



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: February 4, 2016

Staff Contact: Jason Woodbury

Agenda Title: FOR POSSIBLE ACTION: Discussion and possible approval of amendments to Carson City, Nevada, Boards, Committees, and Commissions Policies and Procedures, Approved September 5, 2012

Staff Summary: The Board of Supervisors adopted the existing policies and procedures governing its boards, committees, and commissions in September, 2012. Since that time, improvements to the existing policy have been discussed at two meetings, most recently on December 3, 2015. The District Attorney's office has completed the revision to the policies and procedures in accordance with that discussion and the direction of the Board of Supervisors.

Agenda Action: Formal Action/Motion

Time Requested: 5 minutes

Proposed Motion

I move to approve the amendments to Carson City, Nevada, Boards, Committees, and Commissions Policies and Procedures, Approved September 5, 2012, in the manner discussed December 3, 2015 and to adopt the draft presented by the District Attorney's office as supporting material for this agenda item.

Board's Strategic Goal

Efficient Government

Previous Action

None

Background/Issues & Analysis

See staff summary above.

Applicable Statute, Code, Policy, Rule or Regulation

Carson City, Nevada, Boards, Committees, and Commissions Policies and Procedures, Approved September 5, 2012

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number:

Is it currently budgeted? Yes No

Explanation of Fiscal Impact:

Alternatives

Reject the draft revisions to Carson City, Nevada, Boards, Committees, and Commissions Policies and Procedures, Approved September 5, 2012; Consider additional or different revisions.

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

Carson City, Nevada
Boards, Committees, and Commissions

Policies and Procedures

Approved September 5, 2012

Amended February 4, 2016

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Boards, Committees, and Commissions

PREFACE

Carson City is blessed with a citizenry that believes in the value and benefits of community service and active public engagement. The men and women who serve the City as volunteers and as members of its boards, committees, and commissions are critical to Carson City's mission of providing quality services to its residents and to ensuring government processes are open, transparent and inclusive and that our superior quality of life is preserved for present and future generations.

PURPOSE AND AUTHORITY

Boards, committees, and commissions are created under the authority of the Carson City Charter, Chapter 2.320. They are intended to gather and parse information for the purpose of presenting options and recommendations to the Carson City Board of Supervisors. Unless otherwise directed by the Nevada Revised Statutes, Carson City Charter, Carson City ordinance, resolution of the Board of Supervisors or by order of law such entities are advisory in nature and retain no official independent authority or responsibility.

EQUAL OPPORTUNITY

The goal of Carson City is to encourage a diverse membership and participation on its boards, committees, and commissions. Equal opportunity is good business and applies to all areas of citizen involvement. Carson City does not discriminate in its selection decisions based on race, religion, color, national origin, gender, gender identity or expression of a person, sexual orientation, age, political affiliation, pregnancy, military status, disability, genetic information, or any other basis. The selection of members of a board, committee, or commission is based solely on merit and fitness.

CODE OF CONDUCT

It is expected that appointees to all City boards, committees and commissions shall conduct themselves in a manner befitting their position. Courtesy, honesty and respect for others are important attributes for all public servants whether appointed, elected or employed. Everyone who serves the City should treat others in a professional manner being mindful of the fact that they are expected to represent and be accountable to the people they serve.

APPLICATION

This policy applies to all appointed boards, committees, and commissions, Carson City offices/departments and to all elected officials, department directors and their employees except as stated below.

This policy does not apply to the Carson City Board of Supervisors, the Carson City Liquor and Entertainment Board, the Carson City Board of Health, the Carson City Redevelopment Authority, nor any non-City board, committee, or commission created by

state or federal law on which a member of the Board of Supervisors sits or where the Carson City Board of Supervisors is required to appoint a portion of the membership but not a majority of the membership.

This policy does not apply to internal committees established by department directors for informal processes such as the Human Resources' Director's Insurance Committee, the City's Risk Management Committee, or the City Manager's Internal Finance Committee. These committees exist at the discretion of the Directors and do not involve non-city members.

TYPES

Boards, committees, and commissions are created by state law, Carson City Charter, or ordinance or resolution of the Board of Supervisors.

Each committee is unique in its purpose, mission, and role. It is especially important that members be familiar with their committee's governing statutes, ordinances, or controlling resolutions and other authorizing documents so they understand the framework within which the committee must operate. The City's executive department advisory bodies may in some cases not be a public body under the Open Meeting Law.

There are four main types of committees (See Appendix A.):

Advisory Boards, Committees, and Commissions

The Board of Supervisors, elected executive officials, the City Manager, and department directors may create these. The members serve as advisors on policy and/or operational matters to the City's executive department or to the Board of Supervisors. Advisory bodies may study existing policy and/or operational procedures for changes or implementation. Advisory bodies do not have authority to enforce policy or create rules, but their analysis and recommendations can play an important role in furthering the effective operation of City government. Examples of advisory bodies are the Parks and Recreation Commission and the Redevelopment Authority Citizen's Committee which are also public bodies under the Open Meeting Law

Legislative Boards, Committees, and Commissions

Legislative boards, committees, and commissions are created by state law with the membership appointed by the Carson City Board of Supervisors, or, in the case of the Board of Supervisors, elected to the board by the community. Boards, committees or commissions with legislative authority have the ability to make, amend or repeal ordinances and regulations. An example of this legislative authority is the Carson City Redevelopment Authority's ability to zone or rezone property in a redevelopment area.

Regulatory Boards, Committees and Commissions

Usually, these types of bodies are created by statute or ordinance and perform rule-making or administrative hearing functions. In fulfilling these functions, they operate as a review and appeals body. As an appeals body, they hear individual cases and rule on them; their decisions, however, are usually subject to further appeals, which might

include a hearing officer, or the Board of Supervisors or a State board, or judicial review. Examples of regulatory bodies are the Board of Equalization and the Carson City Board of Health.

Member of a Non-City Board, Committee, or Commission

The boards, committees, and commissions listed under this heading are created by other governments or agencies and the City has been asked (or mandated by state or federal law) to supply a member(s). An example of a board that's not created by the Carson City Board of Supervisors but to which the Board appoints members is the Nevada Association of Counties (which is a nonprofit corporation) or the Tahoe Regional Planning Agency Governing Board (which is a bi-state government public body).

APPOINTMENT AUTHORITY

Members are appointed by resolution or minute order to the various boards, committees, and commissions by a majority vote of the Carson City Board of Supervisors or by the Mayor of Carson City as set out in the particular state law, ordinance, or resolution of the Board of Supervisors.

APPOINTMENT PROCEDURES

The methods by which non-elected citizen members are to be appointed to certain City public bodies are:

Vacancies to be Advertised

Carson City Executive Office staff publicizes vacancies on the City's boards, committees, and commissions and solicits and reviews applications for membership from interested citizens. Notice is published in the local newspaper and is posted on the City's website by means of an announcement naming the type of vacancy, where to obtain an application and the closing date for accepting applications. Applications may be accepted between application periods and held until the next vacancy occurs.

The notice is generally made at least four weeks in advance of the end of the term and the application period generally remains open for a minimum of two weeks. Prior to the time an incumbent's term expires, he or she may apply for reappointment if eligible.

Commissioners, existing board and committee members, and others are encouraged to recruit citizens to apply for vacancies if they believe they would serve the city well. If no applications are received by the expiration of the application period, or if applicants fail to receive majority support from the Board of Supervisors, the individual members of the Board of Supervisors may privately solicit, or collectively take public action to solicit, individuals to serve and may appoint members without another open application period.

Qualification and Residency Requirements

Section 2.320 of the Carson City Charter requires that a person sitting on an advisory board that only serves Carson City must be a resident of Carson City and registered to vote in Carson City.

Methods of Appointment

- A. When a board, committee, or commission is first created, the members shall be appointed by the Board of Supervisors after review of the applications and interviewing the candidates either in person or electronically.
- B. After the initial formation of the board, committee, or commission, any vacancy occurring for any reason shall be filled by appointment by the Board of Supervisors after reviewing the submitted applications and interviewing the prospective members either in person or electronically.

Filling Mid-Term Vacancies

Should a mid-term vacancy occur on a board, committee, or commission, the Board of Supervisors may appoint a replacement member to complete the remainder of the term, as provided by this policy and state law. If applications for the original appointment are less than one year old, the Board may appoint a replacement from the original pool of applicants.

