



**Science Advisory Board Meeting
Consolidated Forensic Laboratory – Room 1224
Thursday, October 19, 2023 – 10:00AM
Agenda**

- Roll Call – Review and Approval of Minutes from Previous Meeting
- Future Meeting
 - Date/Time
- Closed Executive/Session
 - Motion to Enter into the Executive Session/2nd Motion
 - Under OMA §2-572 (b) (5), (6), and (14) the SAB will hold the next portion of the meeting in an executive session during a staff-directed tour throughout the DFS lab where the DFS will present DFS lab functions and share ongoing efforts toward accreditation.
 - Re-Open the Public Meeting
 - Adjournment

D.C. Code § 2-578 Recordings of Meeting

- (a) All meetings of public bodies, whether open or closed, shall be recorded by electronic means, and the recording shall be preserved for a minimum of 5 years; provided, **that if a recording is not feasible, detailed minutes of the meeting shall be taken and preserved for a minimum of 5 years.**
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Note:

All questions during this tour should be submitted in writing, which will be addressed at the next quarterly meeting. (D.C. Code § 2-576 Notice of meetings. Before meeting in an open or closed session, a public body shall provide advance public notice as follows: (B) (5) **Each meeting notice shall include the date, time, location, and planned agenda to be covered at the meeting.** If the meeting or any portion of the meeting is to be closed, **the notice shall include**, if feasible, a statement of intent to close the meeting or any portion of the meeting, including citations to the reason for closure under § 2-575(b), and **a description of the matters to be discussed.**)

Parliamentary Procedure (Robert's Rules) Training Portal

The Office of Open Government is reporting to us that it has launched its training portal on parliamentary procedure (Robert's Rules of Order). The Chair, the Secretary, and all other interested members of this public body who wish to improve their ability to run meetings fairly and efficiently, are invited to write to nicholas.weil@dc.gov with the request:

“Please enroll me in The District of Columbia Robert's Rules of Order Training Portal.”

This meeting is governed by the Open Meetings Act.
Please address any questions or complaints arising under this meeting to the Office of Open Government at opengovoffice@dc.gov.