

## **BYLAWS OF THE WASHOE COUNTY SENIOR SERVICES ADVISORY BOARD**

### **ARTICLE 1 – NAME**

The name of this organization is the Washoe County Human Services Agency Senior Advisory Board hereinafter referred to as “the Board.”

### **ARTICLE II – PURPOSE AND OBJECTIVE**

The following are definition of terms used throughout this document:

- “Seniors,” the client-base of the Washoe County Senior Services are defined as people who reside in Washoe County and are sixty years of age or older.
- “Division”, the Division of Senior Services.
- “Director,” the current appointed Director of Washoe County Human Services Agency or the Director of the Senior Services Division
- “Commission” The Washoe County Commission.
- “Chairperson,” the elected chair of the Board.

The Board is constituted to advise the Senior Services Division Director or Director of the Human Services Agency on meeting the current and future needs of **Seniors seniors**, at a minimum in the following areas:

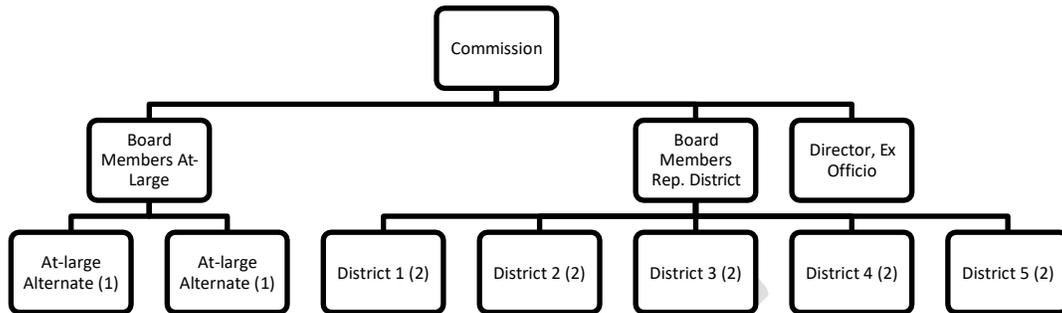
- development of long- and short-range agency goals;
- provide input on programs, services and needs within the community;
- reviewing the quality of agency services provided;
- providing technical assistance, as applicable;
- reviewing and making recommendations regarding the Division’s proposed budget; and,
- reviewing and providing input to director regarding community trends and needs.

This may include recommending programs for seniors, to make specific recommendations to the Commission on the needs of seniors; and to help sustain the purposes of services for seniors, and to:

- A. Participate in the development, evaluation and annual review of the *Master Plan for Aging Services*.

- B. Identify and prioritize issues with critical impact on seniors. This includes identifying barriers to services for seniors and making recommendations on how to serve the Division's client population.
- C. Advise the Division in identifying and developing resources, as appropriate to meet the needs of seniors, so they can live safely and independently in the community and in the least restrictive way;
- D. Assist with the dissemination of information about services for seniors so there is a broad community understanding of the interests and needs of seniors and how to access services that assist them;
- E. Advise the Director on cooperation with other agencies in order to develop and maintain services that seniors find feasible, helpful and necessary;
- F. Support the Division's development of relationships with other agencies and other government entities so that funds and sponsors may be secured—in addition to regularly appropriated monies—for projects which will provide services, places, and activities adopted in the *Master Plan*;
- G. Advise and support the Division's use of best practices and innovative strategies that support independent living and aging in place;
- H. Advise and support the Division's creation of partnerships and collaborative relationships with social services agencies, health care providers educational institutions and others;
- I. Advise and support the Division in creating places where seniors can meet, eat, learn, socialize, and have access to services;
- J. Encourage the participation of seniors in Washoe County's sponsored programs and services;
- K. Help coordinate community efforts directed toward serving seniors and be a resource for other senior groups in the community; and
- L. Advocate on behalf of seniors with elected and appointed public officials and the public on the needs of seniors.

## ADVISORY BOARD ORGANIZATIONAL CHAR



### ARTICLE III – ADVISORY BOARD MEMBERSHIP

#### SECTION 1- MEMBERSHIP STRUCTURE AND VACANCIES

- A. The Board shall consist of 11 members with full privileges of making motions, and of voting, and 2 At-Large Alternate Members. The commission shall appoint two members from each commission district and one at-large member who shall serve as permanent members and two at-large alternates who shall serve in the absence of a permanent member.
- B. The Chart above describes the makeup of the Board and the number of appointed members by Commission district.
- C. The three principal government entities of Reno, Sparks, and Washoe County shall each be invited to appoint a non-voting representative and a delegated alternate to the Board who may or may not be an elected official of the respective entity.
- D. Board members will be eligible to be appointed for no more than two (2) consecutive terms. For these purposes, a Board member appointed to complete an unexpired term will not count toward this limit if the appointment is for less than half (2 years) of the unexpired term. Prior to the expiration of a Board member's first term, the Chair shall inquire of that member if they wish to be reappointed to the Board for another term. In the event the Board member does wish to be reappointed for a second term, the proposed reappointment will be agendized for Board consideration without additional recruitment. Board members will continue to serve until their replacement has been appointed by the commission.