Nominations by Individual Members of the Board of Supervisors

Where an individual member of the Board of Supervisors is authorized to appoint an individual to a board, committee or commission, such as the Charter Review Committee, the appointment(s) shall be made no later than the first Board of Supervisors' meeting in February of each year for those committees having annual terms or the February following a General Election for newly elected Board of Supervisors for those board, committee, or commission members whose terms are co-terminus with the appointment member of the Board of Supervisors. NOTE: For the Charter Review Committee, the appointment of nominees by Nevada Legislators representing Carson City shall also be made by the first Board of Supervisor meeting in February following a General Election.

Criteria for Appointment

- A. *Application.* All applicants for appointment or re-appointment must provide to the City Manager a completed application on a form to be provided by the City Manager.
- B. *Residency.* Appointment to certain boards, committees or commissions must, by state law, ordinance, resolution or City requirements, be limited to residents of Carson City. Persons residing outside the City may be considered and appointed to positions not legally restricted to City residents when determined appropriate by the Board of Supervisors.
- C. *Criminal Record:* A person convicted of a felony, domestic violence or a gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals) is not eligible to serve on a City board, committee, or commission. The application form shall contain a provision for a statement under oath that the candidate is eligible to serve on a board, commission, or committee under the criteria set forth in this paragraph.
- D. *Conflicts.* Except as specifically required or allowed by law, City employees (including elected officials), persons who have been a City employee and/or

an elected official during the previous twelve months, and persons who have a contract for services and/or goods with the City are not eligible for appointment to any City board, committee, or commission that has authority over the contract.

- E. *Contributive Potential.* The Board of Supervisors shall evaluate the potential contribution that each applicant may make if appointed to a board, committee, or commission. Guiding factors include:
1. Desire and ability to perform the service.
 2. Ability to express ideas, concepts, and philosophies.
 3. Experience in the community.
 4. Special knowledge important to a particular board, committee, or commission, yet with the ability to represent the interests of the community as a whole and not a special interest.
 5. Ability to work collaboratively with other members, staff, and officials.
 6. An assurance of sufficient time available to devote to the duties of the board, committee, or commission.
- F. *Reappointments.* Incumbents who wish to be reappointed and who are eligible for reappointment shall submit an application during the application period. In addition to the criteria above, the Board of Supervisors will also evaluate incumbents using the following criteria:
1. Attendance. The expected minimum standard of attendance at all meetings is 75%, regardless of whether absences are excused or unexcused.
 2. Understanding the function of the board, committee, or commission.
 3. Contribution to the efforts of the board, committee, or commission.
 4. Effectiveness as a participating member of the body.
 5. Number of terms served.

Background Check

The Board of Supervisors may require a pre-appointment background check for any position if deemed warranted. The cost of the background check will be borne by the City.

Advance Review of Qualifications

Prior to presenting applicants by the Board of Supervisors, the City Manager shall determine whether each applicant is eligible for appointment to the position for which the applicant has applied.

Timely Submission of Information

It is the Board of Supervisors' aspirational goal to ensure all information relating to appointments to boards, committees, and commissions is received by Board members and made available to the public in a timely fashion. The late submission of information should be avoided when possible.

TERMS

Whenever possible, terms will be set to expire at either yearend or mid-year. The same expiration date may apply to all terms of the board, committee, or commission. Terms may be adjusted as necessary to maintain staggered expiration dates.

TERM LIMITS

Except as otherwise provided by law or specifically authorized herein, no person shall serve on the same board, committee, or commission for more than twelve (12) years.

Where maximum terms of service are specified, appointees:

1. serving a two (2) year term may be reappointed five times for a maximum of six (6) terms;
2. serving in a three (3) year term may be reappointed three times of a maximum of four (4) terms;
3. serving a four (4) year term may be reappointed twice for a maximum of three (3) terms; and
4. serving a five (5) year or greater term may be reappointed once for a maximum of (2) two terms.

For a term of two (2) years or less, appointments of less than one (1) year made to fill an unexpired term shall not be considered as a full term. Appointments of one (1) year or more shall be considered a full term.

For a term greater than two (2) years, appointments of less than two (2) years made to fill an unexpired term shall not be considered as a full term. Appointments of two (2) years or more shall be considered a full term.

Members shall continue to serve after the expiration of their term until a new appointment or reappointment is made, or the member resigns in writing.

Anything to the contrary herein notwithstanding, an incumbent who is made ineligible to serve a term by this provision may be reappointed for the term if: (1) the incumbent applies for reappointment; (2) the incumbent is otherwise eligible for reappointment; and (3) no other qualified individual submits an application.

ATTENDANCE POLICY

All board, commission and committee members shall attend at least seventy-five percent (75%) of all meetings in the preceding twelve (12) month period. No differentiation is made between excused or unexcused absences of members.

MULTIPLE APPOINTMENTS

No non-elected person is eligible to apply or to serve on more than one board, committee, or commission at any one time. The prohibition does not apply to appointments made by individual members of the Board of Supervisors.

CONFLICT OF INTEREST

All members of boards, committees, or commissions must avoid any conflict of interest. No individual may use an official position to gain personal advantage. If a member of a board, committee, or commission concludes that the member has a conflict of interest with respect to a matter pending before the board, committee, or commission, the member shall disclose the conflict of interest and abstain from voting and/or recuse himself or herself as required by Nevada's Ethics in Government Law (NRS 281A.010 – 281A.550) from participating in the deliberations and decision-making process for the matter under consideration. A member so disqualifying himself or herself shall have no personal presence before or direct communication with the other members regarding the matter at issue. Failure of a member to disclose that he or she has a conflict of interest on a matter under consideration by the particular board, committee, or commission may be cause for removal from the board, committee, or commission.

A member convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude shall resign from the board, committee or commission within 30 days of the conviction.

PUBLIC PROCESS (OPEN MEETING LAW)

In enacting NRS 241, the Nevada Legislature found and declared that all public bodies exist to aid in the conduct of the people's business. It is the intent of the law that public body actions be taken openly and that their deliberations be conducted openly. Generally a public body means any administrative, advisory, executive or legislative body of a local government which expends or disburses or is supported in whole or in part by tax revenue or which advises or makes recommendations to any entity which expends or disburses or is supported in whole or in part by tax revenue, including, but not limited to, any board, commission, committee, subcommittee or other subsidiary thereof.

It is the responsibility of every member of a board, committee, or commission to understand the requirements of the Open Meeting Law and to assure that they individually and the board, committee, or commission as a whole operates within the letter and spirit of the law. The City, through the District Attorney's Office, provides annual training on the Open Meeting Law and the Nevada Ethics requirements to assist the members of a board, commission, or committee in understanding the requirements of the law. Additionally, the District Attorney, on his or her own, or at the request of the committee chair may provide a short course on the Open Meeting Law at any scheduled meeting of the board, commission, or committee. Chair persons are encouraged to request a presentation on the Open Meeting Law at least annually or more often if the circumstances warrant (e.g. turnover in members). Members are required to attend either the annual training course or the short course at the committee level within twelve (12) months of appointment.

LOBBYING

Lobbying on legislative or political matters shall be conducted in accordance with Resolution 2015-R-1 adopted by the Carson City Board of Supervisors January 5, 2015, as amended from time to time.

REMOVAL OF MEMBERS

Except as otherwise limited by applicable law or ordinance, the Board of Supervisors may, by majority vote, remove any of the appointed members of a City board, commission, or committee for cause based on the Board of Supervisor's reasonable discretion. Members removed by the Board shall be so notified. If the member was appointed by and represents another organization or government jurisdiction, the agency shall be notified of the Board's desire that the member be lawfully removed.

ASSIGNMENT OF STAFF SUPPORT

Carson City has a number of established boards, committees, and commissions that are assigned to City departments. When boards, committees or commissions deal primarily with issues of a single department, they are typically assigned to that department for staff support. These boards, committees, and commissions are listed in Appendix B. Elected executive officials and department directors are responsible to provide liaison, leadership, facilitation, and/or administrative support to the boards, committees, and commissions assigned to them.

OPERATION PROCEDURES AND COMMITTEE MEMBER RESPONSIBILITIES

Organization

Except as otherwise provided by law, ordinance or resolution, there shall be an annual election of a chairperson and vice-chairperson held by all boards, committees, and commissions created by the Board of Supervisors. The Chairperson is the hub of the committee process and is key to the operation and effectiveness of the board, committee or commission. The chairperson must make every attempt to run the meeting by the rules of procedure while at the same time ensuring that a fair democratic process is provided to all members of the group and to the public at large. The chairperson should take care to ensure the committee deliberations and discussion stay focused on the issue at hand. The most important part of being chairperson lies in the ability to find common ground and to achieve compromise, if appropriate. The chairperson must be able to represent the entire group to the BOS and community groups. Unless otherwise provided by law, ordinance or resolution, a Board of Supervisor member appointed to a board, committee, or commission shall not serve as chairperson or vice-chairperson.

