



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: March 26, 2024

DATE: March 7, 2024
TO: Board of County Commissioners
FROM: Eric Brown, County Manager
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SUBJECT: Discussion and possible approval of the revised Washoe County Board of Commissioners Rules of Procedure Handbook (most recently reviewed on January 16, 2024). The purpose of the rules is to establish rules of procedure for the conduct of meetings and members of the Board of County Commissioners, where such rules are consistent with the laws of the State of Nevada. Possible amendments may include, but are not limited to, the following subjects within the rules of procedure: consent agenda parameters, order of business, virtual appearances by remote technology system, reconsideration, terms of officers, communication records, clarifying applicability of Robert's Rules of Order, and placement of items on Board agendas. Commissioners may propose additional amendments for adoption as well. Manager's Office. (All Commission Districts.) **FOR POSSIBLE ACTION**

SUMMARY

The Board will review, discuss, and possibly adopt the Washoe County Board of Commissioners Rules of Procedures Handbook. The purpose of the rules is to provide parliamentary authority and to establish supplemental rules of procedures for the conduct of County Commission meetings and individual Commission members where such rules are consistent with the laws of the State of Nevada.

PREVIOUS ACTION

On January 16, 2024, The Board reviewed, discussed, and requested modifications to the draft version of Rules of Procedure Handbook.

On October 4, 2022, the Board adopted the current Rules of Procedure Handbook.

On December 18, 2018, the Board adopted the current Rules of Procedure Handbook.

On March 28, 2017, the Board adopted the 2017 Rules of Procedure Handbook.

On January 31, 2017, the Board of County Commissioners discussed and gave direction on items for updating the 2015 Rules of Procedure as part of the annual strategic planning workshop. It was requested to return for adoption in early 2017.

AGENDA ITEM # _____

BACKGROUND

The Washoe County Board of Commissioners Rules of Procedure Handbook has been used since 2012. This document is reviewed and updated periodically to include current and best practices for the conduct of Board meetings. The Rules of Procedure Handbook provides parliamentary authority and establishes supplemental rules of procedure for the conduct of meetings and members of the Board of County Commissioner, where such rules are consistent with the last of the State of Nevada.

The Commissioners reviewed and requested changes to the draft version of the Washoe County Board of Commissioners Rules of Procedure Handbook presented at the Board meeting on Tuesday, January 16, 2024. Those changes are noted below.

- **ARTICLE 5 - COMMISSION MEETING PREPARATION**

Proposed version -

5.5 Agenda Item Requests. A Commissioner may request that an item be placed on the agenda by providing a written request to the County Manager. The Manager may provide the item to staff he or she designates, such as budget, risk management, human resources, legal, for review. After staff review, the Manager shall provide the matter to the Chair to review for placement on the agenda. The Chair may decline to place the item on the agenda if the item conflicts with the law and/or affects the County's ability to carry out its operations. If approved by the Chair, the requesting Commissioner will be provided with an estimated timeline for the item to be placed on the agenda.

Previous version -

Meeting Item Requests. Any commissioner may request to place an item on the agenda by so requesting in a public meeting or by contacting the Chair and/or County Manager. If the majority of the Commissioners agree, the item will be placed on the agenda. All Commissioners will be advised by the County Manager as soon as reasonably possible of any Commissioner's request to place an item on the agenda.

- **ARTICLE 7 – ADMINISTRATION**

Proposed version –

7.2 Reconsideration. Except as otherwise required by law, no item heard and disposed of at a meeting may be reconsidered except under the following circumstances:

7.2.1 A request to reconsider shall be made only during the meeting at which the action on the item was taken or at the next regularly scheduled meeting.

7.2.2 A request to reconsider must be made by a Commissioner who voted on the prevailing side of the item being reconsidered. If requested

pursuant to this section, the item will be agendized for action at a future meeting to allow for legal notice.

- 7.2.3** A previous item failing by virtue of a tie vote may be requested by any Commissioner and must be brought back in accordance with NRS 244.060.

Previous version –

7.2 Reconsideration. Except as otherwise required by law, reconsiderations must be handled in accordance with this section. A request to reconsider any action taken by the Commission may be made only during the meeting at which the action was taken or at the next regularly scheduled meeting. A request to reconsider must be made by a Commissioner who voted on the prevailing side of the action being reconsidered. If requested pursuant to this section, the matter will then be agendized for action. Once agendized, the actual motion and the second may be made by any Commissioner. A previous motion failing by virtue of a tie vote may be requested by any Commissioner and must be brought back in any event in accordance with NRS 244.060. If a motion for reconsideration relates to an item requiring legal notice, only the motion itself shall be debated, and if passed, reconsideration of the item continued to a future date to allow for the provision of legal notice.

Proposed version –

7.4 Commission Evaluation has been removed.

Previous version -

7.4 Commission Evaluation – The County Commission will do an internal evaluation annually on the fiscal cycle (July 1 - June 30).

- **ARTICLE 9 – COMMISSION COMMUNICATIONS**

Proposed version -

9.4 Commissioner Communications. The Commissioners recognize and serve the needs and interests of the citizens of Washoe County, although they may represent a wide range of views on matters of policies. The Commissioners are dedicated to showing respect and civility to one another, staff, and citizens. The County Commissioners are dedicated to maintaining collegiality and the honor of the office. The Commissioners agree to adhere to the [Washoe County Code of Conduct](#).

Previous version -

9.4 Commissioner to Commissioner Communications

9.4.1 County Commissioners are committed to demonstrating open, honest, and respectful communications(s) with each other, staff, and the public served.

9.4.2 Communication among Commissioners outside of public meetings shall comply with the Nevada Open Meeting Law.

9.4.3 The Chair, or in his/her absence, the Vice-Chair, will address any issues or concerns regarding communication protocols involving other Commissioners.

FISCAL IMPACT

No fiscal impact with this item.

RECOMMENDATION

Discussion and possible adoption of the Washoe County Board of Commissioners Rules of Procedures Handbook (most recently reviewed on January 16, 2024, most recently adopted on October 4, 2022) as recommended by Staff. Commissioners may propose additional amendments for adoption as well.

POSSIBLE MOTION

Move to adopt the current version of the Washoe County Board of Commissioners Rules of Procedure Handbook (most recently adopted on October 4, 2022) as recommended by Staff. Also Move to approve additional amendments proposed by the Board.