

## **449.74327 Governing body; bylaws and policies**

### **1.**

Each facility must have a governing body which has the ultimate authority for the administration of the facility.

### **2.**

The governing body shall: (a) Adopt written bylaws and policies that define the powers and duties of the governing body, its committees, the administrator and any advisory group; (b) Review and revise annually the bylaws, policies and procedures of the governing body; (c) Appoint an administrator of the facility who is qualified by education, experience and training to manage the facility; (d) Establish policies governing the responsibilities, authority and duties of the administrator that are designed to enable the administrator to perform the administrative and treatment functions of the facility; (e) Appoint a medical director of the facility who is responsible for the medical services provided at the facility; (f) Adopt controls designed to achieve and maintain maximum standards of service; (g) Review and approve an annual budget to carry out the objectives of each program; and (h) Review and approve annually the program goals and objectives set forth in NAC 449.74339.

#### **(a)**

Adopt written bylaws and policies that define the powers and duties of the governing body, its committees, the administrator and any advisory group;

**(b)**

Review and revise annually the bylaws, policies and procedures of the governing body;

**(c)**

Appoint an administrator of the facility who is qualified by education, experience and training to manage the facility;

**(d)**

Establish policies governing the responsibilities, authority and duties of the administrator that are designed to enable the administrator to perform the administrative and treatment functions of the facility;

**(e)**

Appoint a medical director of the facility who is responsible for the medical services provided at the facility;

**(f)**

Adopt controls designed to achieve and maintain maximum standards of service;

**(g)**

Review and approve an annual budget to carry out the objectives of each program; and

**(h)**

Review and approve annually the program goals and objectives set forth in NAC 449.74339.

**3.**

The bylaws and policies adopted pursuant to subsection 2 must: (a) Identify the overall goals of the facility; (b) Include, without limitation, an organizational chart of the facility; (c) Define the major lines of authority and areas of responsibility within the program of treatment provided by the facility; (d) Define the membership of the governing body, the types of membership, the method of selection or appointment of members, officers or committees and their terms of

office; and (e) Define the frequency of meetings of the governing body and attendance requirements.

**(a)**

Identify the overall goals of the facility;

**(b)**

Include, without limitation, an organizational chart of the facility;

**(c)**

Define the major lines of authority and areas of responsibility within the program of treatment provided by the facility;

**(d)**

Define the membership of the governing body, the types of membership, the method of selection or appointment of members, officers or committees and their terms of office; and

**(e)**

Define the frequency of meetings of the governing body and attendance requirements.

**4.**

The governing body shall meet at least semiannually. Minutes must be kept of the meetings and must include, without limitation: (a) The date of the meeting; (b) A list of the persons who attended the meeting; (c) A list of the topics discussed at the meeting; and (d) A list of all decisions made by the governing body and any actions taken.

**(a)**

The date of the meeting;

**(b)**

A list of the persons who attended the meeting;

**(c)**

A list of the topics discussed at the meeting; and

**(d)**

A list of all decisions made by the governing body and any actions taken.