Preparation of Agendas

Matters within the scope of the body's authority which are desired to be heard by a board, committee, or commission member, the department director, the City manager or a Board of Supervisors member shall be placed on the agenda on or before the time of agenda signing by using the appropriate board, committee, or commission agenda form and shall be attributed to the requestor.

Matters within the scope of the body's authority desired to be heard by an individual citizen or outside entity shall be submitted by said individual citizen or outside entity in the form of a letter of request to appear before the board, committee, or commission no less than fourteen (14) days prior to the next scheduled board, committee, or commission meeting. The letter should be addressed to the liaison department (See Appendix B) and should describe the item to be considered, whether it is a discussion or action item and the approximate time needed. Any supporting documents must be submitted no less than seven (7) working days prior to the meeting date. The liaison department will submit the request to the chairperson who will timely advise the liaison department whether to place the matter on the agenda or otherwise advise the requester that the chairperson will not place the matter on the agenda unless requested to do so by another member, the department director, the City manager or any member of the Board of Supervisors.

The Chairperson will work with the staff liaison to review agendas for appropriate timing and placement of items. Except as otherwise provided above, the chairperson does not have the authority to remove items from the agenda or to prevent placement of items on an agenda.

Records

Boards, committees, and commissions are covered under the public records statutes of Nevada. Procedural compliance with the law is a function of staff liaison support in most instances. However, from time to time, members of boards, committees, and commissions will receive communications regarding matters within their scope of activities. All types of communications, including email, constitute a public record and the City is obligated to retain it in accordance with guidelines and policies prescribed by law. Similarly, communications to members, to citizens, officials and staff are public records as well. Members of boards, committees, and commissions should provide a copy of all communications to their respective staff liaison for inclusion in the public record.

Communication with Board of Supervisors

Expressions of a board, committee, or commission's position, recommendation or request for any action shall be in the form of a resolution, motion or other written communication, setting forth the reasons, facts, policies, and/or findings of the body supporting the communication and shall be directed to the Board of Supervisors and the City Manager. It should be emphasized that when a member who is present at a Board of Supervisor's meeting is asked to address the Board of Supervisors on a matter, the member should take care to represent the viewpoint of the particular board, committee, or commission as a whole and to avoid expressing his or her personal opinion unless clearly stated as such.

Meeting Location and Time

The City Manager shall designate meeting locations for the City's boards, committees, and commissions. It is the policy of the Board of Supervisors that meetings:

- (1) Should be televised if feasible;

- (2) Should be held at a time and location designed to facilitate public attendance and participation;
- (3) Should be held at a time and location reasonably convenient to the membership of the board, committee, or commission;
- (4) Should be scheduled on a reasonably consistent basis in regard to the time and location for meetings of a particular board, committee, or commission; and
- (5) Should be scheduled in a manner that conserves City resources when possible.

Compensation

Members of boards, committees, and commissions serve without compensation unless authorized by statute, ordinance or resolution adopted by the Board of Supervisors. Members may be reimbursed for authorized travel expenses incidental to their service.

Rules of Procedure (Bylaws)

Boards, committees, and commissions operating under the auspices of the Board of Supervisors may, depending on the nature of the group, adopt rules to address procedural considerations. Such rules of procedure shall not become effective until reviewed and confirmed by the Board of Supervisors.

Every board, committee, and commission should have a set of bylaws to direct and clarify its actions, procedures and organization. Bylaws are the guidelines by which a board, committee, or commission functions internally. Each board, committee, or commission may either develop its own set of bylaws or choose to adopt the meeting guidelines outlined below as their bylaws.

According to *Robert's Rules of Order*, bylaws define the primary characteristics of an organization, prescribe how it should function, and include rules that are so important that they may not be changed without prior notice to members and a formal vote and agreement by a majority of the members appointed to the board, commission or committee. Ordinarily, bylaws may only be changed by a two-thirds majority of the members appointed to the board, commission or committee.

If a board, committee, or commission chooses to adopt its own bylaws, they will generally include a number of articles such as the following:

- Name of the board, committee, or commission
- Mission statement
- Membership
- Officers
- Meetings
- Committees, subcommittees
- Parliamentary procedure – often including the name of the manual of parliamentary procedure the board, committee, or commission will follow
- Amendment procedures for making changes in the bylaws

Bylaws should include expectations as well as guidelines for members. Issues such as attendance, responsibilities, and discipline should be addressed in the bylaws. Board,

committee, and commission members are expected to adhere to bylaws and all relevant statutes.

Meeting Guidelines

Quorum Required

In the absence of any super majority required by law or ordinance, a quorum consisting of at least fifty one percent (51%) of the board, committee, or commission is required to have a meeting and transact any business. The quorum requirement protects against unrepresentative deliberations or actions by a small number of individuals. In some cases, the governing law or document will establish what the quorum will be.

The law does not expressly address what to do in circumstances when a noticed meeting fails to obtain or retain a quorum at or during the scheduled meeting time, therefore it is the policy of the City that:

When No Quorum Is Possible. If the chairperson or liaison department staff is aware that a quorum will not be present at any time during the scheduled public meeting, then the meeting shall be cancelled. When possible it shall be cancelled by providing email notice to any applicable notification list and posting the cancellation notice at the door of the noticed meeting location.

If There Will Be a Late Quorum. If it is reasonably believed that one or more members will arrive late to complete the quorum, the meeting may begin at its scheduled time, but the chair may call for only non-action informational agenda items and public comment to be heard by the public body until a quorum is present. At any time after call to order and roll call, the chairperson may call a recess until the quorum is present, or call an adjournment (without a vote) after providing for public comment if the quorum does not timely appear.

If There Is a Loss of Quorum. If for any reason during a public meeting that has been convened the public body loses its quorum, the chairperson may call for only non-action informational agenda items and public comment to be heard until a quorum is present. At any time after losing a quorum, the chairperson may call a recess until the quorum is present, or call an adjournment (without a vote) after providing for public comment if the quorum does not timely reappear.

Officers and Minutes

Unless otherwise provided by law, ordinance or resolution, at the first meeting of each calendar year, the board, committee, or commission shall pursuant to a noticed agenda item elect a chairperson who shall preside at meetings. The board, committee, or commission shall then choose a vice-chairperson. The vice-chairperson shall preside in the absence of the chairperson. All meetings must be recorded on an electronic media that can be copied and written minutes of all

meetings shall be forwarded to the assigned City department, City Manager and Board of Supervisors consistent with the Open Meeting Law.

Terms for Chairperson

It is the aspirational goal of the Board of Supervisors that leadership will regularly rotate among the members of the boards, committees and commissions. As such, a member should only serve as chairperson for two consecutive years and should be nominated for chairperson only when two or more years have passed since the member last served as chairperson. A board, committee or commission may deviate from this aspirational goal if it determines that compliance would be detrimental to its purpose or function.

Legal Counsel

The District Attorney's Office serves as legal counsel to the boards, committees, and commissions created by the Board of Supervisors and for those where state statute identifies the District Attorney as legal counsel. The District Attorney advises and represents the City departments and employees as they fulfill their official duties, expresses legal opinions, and defends city officials and employees for actions performed in good faith in their official capacities.

The District Attorney can provide valuable information and advice regarding statutes, ordinances and legal issues. A board, committee, or commission that follows the advice of the District Attorney increases its defenses from liability and is more likely to avoid legal problems. Members may request the following kinds of information from the District Attorney:

- Assurance that the board, committee, or commission's decisions and actions fall within statutory authority.
- Input about conflicts of interest.
- Input about compliance with the Nevada Open Meeting Law requirements.

Requests for formal legal opinions must be directed through the appropriate department director for review and to the City Manager or appropriate elected official for approval prior to sending the request to the District Attorney's Office.

Staff Liaisons

As liaisons to boards, committees, and commissions, City staff members provide a variety of professional assistance and administrative functions; these include preparing and distributing meeting notices, record keeping, providing professional guidance and analysis, and serving as the communication link between boards, committees, and commissions or counsel. Staff liaisons will consult with board, committee, or commission chairperson on the preparation of agendas.

The liaisons are staff professionals with significant responsibilities in addition to their liaison activities. The liaison role is one of communications to assist boards, committees, and commissions in their work. It is important for the orderly working of the City to be

sensitive to the fact that they are not “committee staff” and do not work “for” or “at the direction” of a board, committee, or commission. They are professionals who work to develop information and recommendations for consideration by the Board of Supervisors.

