sole authority, subject only to its enabling statutes and applicable financial controls.

3. Pursuant to NRS 232.8415(1)(e), each Board shall comply with the standards approved by the Office for its structure:

(a) In regard to Board composition and statutory compliance, Boards shall

maintain records of each Board Member's designated seat, including whether their designation is statutorily required as a public member, industry representative, or licensee.

(b) In regard to Board officer roles and elections, Boards shall:

(i) Hold officer elections as required by statute or regulation of the Board.

(ii) Where the term of an officer is not provided by Statute or Regulation of the Board, the Boards shall hold annual elections for officer positions.

(c) In regard to Board Member attendance and participation,

(i) Each Board Member is expected to attend and participate in meetings in compliance with NRS 241, the Board's enabling statutes, and these regulations.

(ii) A Board member who has three consecutive unexcused absences, or who is absent without excuse from 50 percent or more of the Board's meetings within a 12-month period, may be recommended by the Board to the appointing authority for removal in accordance with NRS 232A.020-.030.

(d) For purposes of this subsection, an "unexcused absence" means an absence that is not:

(i) Caused by illness, family emergency, or other unavoidable circumstance.

(ii) Approved in advance by the Board chair; or

(iii) Otherwise authorized by statute.

4. Pursuant to NRS 232.8415(1)(f), each Board shall comply with the following standards approved by the Office for transparency and consumer protection:

(a) In regard to Websites, Boards shall:

(i) maintain a publicly accessible and ADA-compliant website containing, at a minimum, the following information:

(ii) A citation and link to the statutes of the Board in the Nevada Revised Statutes (NRS) and its regulations in the Nevada Administrative Code (NAC)

(iii) The name of all current Board Members

(iv) The statutorily designated position each Board Member fills

(v) The start and expiration date of each Board Member's current term

(vi) The name and title of the Executive Director or equivalent officer

(vii) Contact information for the Board's office, including email, mailing and physical addresses, and telephone number

(viii) Upcoming Board and committee meetings, including the date, time, location, agenda, and virtual attendance information

(ix) Archived agendas and minutes of past meetings

(x) A license verification system accessible from the homepage within one click, including full name, license type, license number, status, issuance/expiration dates, and an indication of disciplinary history ("yes/no").

(xi) A disciplinary action portal or searchable system available on the Board's homepage, updated within 15 days of new disciplinary actions, which includes at a minimum, the licensee name, license number, action type and date, and access to final orders or settlement agreements, unless confidentiality is required by statute

(xii) Instructions and forms for filing a complaint

(xiii) The most recent financial summary prescribed under Section 1(b) of this section, together with any CPA audit or balance sheet submitted pursuant to NRS 218G.400

(xiv) Any audit, sunset review report, or legislative performance evaluation prepared within the last 5 years, and a direct link to the website of the Office of Nevada Boards, Commissions, and Councils Standards available on the Board's homepage.

(xv) Final adopted regulations not yet codified in NAC, as filed with the Secretary of State

(xvi) The Board's mission statement

(xvii) The Board's Annual reports or performance data

(xviii) licensing/renewal/reinstatement instructions, and

(xix) statutory reports and audits

(b) In regard to complaint transparency and access, Boards shall

(i) Provide clear instructions for filing complaints against licensees or the Board

(ii) Offer online complaint portals or downloadable forms on Board websites

(iii) Protect confidentiality in accordance with NRS 622.360 and other applicable laws, while ensuring fairness and responsiveness to complainants

(c) In regard to consumer education and outreach, Boards are encouraged to publish

newsletters, alerts, or bulletins to inform the public of Board activities, professional standards, ethical requirements, consumer rights, and procedures for reporting misconduct.

5. Pursuant to NRS 232.8415(1)(g), each Board shall comply with the standards approved by the Office for its efficacy and efficiency:

(a) Evaluation of Performance:

(i) The Office may evaluate each Board's performance using the financial and operational reports submitted to Section 1(b) of these regulations and the transparency and complaint data submitted pursuant to Section 6.

(ii) Boards shall cooperate with the Office in any performance reviews, audits, or requests for additional information necessary to assess the efficiency and effectiveness of operations.

(b) Continuous Improvement

(i) Based on the results of these evaluations, the Office may issue recommendations or require corrective action to improve efficiency, reduce costs, or enhance consumer protection.

(ii) Boards shall implement corrective actions within 90 days of receiving notice from the Office, unless the Office specifies a different timeframe in writing based on the nature or complexity of the corrective action required

6. Pursuant to NRS 232.8415, each Board shall comply with the requirements of this section and noncompliance may result in the Office's issuance of a written notice of deficiency, which may require corrective action by the Board within 60 days, or in a timeframe otherwise authorized by the Office. Continued failure to comply may result in:

(a) Enhanced administrative oversight,

(b) Referral to the Governor for potential removal actions under NRS 232A.030, or

(c) Withholding of administrative or fiscal support services.