- E. When a vacancy exists, Alternate Members, if they reside in the District where the vacancy exists, will be considered first for recommendation to the Commission for appointment. When any other vacancy occurs, the Division shall request that the County Manager recruit members in accordance with the existing District or At-Large vacancies.
- F. Applications will be forwarded to the Division , which will ensure that all members of the Board have a copy of all applications at least 5 business days before the next regularly scheduled meeting. The Board's consideration of applicant recommendations will be included as an Action Item on the Agenda for said meeting.
- G. The Board will discuss the applications at the scheduled meeting, and the Board will vote for recommended applicants to fill each vacancy. The Director will forward the list of recommendations to the Commission for approval and seating on the Board.
- H. ~~No voting member may be appointed to the Board for more than two consecutive four-year terms, however, if they so wish, they may remain on the Board as an Associate Member (as defined in Section 3, below):~~
- I. Board members who can no longer serve due to term limits may be appointed by the Board and remain on the Board as an Associate Member (as defined in Section 3, below).
- J. The Commission may remove any County appointed member who fails, without cause, to attend three consecutive meetings of the Board. If this occurs, the Chairperson of the Advisory Board will notify the member of possible removal and copy the District Commissioner. If the member misses another meeting without cause, The Commission may remove the appointed member and the Chairperson may fill the position as per the procedures for vacancies above.
- K. Resignation from the Board shall be in writing and submitted to the Board of County Commissioners through the Chairperson of the Board. Resignation from a committee of the Board or from an office of the Board may be made orally to the Board.

## **SECTION 2- ALTERNATE MEMBERS**

- A. Alternate Members shall serve the Board in the same capacity as the voting Board member whenever there is an absence of regular members.
- B. Alternate members shall meet all of the qualifications and be subject to all of the requirements of voting members. If a voting member is absent, the Chairperson shall designate an attending alternate member to vote in the absent member's place.
- C. If more than one alternate member is in attendance, the Chairperson will choose the Alternate who resides in the District of the absent member.
- D. If there are no Alternates residing in the absent member's district, the Alternate will be chosen at the discretion of the Chairperson.
- E. Alternate members are not eligible to hold office.

## **SECTION 3 – ASSOCIATE MEMBERS**

The Board, solely at its own discretion and by a majority vote of the Board, may designate or remove Associate Members. The Associate Member will either be a Member who has served their term-limit or a professional or expert who can provide the Board advice and assistance. Associate Members shall have none of the obligations of membership on the Board, but shall be entitled to all of the privileges except those of making motions, of voting, and of holding office.

## **ARTICLE IV – OFFICERS**

- A. The officers of the Board shall be a Chair, Vice-Chair, and a Secretary. These officers shall perform the duties prescribed by these bylaws and the parliamentary authority adopted by the Board.
- B. The officers shall be elected by the Board at its meeting in December to serve for two years or until their successors are elected, and the term of office shall begin at the close of the meeting at which they are elected.
- C. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.

- D. The Director shall appoint a Staff-person to assist the Secretary in discharging the duties of that office, namely to record minutes of all meetings, prepare and publish all notices required by these bylaws and applicable statutes, and prepare whatever correspondence is authorized by the Board.

#### **ARTICLE V – THE EXECUTIVE COMMITTEE**

- A. The officers of the Board shall constitute the Executive Committee.
- B. The Executive Committee shall be subject to the orders of the Board, and none of its acts shall conflict with actions taken by the Board.
- C. The Executive Committee shall meet monthly with the Director to plan the agenda in a timely manner so that it may be posted and distributed within the time-frame of the Open Meeting Law.

#### **ARTICLE VI – MEETINGS**

- A. All meetings of the Board are public meetings and shall comply with the provisions of N.R.S. Chapter 241, the Nevada Open Meeting Law.
- B. Annually, a review of the Open Meeting Law will be included as an agenda item.
- C. Regular meetings of the Board shall be held ~~on the first Wednesday of every month~~ **monthly on the second Wednesday of every month** unless otherwise ordered by the Board Executive Committee, with proper notice to the public.
- D. Special meetings can be called by the Chair, the Executive Committee, or upon the written request of a two-thirds majority of members then serving on the Board.
- E. A simple majority of the members shall constitute a quorum.
- F. All matters coming ~~from~~ before the Board shall be disposed of in accordance with a majority vote of the voting members present.

## **ARTICLE VII – COMMITTEES**

- A. Committees may be appointed by the Board, as desired, and shall meet at least quarterly if on-going. Special Project Committees will meet as needed until the project is completed. All committees shall comply with requirements of the Open Meeting Law. A report of all active Committees shall be presented to the Board as a regularly scheduled item on the agenda.
- B. At least once per year, the Board will invite representatives from the City of Reno Senior Citizen Advisory Committee and Sparks Citizen Advisory Committee. They will collaborate on service strategies, special events, advocacy and informing public officials of the needs of seniors.

## **ARTICLE VIII – PARLIAMENTARY AUTHORITY**

Where consistent with state law, and not otherwise provided in these By-Laws, the Board may refer to the principles of the recent edition of Robert's Rules of Order for guidance in conducting its meetings.

## **ARTICLE-IX – AMENDMENT**

These bylaws can be amended at any regular meeting of the Board by a majority vote of the regular members of the Board present and voting, provided that the proposed amendment(s) has been recorded in the minutes of the last previous Board meeting and that a copy has been submitted in writing to all members of the Board no later than the last previous meeting.

**Last amended February 2025 Kaplan, Herbert <HKaplan@da.washoecounty.gov>**