Staff Reports to Board of Supervisors

There will be occasions when the City staff will be required to prepare an agenda report on a board, committee, or commission action or appeal for the Board of Supervisors’ review. In preparation of such a report, the staff member should present both the staff position and the board, committee, or commission’s position. The position of members not voting in the majority on an item should also be presented in the staff report if so requested by the member. Nothing in this provision is intended or shall be interpreted to prohibit or discourage a member, usually the chair or vice-chair, from presenting or participating in staff’s presentation of the board, committee, or commission’s position on the action or appeal.

Subcommittees

Boards, committees, and commissions are authorized to create subcommittees for purposes related to their purview with the approval of the City Manager.

PROCEDURE FOR ESTABLISHING A NEW BOARD, COMMITTEE OR COMMISSION

New boards, committees, and commissions may be established in two ways:

By Proposal of Citizens or City Departments

With the consent of the City Manager, citizen or City department, proposals for establishing new boards, committees, and commissions will be submitted to the Board of Supervisors for consideration. If approved, the originating department will prepare a resolution establishing the new board, committee, or commission, including the purpose and duration of the board, commission or committee and submit it to the Board of Supervisors for approval. Upon approval, the originating department will work with the City Manager’s office to prepare application forms and advertise for applicants for the new board, committee, or commission.

By Board of Supervisors’ Action

The Board of Supervisors may propose the formation of a new board, committee, or commission and assign it to a department. The assigned department will assist in the preparation of applications and advertising as described above.

PROCEDURE FOR ELIMINATION OF A BOARD, COMMITTEE, OR COMMISSION

At least annually, the City Manager shall evaluate the usefulness and necessity of each board, committee, and commission not required by State or Federal law. If the City Manager determines that one or more is no longer useful or necessary, the City Manager shall place an item on an agenda for a Board of Supervisors’ meeting to consider elimination of the boards, committees, or commissions at issue.

Appendix A - Types of Committees

Advisory

Advisory Board to Manage Wildlife	Standing	City	NRS 501.260 – 501.325; Resolutions 1993-R-58; 1994-R-7
Carson City Audit Committee	Standing	City	CCMC 2.14.010 – 2.14.060
Carson City Building Permit Enterprise Fund Advisory Committee	Standing	City	NRS 354.59893; CCMC 2.42.010 – 2.42.090
Carson City Charter Review Committee	Standing	City	Carson City Charter, art. I, §§ 1.080 – 1.100
Carson City Cultural Commission	Standing	City	CCMC 2.41.010 – 2.41.090
Carson City Debt Management Commission	Standing	City	NRS 350.011 – 350.0165
Carson City Open Space Advisory Committee	Standing	City	CCMC 13.06.010 – 13.06.150
Carson City Parks and Recreation Commission	Standing	City	NRS 244.0371 – 244.30792; CCMC 2.16.010 – 2.16.060
Carson City Redevelopment Authority Citizens Committee	Standing	RDA	Resolutions 2003-R-37; 2003- RAR-2; 2011-R-41; 2011-RA-R-3
Carson City Shade Tree Council	Standing	City	CCMC 2.18.010 – 2.18.030
Carson City Television Commission	Standing	City	CCMC 5.20.010 – 5.20.130

Carson City Utility Finance Oversight Committee	Interim	City	Resolution 2013-R-45
Local Emergency Planning Committee	Standing	City	42 U.S.C. §11001

Legislative*

Carson City Airport Authority	Standing	City	1989 Nev. Stat. 2025
Carson City Board of Supervisors	Standing	Electorate	NRS Chapter 244; Carson City Charter, art. II, §§2.010 – 2.320; CCMC 2.02.010 – 2.02.040
Carson City Liquor and Entertainment Board	Standing	State	NRS 244.345, 244.350; CCMC 4.13.010 – 4.13.210
Carson City Redevelopment Authority	Standing	City	NRS 279.426 – 279.514
Carson City Regional Transportation Commission	Standing	City	NRS 277A.010 – 277A.380; CCMC 11.20.010 – 11.20.200

Regulatory*

9-1-1 Surcharge Advisory Committee	Standing	City	NRS 244A.7645; CCMC 4.05.010 – 4.05.110
Carson City Board of Appeals (Building Code)	Standing	City	CCMC 15.05.020, §§ 113.1 – 113.4
Carson Area Metropolitan Planning Organization	Standing	City/Federal	23 U.S.C. §134; 23 CFR 450.300; Governor Kenny C. Guinn letter to Bill Kappus (Feb. 26, 2003)
Carson City Board of Equalization	Standing	City	NRS 361.334 – 361.365
Carson City Board of Health	Standing	City	NRS 439.280 – 439.360; CCMC 9.01.010 – 9.01.110
Carson City Convention and Visitors Bureau	Standing	City	NRS 244A.597- 244A.655
Carson City Historic Resources Commission	Standing	City	CCMC 18.06.020 – 18.06.145
Carson City Library Board of Trustees	Standing	City	NRS 379.020, 379.025
Carson City Planning Commission	Standing	City	NRS 278.030 – 278.265; CCMC 18.020.010 – 18.02.120
Carson City Stormwater Appeal Board	Standing	City	CCMC 12.06.110 – 12.06.130

Member**

Carson City Municipal Golf Course	Standing	Other	Non-profit corporation
Carson City Senior Center Advisory Committee	Standing	Other	
Carson Water Subconservancy District	Standing	Other	1989 Nev. Stat. 1408
Land Use Planning Advisory Council	Standing	Other	NRS 321.740 – 321.750
Nevada Association of Counties (NACO)	Standing	Other	Non-profit corporation
Nevada Commission on the V&T	Standing	Other	1993 Nev. Stat. 2326; 1995 Nev. Stat. 2589; 1999 Nev. Stat. 2970
Nevada State Prison Preservation Society	Standing	Other	Non-profit corporation
Nevada Tahoe Conservation District	Standing	Other	NRS 548.185 – 548.510
Tahoe Regional Planning Agency Governing Board	Standing	Other	NRS 278.792 – 278.806
Tahoe Regional Planning Agency Advisory Planning Commission	Standing	Other	NRS 278.808
Tahoe Transportation Commission	Standing	Other	NRS 277.200
Tahoe Transportation District	Standing	Other	NRS 277.200
Western Nevada Development District	Standing	Other	Non-profit corporation
Western Nevada Home Consortium	Standing	Other	

Western Nevada Resource Conservation District	Standing	Other	
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*- Some may be both Legislative and Regulatory

** - Not all are Public Bodies

Appendix B - Department Assignments

Board, Committee, or Commission	Department
9-1-1 Surcharge Advisory Committee	Fire
Advisory Board to Manage Wildlife	Clerk/Recorder
Carson Area Metropolitan Planning Organization	Public Works /Transportation
Carson City Audit Committee	Finance
Carson City Board of Appeals (Building Code)	Public Works/Building
Carson City Board of Equalization	Assessor
Carson City Board of Health	City Manager
Carson City Board of Supervisors	City Manager
Carson City Building Permit Enterprise Fund Advisory Committee	Public Works/Building
Carson City Charter Review Committee	City Manager
Carson City Cultural Commission	Parks and Recreation
Carson City Debt Management Commission	Finance
Carson City Historic Resources Commission	Public Works/Planning
Carson City Liquor and Entertainment Board	City Manager
Carson City Open Space Advisory Committee	Parks and Recreation
Carson City Parks and Recreation Commission	Parks and Recreation
Carson City Planning Commission	Public Works/Planning
Carson City Redevelopment Authority	City Manager
Carson City Redevelopment Authority Citizens Committee	Public Works/Planning
Carson City Regional Transportation Commission	Public Works/Transportation
Carson City Shade Tree Council	Parks and Recreation
Carson City Stormwater Appeal Board	Public Works/Engineering
Carson City Television Commission	City Manager
Carson City Utility Finance Oversight Committee	Public Works/Finance
Carson River Advisory Committee	Parks and Recreation
Local Emergency Planning Committee	Fire

Carson City, Nevada
Boards, Committees, and Commissions

Policies and Procedures
Approved September 5, 2012
[Amended February 4, 2016](#)

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Boards, Committees, and Commissions

PREFACE

Carson City is blessed with a citizenry that believes in the value and benefits of community service and active public engagement. The men and women who serve the City as volunteers and as members of its boards, committees, and commissions are critical to Carson City's mission of providing quality services to its residents and to ensuring government processes are open, transparent and inclusive and that our superior quality of life is preserved for present and future generations.

PURPOSE AND AUTHORITY

Boards, committees, and commissions are created under the authority of the Carson City Charter, Chapter 2.320. They are intended to gather and parse information for the purpose of presenting options and recommendations to the Carson City Board of Supervisors. Unless otherwise directed by the Nevada Revised Statutes, Carson City Charter, Carson City ordinance, resolution of the Board of Supervisors or by order of law such entities are advisory in nature and retain no official independent authority or responsibility.

EQUAL OPPORTUNITY

The goal of Carson City is to encourage a diverse membership and participation on its boards, committees, and commissions. Equal opportunity is good business and applies to all areas of citizen involvement. Carson City does not discriminate in its selection decisions based on race, religion, color, national origin, gender, gender identity or expression of a person, sexual orientation, age, political affiliation, pregnancy, military status, disability, genetic information, or any other basis. The selection of members of a board, committee, or commission is based solely on merit and fitness.

CODE OF CONDUCT

It is expected that appointees to all City boards, committees and commissions shall conduct themselves in a manner befitting their position. Courtesy, honesty and respect for others are important attributes for all public servants whether appointed, elected or employed. Everyone who serves the City should treat others in a professional manner being mindful of the fact that they are expected to represent and be accountable to the people they serve.

APPLICATION

This policy applies to all appointed boards, committees, and commissions, Carson City offices/departments and to all elected officials, department directors and their employees except as stated below.

This policy does not apply to the Carson City Board of Supervisors, the Carson City Liquor and Entertainment Board, the Carson City Board of Health, the Carson City Redevelopment Authority, nor any non-City board, committee, or commission created by state or federal law on which a member of the Board of Supervisors sits or where the Carson City Board of Supervisors is required to appoint a portion of the membership but not a majority of the membership.

This policy does not apply to internal committees established by department directors for informal processes such as the Human Resources' Director's Insurance Committee, the City's Risk Management Committee, or the City Manager's Internal Finance Committee. These committees exist at the discretion of the Directors and do not involve non-city members.

TYPES

Boards, committees, and commissions are created by state law, Carson City Charter, or ordinance or resolution of the Board of Supervisors.

Each committee is unique in its purpose, mission, and role. It is especially important that members be familiar with their committee's governing statutes, ordinances, or controlling resolutions and other authorizing documents so they understand the framework within which the committee must operate. The City's executive department advisory bodies may in some cases not be a public body under the Open Meeting Law.

There are four main types of committees (See Appendix A.):

Advisory Boards, Committees, and Commissions

The Board of Supervisors, elected executive officials, the City Manager, and department directors may create these. The members serve as advisors on policy and/or operational matters to the City's executive department or to the Board of Supervisors. Advisory bodies may study existing policy and/or operational procedures for changes or implementation. Advisory bodies do not have authority to enforce policy or create rules, but their analysis and recommendations can play an important role in furthering the effective operation of City government. Examples of advisory bodies are the Parks and Recreation Commission and the Redevelopment Authority Citizen's Committee which are also public bodies under the Open Meeting Law

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Legislative Boards, Committees, and Commissions

Legislative boards, committees, and commissions are created by state law with the membership appointed by the Carson City Board of Supervisors, or, in the case of the Board of Supervisors, elected to the board by the community. Boards, committees or commissions with legislative authority have the ability to make, amend or repeal

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ordinances and regulations. An example of this legislative authority is the Carson City Redevelopment Authority's ability to zone or rezone property in a redevelopment area.

Regulatory Boards, Committees and Commissions

Usually, these types of bodies are created by statute or ordinance and perform rule-making or administrative hearing functions. In fulfilling these functions, they operate as a review and appeals body. As an appeals body, they hear individual cases and rule on them; their decisions, however, are usually subject to further appeals, which might include a hearing officer, or the Board of Supervisors or a State board, or judicial review. Examples of regulatory bodies are the Board of Equalization and the Carson City Board of Health.

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Member of a Non-City Board, Committee, or Commission

The boards, committees, and commissions listed under this heading are created by other governments or agencies and the City has been asked (or mandated by state or federal law) to supply a member(s). An example of a board that's not created by the Carson City Board of Supervisors but to which the Board appoints members is the Nevada Association of Counties (which is a nonprofit corporation) or the Tahoe Regional Planning Agency Governing Board (which is a bi-state government public body).

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APPOINTMENT AUTHORITY

Members are appointed by resolution or minute order to the various boards, committees, and commissions by a majority vote of the Carson City Board of Supervisors or by the Mayor of Carson City as set out in the particular state law, ordinance, or resolution of the Board of Supervisors.

APPOINTMENT PROCEDURES

The methods by which non-elected citizen members are to be appointed to certain City public bodies are:

Vacancies to be ~~A~~advertised

Carson City Executive Office staff publicizes vacancies on the City's boards, committees, and commissions and solicits and reviews applications for membership from interested citizens. Notice is published in the local newspaper and is posted on the City's website by means of an announcement naming the type of vacancy, where to obtain an application and the closing date for accepting applications. Applications may be accepted between application periods and held until the next vacancy occurs.

The notice is generally made at least four weeks in advance of the end of the term and the application period generally remains open for a minimum of two weeks. Prior to the time an incumbent's term expires, he or she ~~will be notified and given the opportunity to indicate his or her desire to be re-appointed~~ may apply for reappointment if eligible.

Commissioners, existing board and committee members, and others are encouraged to recruit citizens to apply for vacancies if they believe they would serve the city well. If no applications are received by the expiration of the application period, or if applicants fail

to receive majority support from the Board of Supervisors, the individual members of the Board of Supervisors may privately solicit, or collectively take public action to solicit, individuals to serve and may appoint members without another open application period.

Qualification and Residency Requirements

Section 2.320 of the Carson City Charter requires that a person sitting on an advisory board that only serves Carson City must be a resident of Carson City and registered to vote in Carson City.

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Methods of Appointment

- A. When a board, committee, or commission is first created, the members shall be appointed by the Board of Supervisors after review of the applications and interviewing the candidates either in person or electronically.
- B. After the initial formation of the board, committee, or commission, any vacancy occurring for any reason shall be filled by appointment by the Board of Supervisors after reviewing the submitted applications and interviewing the prospective members either in person or electronically.

Filling Mid-Term Vacancies

Should a mid-term vacancy occur on a board, committee, or commission, the Board of Supervisors may appoint a replacement member to complete the remainder of the term, as provided by this policy and state law. If applications for the original appointment are less than one year old, the Board may appoint a replacement from the original pool of applicants.

Nominations by Individual Members of the Board of Supervisors

Where ~~an individual member of the committee membership is made up by nominations by individual~~ Board of Supervisors ~~is authorized to appoint an individual to a board, committee or commission, -members,~~ such as the Charter Review Committee, the ~~appointment(s) nominations~~ shall be made no later than the first Board of Supervisors' meeting in February of each year for those committees having annual terms or the February following a General Election for newly elected Board of Supervisors for those ~~board, committee, or commission~~ -members whose terms are co-terminus with the ~~appointment member of the Board of~~ Supervisors. NOTE: For the Charter Review Committee, the appointment of nominees by Nevada Legislators representing Carson City shall also be made by the first Board of Supervisor meeting in February following a General Election.

Incumbent May Reapply

~~Any member of a board, committee, or commission whose term is near expiration may apply for reappointment by sending a letter to the City's Executive Office before the date of the expiration of his or her term but during the official application period.~~

Criteria for Appointment

A. *Application.* All applicants for appointment or re-appointment must provide to the City Manager a completed application on a form to be provided by the City Manager.

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A.B. *Residency.* Appointment to certain boards, committees or commissions must, by state law, ordinance, resolution or City requirements, be limited to residents of Carson City. Persons residing outside the City may be considered and appointed to positions not legally restricted to City residents when determined appropriate by the Board of Supervisors.

B.C. *Criminal Record:* A person convicted of a felony, domestic violence or a gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals) is not eligible to serve on a City board, committee, or commission. The application form shall contain a provision for a statement under oath that the candidate is eligible to serve on a board, commission, or committee under the criteria set forth in this paragraph.

C.D. *Conflicts.* Except as specifically required or allowed by law, City employees (including elected officials), persons ~~that~~who have been a City employee and/or an elected official during the previous twelve months, and persons ~~that~~who have a contract for services and/or goods with the City are not eligible for appointment to any City boards, committees, or commissions ~~that has authority over the contract unless the intent of the committee so requires it or is otherwise provided by law.~~

D.E. *Contributive Potential.* The Board of Supervisors shall evaluate the potential contribution that each applicant may make if appointed to a board, committee, or commission. Guiding factors include:

1. Desire and ability to perform the service.
2. Ability to express ideas, concepts, and philosophies.
3. Experience in the community.
4. Special knowledge important to a particular board, committee, or commission, yet with the ability to represent the interests of the community as a whole and not a special interest.
5. Ability to work collaboratively with other members, staff, and officials.
6. An assurance of sufficient time available to devote to the duties of the board, committee, or commission.

E.F. *Reappointments.* Incumbents who wish to be reappointed and who are eligible for reappointment shall submit an application during the application period. In addition to the criteria above, the Board of Supervisors will also evaluate incumbents using the following criteria:

1. Attendance. The expected minimum standard of attendance at all meetings is 75%, regardless of whether absences are excused or unexcused.
2. Understanding the function of the board, committee, or commission.
3. Contribution to the efforts of the board, committee, or commission.

4. Effectiveness as a participating member of the body.
5. Number of terms served.

Background Check

The Board of Supervisors may require a pre-appointment background check for any position if deemed warranted. The cost of the background check will be borne by the City.

Advance Review of Qualifications

Prior to presenting applicants by the Board of Supervisors, the City Manager shall determine whether each applicant is eligible for appointment to the position for which the applicant has applied.

Timely Submission of Information

It is the Board of Supervisors' aspirational goal to ensure all information relating to appointments to boards, committees, and commissions is received by Board members and made available to the public in a timely fashion. The late submission of information should be avoided when possible.

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TERMS

Whenever possible, terms will be set to expire at either yearend or mid-year. The same expiration date may apply to all terms of the board, committee, or commission. Terms may be adjusted as necessary to maintain staggered expiration dates.

TERM LIMITS

~~Consistent with the goal of equal opportunity above, unless otherwise specifically waived by the Board of Supervisors, it is the general policy that appointment term limits shall be twelve (12) years as follows: Except as otherwise provided by law or specifically authorized herein, no person shall serve on the same board, committee, or commission for more than twelve (12) years.~~

Where maximum terms of service are specified, appointees:

1. serving a two (2) year term may be reappointed five times for a maximum of six (6) terms;
2. serving in a three (3) year term may be reappointed three times of a maximum of four (4) terms;
3. serving a four (4) year term may be reappointed twice for a maximum of three (3) terms; and
4. serving a five (5) year or greater term may be reappointed once for a maximum of (2) two terms.

~~Some boards, committees or commissions may have different term lengths and term limits that are exceptions to these general rules.~~

For a term of two (2) years or less, appointments of less than one (1) year made to fill an unexpired term shall not be considered as a full term. Appointments of one (1) year or more shall be considered a full term.

For a term greater than two (2) years, appointments of less than two (2) years made to fill an unexpired term shall not be considered as a full term. Appointments of two (2) years or more shall be considered a full term.

Members shall continue to serve after the expiration of their term until a new appointment or reappointment is made, or the member resigns in writing.

Anything to the contrary herein notwithstanding, an incumbent who is made ineligible to serve a term by this provision may be reappointed for the term if: (1) the incumbent applies for reappointment; (2) the incumbent is otherwise eligible for reappointment; and (3) no other qualified individual submits an application.

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ATTENDANCE POLICY

All board, commission and committee members shall attend at least seventy-five percent (75%) of all meetings in the preceding twelve (12) month period. No differentiation is made between excused or unexcused absences of members.

MULTIPLE APPOINTMENTS

No non-elected person ~~shall be nominated or confirmed by the Board of Supervisors is eligible to apply or~~ to serve on more than one board, committee, or commission at any one time. The prohibition does not apply to ~~multiple appointments created by specifying certain representative memberships, expressly created appointments made by individual members of~~ the Board of Supervisors.

CONFLICT OF INTEREST

All members of boards, committees, or commissions must avoid any conflict of interest. No individual may use an official position to gain personal advantage. If a member of a board, committee, or commission concludes that ~~they member have~~ a conflict of interest ~~or an appearance of fairness issue~~ with respect to a matter pending before the board, committee, or commission, ~~they member shall must disqualify themselves disclose the conflict of interest and abstain from voting and/or recuse himself or herself as required by Nevada's Ethics in Government Law (NRS 281A.010 – 281A.550)~~ from participating in the deliberations and decision-making process for the matter under consideration. A member so disqualifying himself or herself shall have no personal presence before or direct communication with the other members regarding the matter at issue. Failure of a member to disclose that he or she has a conflict of interest on a matter under consideration by the particular board, committee, or commission may be cause for removal from the board, committee, or commission.

A member convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude shall resign from the board, committee or commission within 30 days of the conviction.

PUBLIC PROCESS (OPEN MEETING LAW)

In enacting NRS 241, the Nevada Legislature found and declared that all public bodies exist to aid in the conduct of the people's business. It is the intent of the law that public body actions be taken openly and that their deliberations be conducted openly. Generally a public body means any administrative, advisory, executive or legislative body of a local government which expends or disburses or is supported in whole or in part by tax revenue or which advises or makes recommendations to any entity which expends or disburses or is supported in whole or in part by tax revenue, including, but not limited to, any board, commission, committee, subcommittee or other subsidiary thereof.

It is the responsibility of every member of a board, committee, or commission to understand the requirements of the Open Meeting Law and to assure that they individually and the board, committee, or commission as a whole operates within the letter and spirit of the law. The City, through the District Attorney's Office, provides annual training on the Open Meeting Law and the Nevada Ethics requirements to assist the members of a board, commission, or committee in understanding the requirements of the law. Additionally, the District Attorney, on his or her own, or at the request of the committee chair may provide a short course on the Open Meeting Law at any scheduled meeting of the board, commission, or committee. Chair persons are encouraged to request a presentation on the Open Meeting Law at least annually or more often if the circumstances warrant (e.g. turnover in members). Members are required to attend either the annual training course or the short course at the committee level within twelve (12) months of appointment.

LOBBYING

~~Unless expressly authorized by the Board of Supervisors, no board, commission, or committee, or any member of a board, commission or committee shall engage in lobbying on legislative or political matters on behalf of the board, commission or committee of Carson City. Nothing in this policy precludes individual appointees from lobbying or providing information as a private citizen provided the appointee specifically clarifies that while he or she holds an appointed position, the appointee is acting in a private capacity and not in his or her capacity as an appointed member of a board, commission, or committee or on behalf of the City. In that regard, individual appointees should refrain from lobbying as a private citizen in a way that implies authority to speak on behalf of the City or the public body to which they are appointed. Lobbying on legislative or political matters shall be conducted in accordance with Resolution 2015-R-1 adopted by the Carson City Board of Supervisors January 5, 2015, as amended from time to time.~~

REMOVAL OF MEMBERS

Except as otherwise limited by applicable law or ordinance, the Board of Supervisors may, by majority vote, remove any of the appointed members of a City board, commission, or committee for cause based on the Board of Supervisor's reasonable discretion. Members removed by the Board shall be so notified. If the member was appointed by and represents another organization or government jurisdiction, the agency shall be notified of the Board's desire that the member be lawfully removed.

ASSIGNMENT OF STAFF SUPPORT

Carson City has a number of established boards, committees, and commissions that are assigned to City departments. When boards, committees or commissions deal primarily with issues of a single department, they are typically assigned to that department for staff support. These boards, committees, and commissions are listed in Appendix B. Elected executive officials and department directors are responsible to provide liaison, leadership, facilitation, and/or administrative support to the boards, committees, and commissions assigned to them.

OPERATION PROCEDURES AND COMMITTEE MEMBER RESPONSIBILITIES

Organization

Except as otherwise provided by law, ordinance or resolution, there shall be an annual election of a chairperson and vice-chairperson held by all boards, committees, and commissions created by the Board of Supervisors. The Chairperson is the hub of the committee process and is key to the operation and effectiveness of the board, committee or commission. The chairperson must make every attempt to run the meeting by the rules of procedure while at the same time ensuring that a fair democratic process is provided to all members of the group and to the public at large. The chairperson should take care to ensure the committee deliberations and discussion stay focused on the issue at hand. The most important part of being chairperson lies in the ability to find common ground and to achieve compromise, if appropriate. The chairperson must be able to represent the entire group to the BOS and community groups. Unless otherwise provided by law, ordinance or resolution, a Board of Supervisor member appointed to a board, committee, or commission shall not serve as chairperson or vice-chairperson.

Preparation of Agendas

Matters within the scope of the body's authority which are desired to be heard by a board, committee, or commission member, the department director, the City manager or a Board of Supervisors member shall be placed on the agenda on or before the time of agenda signing by using the appropriate board, committee, or commission agenda form and shall be attributed to the requestor.

Matters within the scope of the body's authority desired to be heard by an individual citizen or outside entity shall be submitted by said individual citizen or outside entity in the form of a letter of request to appear before the board, committee, or commission no less than fourteen (14) days prior to the next scheduled board, committee, or commission meeting. The letter should be addressed to the liaison department (See Appendix B) and should describe the item to be considered, whether it is a discussion or action item and the approximate time needed. Any supporting documents must be submitted no less than seven (7) working days prior to the meeting date. The liaison department will submit the request to the chairperson who will timely advise the liaison department whether to place the matter on the agenda or otherwise advise the requester that the chairperson will not place the matter on the agenda unless requested to do so by another member, the department director, the City manager or any member of the Board of Supervisors.

The Chairperson will work with the staff liaison to review agendas for appropriate timing and placement of items. Except as otherwise provided above, the chairperson does not have the authority to remove items from the agenda or to prevent placement of items on an agenda.

Records

Boards, committees, and commissions are covered under the public records statutes of Nevada. Procedural compliance with the law is a function of staff liaison support in most instances. However, from time to time, members of boards, committees, and commissions will receive communications regarding matters within their scope of activities. All types of communications, including email, constitute a public record and the City is obligated to retain it in accordance with guidelines and policies prescribed by law. Similarly, communications to members, to citizens, officials and staff are public records as well. Members of boards, committees, and commissions should provide a copy of all communications to their respective staff liaison for inclusion in the public record.

Communication with Board of Supervisors

Expressions of a board, committee, or commission’s position, recommendation or request for any action shall be in the form of a resolution, motion or other written communication, setting forth the reasons, facts, policies, and/or findings of the body supporting the communication and shall be directed to the Board of Supervisors and the City Manager. It should be emphasized that when a member who is present at a Board of Supervisor’s meeting is asked to address the Board of Supervisors on a matter, the member should take care to represent the viewpoint of the particular board, committee, or commission as a whole and to avoid expressing his or her personal opinion unless clearly stated as such.

Meeting Location and Time

~~The Board of Supervisors, through the City Manager, will designate meeting locations for the City’s boards, committees, and commissions. To the greatest extent possible, the meetings will be held at a convenient time and at a location that has capability for televising the meeting to facilitate public participation.~~The City Manager shall designate meeting locations for the City’s boards, committees, and commissions. It is the policy of the Board of Supervisors that meetings:

- (1) Should be televised if feasible;
- (2) Should be held at a time and location designed to facilitate public attendance and participation;
- (3) Should be held at a time and location reasonably convenient to the membership of the board, committee, or commission;
- (4) Should be scheduled on a reasonably consistent basis in regard to the time and location for meetings of a particular board, committee, or commission; and
- (5) Should be scheduled in a manner that conserves City resources when possible.

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Compensation

Members of boards, committees, and commissions serve without compensation unless authorized by statute, ordinance or resolution adopted by the Board of Supervisors. Members may be reimbursed for authorized travel expenses incidental to their service.

Rules of Procedure (Bylaws)

Boards, committees, and commissions operating under the auspices of the Board of Supervisors may, depending on the nature of the group, adopt rules to address procedural considerations. Such rules of procedure shall not become effective until reviewed and confirmed by the Board of Supervisors.

Every board, committee, and commission should have a set of bylaws to direct and clarify its actions, procedures and organization. Bylaws are the guidelines by which a board, committee, or commission functions internally. Each board, committee, or commission may either develop its own set of bylaws or choose to adopt the meeting guidelines outlined below as their bylaws.

According to *Robert's Rules of Order*, bylaws define the primary characteristics of an organization, prescribe how it should function, and include rules that are so important that they may not be changed without prior notice to members and a formal vote and agreement by a majority of the members appointed to the board, commission or committee. Ordinarily, bylaws may only be changed by a two-thirds majority of the members appointed to the board, commission or committee.

If a board, committee, or commission chooses to adopt its own bylaws, they will generally include a number of articles such as the following:

- Name of the board, committee, or commission
- Mission statement
- Membership
- Officers
- Meetings
- Committees, subcommittees
- Parliamentary procedure – often including the name of the manual of parliamentary procedure the board, committee, or commission will follow
- Amendment procedures for making changes in the bylaws

Bylaws should include expectations as well as guidelines for members. Issues such as attendance, responsibilities, and discipline should be addressed in the bylaws. Board, committee, and commission members are expected to adhere to bylaws and all relevant statutes.

Meeting Guidelines

Quorum Required

In the absence of any super majority required by law or ordinance, a quorum consisting of at least fifty one percent (51%) of the board, committee, or

commission is required to have a meeting and transact any business. The quorum requirement protects against unrepresentative deliberations or actions by a small number of individuals. In some cases, the governing law or document will establish what the quorum will be.

The law does not expressly address what to do in circumstances when a noticed meeting fails to obtain or retain a quorum at or during the scheduled meeting time, therefore it is the policy of the City that:

When No Quorum Is Possible. If the chairperson or liaison department staff is aware that a quorum will not be present at any time during the scheduled public meeting, then the meeting shall be cancelled. When possible it shall be cancelled by providing email notice to any applicable notification list and posting the cancellation notice at the door of the noticed meeting location.

If There Will Be a Late Quorum. If it is reasonably believed that one or more members will arrive late to complete the quorum, the meeting may begin at its scheduled time, but the chair may call for only non-action informational agenda items and public comment to be heard by the public body until a quorum is present. At any time after call to order and roll call, the chairperson may call a recess until the quorum is present, or call an adjournment (without a vote) after providing for public comment if the quorum does not timely appear.

If There Is a Loss of Quorum. If for any reason during a public meeting that has been convened the public body loses its quorum, the chairperson may call for only non-action informational agenda items and public comment to be heard until a quorum is present. At any time after losing a quorum, the chairperson may call a recess until the quorum is present, or call an adjournment (without a vote) after providing for public comment if the quorum does not timely reappear.

Officers and Minutes

Unless otherwise provided by law, ordinance or resolution, at the first meeting of each calendar year, the board, committee, or commission shall pursuant to a noticed agenda item elect a chairperson who shall preside at meetings. The board, committee, or commission shall then choose a vice-chairperson. The vice-chairperson shall preside in the absence of the chairperson. All meetings must be recorded on an electronic media that can be copied and written minutes of all meetings shall be forwarded to the assigned City department, City Manager and Board of Supervisors consistent with the Open Meeting Law.

Terms for Chairperson

It is the aspirational goal of the Board of Supervisors that leadership will regularly rotate among the members of the boards, committees and commissions. As such, Unless otherwise provided by law, ordinance or resolution, a member should may only serve as chairperson for two consecutive years and should. A member who served as chairperson will qualify to be nominated for chairperson only when

~~provided that~~ two or more years have passed since the member last served as chairperson. A board, committee or commission may deviate from this aspirational goal if it determines that compliance would be detrimental to its purpose or function.

Legal Counsel

The District Attorney's Office serves as legal counsel to the boards, committees, and commissions created by the Board of Supervisors and for those where state statute identifies the District Attorney as legal counsel. The District Attorney advises and represents the City departments and employees as they fulfill their official duties, expresses legal opinions, and defends city officials and employees for actions performed in good faith in their official capacities.

The District Attorney can provide valuable information and advice regarding statutes, ordinances and legal issues. A board, committee, or commission that follows the advice of the District Attorney increases its defenses from liability and is more likely to avoid legal problems. Members may request the following kinds of information from the District Attorney:

- Assurance that the board, committee, or commission's decisions and actions fall within statutory authority.
- Input about conflicts of interest.
- Input about compliance with the Nevada Open Meeting Law requirements.

Requests for formal legal opinions must be directed through the appropriate department director for review and to the City Manager or appropriate elected official for approval prior to sending the request to the District Attorney's Office.

Staff Liaisons

As liaisons to boards, committees, and commissions, City staff members provide a variety of professional assistance and administrative functions; these include preparing and distributing meeting notices, record keeping, providing professional guidance and analysis, and serving as the communication link between boards, committees, and commissions or counsel. Staff liaisons will consult with board, committee, or commission chairperson on the preparation of agendas.

The liaisons are staff professionals with significant responsibilities in addition to their liaison activities. The liaison role is one of communications to assist boards, committees, and commissions in their work. It is important for the orderly working of the City to be sensitive to the fact that they are not "committee staff" and do not work "for" or "at the direction" of a board, committee, or commission. They are professionals who work to develop information and recommendations for consideration by the Board of Supervisors.

Staff Reports to Board of Supervisors

There will be occasions when the City staff will be required to prepare an agenda report on a board, committee, or commission action or appeal for the Board of Supervisors'

review. In preparation of such a report, the staff member should present both the staff position and the board, committee, or commission's position. The position of members not voting in the majority on an item should also be presented in the staff report if so requested by the member. Nothing in this provision is intended or shall be interpreted to prohibit or discourage a member, usually the chair or vice-chair, from presenting or participating in staff's presentation of the board, committee, or commission's position on the action or appeal.

Subcommittees

Boards, committees, and commissions are authorized to create subcommittees for purposes related to their purview with the approval of the City Manager.

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PROCEDURE FOR ESTABLISHING A NEW BOARD, COMMITTEE OR COMMISSION

New boards, committees, and commissions may be established in two ways:

By Proposal of Citizens or City Departments

With the consent of the City Manager, citizen or City department, proposals for establishing new boards, committees, and commissions will be submitted to the Board of Supervisors for consideration. If approved, the originating department will prepare a resolution establishing the new board, committee, or commission, including the purpose and duration of the board, commission or committee and submit it to the Board of Supervisors for approval. Upon approval, the originating department will work with the City Manager's office to prepare application forms and advertise for applicants for the new board, committee, or commission.

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By Board of Supervisors' Action

The Board of Supervisors may propose the formation of a new board, committee, or commission and assign it to a department. The assigned department will assist in the preparation of applications and advertising as described above.

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PROCEDURE FOR ELIMINATION OF A BOARD, COMMITTEE, OR COMMISSION

At least annually, the City Manager shall evaluate the usefulness and necessity of each board, committee, and commission not required by State or Federal law. If the City Manager determines that one or more is no longer useful or necessary, the City Manager shall place an item on an agenda for a Board of Supervisors' meeting to consider elimination of the boards, committees, or commissions at issue.

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Appendix A - Types of Committees

Advisory

Advisory Board to Manage Wildlife	Standing	City	<u>NRS 501.260 – 501.325;</u> <u>Resolutions 1993-R-58; 1994-R-7</u>
Carson City Audit Committee	Standing	City	<u>CCMC 2.14.010 – 2.14.060</u>
Carson City Building Permit Enterprise Fund Advisory Committee	<u>Standing</u> <u>Interim</u>	City	<u>NRS 354.59893;</u> <u>CCMC 2.42.010 – 2.42.090</u>
Carson City Charter Review Committee	Standing	City	<u>Carson City Charter,</u> <u>art. I, §§ 1.080 – 1.100</u>
Carson City Cultural Commission	Standing	City	<u>CCMC 2.41.010 – 2.41.090</u>
Carson City Debt Management Commission	Standing	City	<u>NRS 350.011 – 350.0165</u>
Carson City Open Space Advisory Committee	Standing	City	<u>CCMC 13.06.010 – 13.06.150</u>
Carson City Parks and Recreation Commission	Standing	City	<u>NRS 244.0371 – 244.30792;</u> <u>CCMC 2.16.010 – 2.16.060</u>
Carson City Redevelopment Authority Citizens Committee	Standing	RDA	<u>Resolutions 2003-R-37; 2003-</u> <u>RAR-2; 2011-R-41; 2011-RA-R-3</u>
Carson City Shade Tree Council	Standing	City	<u>CCMC 2.18.010 – 2.18.030</u>

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Carson City Television Commission	Standing	City	<u>CCMC 5.20.010 – 5.20.130</u>
<u>Carson City Utility Finance Oversight Committee</u>	<u>Interim</u>	<u>City</u>	<u>Resolution 2013-R-45</u>
<u>Carson Nugget Development Advisory Committee</u>	<u>Interim</u>	<u>City</u>	
<u>Carson River Advisory Committee</u>	<u>Standing</u>	<u>City</u>	
Local Emergency Planning Committee	Standing	City	<u>42 U.S.C. §11001</u>

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Legislative*

Carson City Airport Authority	Standing	City	<u>1989 Nev. Stat. 2025</u>
Carson City Board of Supervisors	Standing	Electorate	<u>NRS Chapter 244; Carson City Charter, art. II, §§2.010 – 2.320; CCMC 2.02.010 – 2.02.040</u>
Carson City Liquor and Entertainment Board	Standing	State	<u>NRS 244.345, 244.350; CCMC 4.13.010 – 4.13.210</u>
Carson City Redevelopment Authority	Standing	City	<u>NRS 279.426 – 279.514</u>
Carson City Regional Transportation Commission	Standing	City	<u>NRS 277A.010 – 277A.380; CCMC 11.20.010 – 11.20.200</u>
Carson Water Sub-Conservancy District	Standing	State	

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Regulatory*

9-1-1 Surcharge Advisory Committee	Standing	City	<u>NRS 244A.7645; CCMC 4.05.010 – 4.05.110</u>
Carson City Board of Appeals (Building Code)	Standing	City	<u>CCMC 15.05.020, §§ 113.1 – 113.4</u>
Carson Area Metropolitan Planning Organization	Standing	City/Federal	<u>23 U.S.C. §134; 23 CFR 450.300; Governor Kenny C. Guinn letter to Bill Kappus (Feb. 26, 2003)</u>
Carson City Board of Equalization	Standing	City	<u>NRS 361.334 – 361.365</u>
Carson City Board of Health	Standing	City	<u>NRS 439.280 – 439.360; CCMC 9.01.010 – 9.01.110</u>
Carson City Convention and Visitors Bureau	Standing	City	<u>NRS 244A.597- 244A.655</u>
Carson City Historic Resources Commission	Standing	City	<u>CCMC 18.06.020 – 18.06.145</u>
Carson City Library Board of Trustees	Standing	City	<u>NRS 379.020, 379.025</u>
Carson City Planning Commission	Standing	City	<u>NRS 278.030 – 278.265; CCMC 18.020.010 – 18.02.120</u>
Carson City Stormwater Appeal Board	Standing	City	<u>CCMC 12.06.110 – 12.06.130</u>

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Member**

Carson City Municipal Golf Course	Standing	Other	<u>Non-profit corporation</u>
Carson City Senior Center Advisory Committee	Standing	Other	
<u>Carson Water Subconservancy District</u>	<u>Standing</u>	<u>Other</u>	<u>1989 Nev. Stat. 1408</u>
Land Use Planning Advisory Council	Standing	Other	<u>NRS 321.740 – 321.750</u>
Nevada Association of Counties (NACO)	Standing	Other	<u>Non-profit corporation</u>
Nevada Commission on the V&T	Standing	Other	<u>1993 Nev. Stat. 2326;</u> <u>1995 Nev. Stat. 2589;</u> <u>1999 Nev. Stat. 2970</u>
<u>Nevada State Prison Preservation Society</u>	<u>Standing</u>	<u>Other</u>	<u>Non-profit corporation</u>
Nevada Tahoe Conservation District	Standing	Other	<u>NRS 548.185 – 548.510</u>
Tahoe Regional Planning Agency Governing Board	Standing	Other	<u>NRS 278.792 – 278.806</u>
Tahoe Regional Planning Agency Advisory Planning Commission	Standing	Other	<u>NRS 278.808</u>
Tahoe Transportation Commission	Standing	Other	<u>NRS 277.200</u>
Tahoe Transportation District	Standing	Other	<u>NRS 277.200</u>
Western Nevada Development District	Standing	Other	<u>Non-profit corporation</u>
Western Nevada Home Consortium	Standing	Other	

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Western Nevada Resource Conservation District	Standing	Other	
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*- Some may be both Legislative and Regulatory

** - Not all are Public Bodies

Appendix B - Department Assignments

Board, Committee, or Commission	Department
9-1-1 Surcharge Advisory Committee	Fire
Advisory Board to Manage Wildlife	Clerk/Recorder
Carson Area Metropolitan Planning Organization	Public Works /Transportation
Carson City Audit Committee	Finance
Carson City Board of Appeals (Building Code)	Public Works/Building
Carson City Board of Equalization	Assessor
Carson City Board of Health	City Manager
Carson City Board of Supervisors	City Manager
Carson City Building Permit Enterprise Fund Advisory Committee	Public Works/Building
Carson City Charter Review Committee	City Manager
Carson City Cultural Commission	Parks and Recreation
Carson City Debt Management Commission	Finance
Carson City Historic Resources Commission	Public Works/Planning
Carson City Liquor and Entertainment Board	City Manager
Carson City Open Space Advisory Committee	Parks and Recreation
Carson City Parks and Recreation Commission	Parks and Recreation
Carson City Planning Commission	Public Works/Planning
Carson City Redevelopment Authority	City Manager
Carson City Redevelopment Authority Citizens Committee	Public Works/Planning
Carson City Regional Transportation Commission	Public Works/Transportation
Carson City Shade Tree Council	Parks and Recreation
Carson City Stormwater Appeal Board	Public Works/Engineering
Carson City Television Commission	City Manager
Carson Nugget Development Advisory Committee Carson City Utility Finance Oversight Committee	City Manager Public Works/Finance
Carson River Advisory Committee	Parks and Recreation
Local Emergency Planning Committee	Fire

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