

## ARTICLE 1 TITLE

This document shall be known as the ~~Rules of Procedure~~—Washoe County Board of Commissioners Rules ~~of Procedure~~.

~~1.1 The Washoe County Board of Commissioners shall be referred to as the “Commission.”~~

~~1.2 The Rules of Procedure shall be referred to as “Rules.”~~

~~1.3 Elected members of the Washoe County Board of Commissioners shall be referred to as “Commissioners.”~~

## ARTICLE 2 PURPOSE ~~OF RULES~~

~~The purpose of these Rules is to adopt a parliamentary authority and establish supplemental rules of procedure for the conduct of Commission meetings and the conduct of Commissioners where such Rules are not inconsistent with the laws of the State of Nevada. Where consistent with state law and not otherwise provided in these Rules, the Commissioners may refer to the principles of the most recent edition of Robert’s Rules of Order for guidance in conducting meetings.~~

~~The purpose is to adopt a Parliamentary Authority and to establish supplemental rules of procedure for the conduct of meetings and members of the Board of County Commissioners where such rules are not inconsistent with the laws of the State of Nevada.~~

**Commented [MK1]:** Article 11 has been deleted and combined with Articles 2,3, and 4.

## ARTICLE 3 ~~POLICY USE OF RULES~~

~~No action taken by a Commissioner or the Commission, which is not in compliance with these Rules, but which is otherwise lawful, shall invalidate such action or be deemed a violation of the oath of office, misfeasance, or malfeasance. No authority other than the Commission may enforce or rely on these Rules. Failure of the Commission to follow any of these Rules shall be considered a Commission decision to waive such rule. No notice of such a waiver need be given.~~

~~The Rules of Procedure are not intended to legally bind the Washoe County Commission and are only for the benefit of the Commission and do not confer any rights upon third persons.~~

## ARTICLE 4 ~~PARLIAMENTARY AUTHORITY PUBLIC USE OR RELIANCE NOT INTENDED~~

~~Because these Rules are designed to assist the Commissioners and not to provide substantive rules affecting constituents, it is expressly stated that these Rules do not constitute land use regulations, official controls, “appearance of fairness rules”, public hearing rules or other substantive rules binding upon or to be used by or relied upon members of the public. These Rules do not amend statutory or other regulatory requirements (e.g., Washoe County Code).~~

~~Where consistent with state law and not otherwise provided in these Rules of Procedure, the Board of County Commissioners may refer to the principles of the most recent edition of Robert’s Rules of Order for guidance in conducting its meetings.~~

## ARTICLE 5 COMMISSION MEETING PREPARATION

### 5.1 ~~Commission Meeting~~—Time and Location

All regular meetings of the ~~County~~ Commission shall be held at the times and locations specified by Washoe County Code 5.017 (~~meetings~~), NRS 244.085 et. seq. (~~regular and special meetings~~)-and in compliance with NRS Chapter 241 (~~open meeting law~~).

### 5.2 ~~Commission Meeting~~—Open to the Public

All meetings of the ~~County~~ Commission and of committees thereof shall be open to the public, except as provided ~~in compliance with~~ by law including but not limited to NRS 288.220 (~~certain labor proceedings not public~~).

5.3 Presiding Officer

~~5.3.1 7.1 Election of Officers. The County~~ The Commissioners shall elect one of their members as Chair of the Board and another of their members as Vice-Chair of the Board, both to serve a two-year term.

~~5.3.2~~ The Chair shall preside at meetings of the Commission and be recognized as the head of the County for all ceremonial purposes. ~~The Chair shall have no regular administrative or executive duties.~~

~~5.3.3~~ In ~~ease~~~~the event~~ of the Chair’s absence or temporary disability, the Vice-Chair shall act as Chair, ~~during the continuance of the absence.~~ In case of the absence or temporary inability of the Chair and the Vice-Chair, an Acting Chair shall be selected by members of the Commission. ~~and shall act as Chair during the continuance of absences.~~

~~5.3.4~~ The Chair, Vice-Chair, ~~or Acting Chair is~~ shall be referred to as the “Presiding Officer.” - ~~from time to time in these Rules of Procedure.~~

~~Quorum-~~

Commented [MK2]: Moved to Article 6

~~At all meetings of the Commission, a majority of the Commission members who hold office shall constitute a quorum for the transaction of business~~

5.4 Role of County Manager and Commission Agenda Preparation

5.4.1 The County Manager shall be responsible to the Commission for the proper administration of the affairs of the County, which duties include, but are not limited to:

5.4.1.1 recommending for adoption by the Commission such measures as he or she may deem necessary or expedient;

5.4.1.2 preparing and submitting to the Commission such reports as may be required by the body or as the County Manager deems it advisable to submit;

5.4.1.3 keeping the Commission fully advised as to the business of the County;

5.4.1.taking part in the Commission’s discussion on all matters concerning the welfare of the County.

5.4.2 The County Manager shall determine, after consultation with the Presiding Officer, the content of meeting agendas and prepare an agenda for the Commission according to the ordinary order of business. After the proposed agenda has been approved by the Presiding Officer, a copy of the agenda and supporting materials shall be prepared for agenda review and public posting.

5.4.2.1The Presiding Officer, after consultation with the County Manager and the District Attorney, may decline to place an item on the agenda if it is determined that the item substantially conflicts with the law or the ability of the County to effectively conduct its operations.

5.4.3 The ordinary order of business is:

- Salute to the Flag
- Roll Call
- Appearances/Presentations (Non Action)
- Public Comment
- Commissioners/Manager announcements
- Appearances/Presentations

Proclamations/Declarations  
Donations  
Consent Items, includes approval of minutes of previous meetings (See Article 5.5)  
Standard Department Items  
Public Hearings  
Public Comment  
Possible Closed Sessions – Labor Negotiations/Attorney Client  
Commissioners/Manager announcements  
Adjournment

#### 5.5 Consent Agenda

The County Manager, in consultation with the Presiding Officer, shall place matters on the consent agenda which fall into any of the following categories:

- 5.5.1 have been previously discussed by the Commission;
- 5.5.2 can be reviewed by a Commission member without further explanation based on the information delivered to members of the Commission by staff;
- 5.5.3 have a financial impact to the organization of \$300,000 or less; or
- 5.5.4 are routine, technical or “housekeeping” in nature such that passage without discussion is likely.

#### 5.6 Agenda and Supporting Material

Commission members and affected staff should read the agenda and supporting material in preparation for each Commission meeting. If a Commission member needs clarification on an issue, the Commissioner should contact the County Manager, Assistant County Manager or Department Head prior to the Commission meeting when possible.

#### 5.7 Meeting Item Requests/Requests for Agenda Items by Commissioners

- 5.7.1 Any Commissioner may request that ~~place~~ an item be placed on the agenda by making a written request to the County Manager.
- 5.7.2 After staff review, the Manager shall provide the matter to the Presiding Officer to consider for placement on the agenda.
- 5.7.3 If approved by the Presiding Officer, the requesting Commissioner will be provided with an estimated timeline for the item’s placement on the agenda. ~~so requesting in a public meeting or by contacting the County Manager. 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 agen~~

#### 5.8 Requests of Staff Time by Commissioners

- 5.8.1 Commissioners shall not request staff to work on any matter that is reasonably estimated to take four (4) or more hours of staff time without seeking prior approval of the Commission through an item placed on the agenda.
- ~~Commission members shall not request any staff project that entails over two (2) hours of staff work without seeking approval of the Commission through an item placed on the Board agenda.~~
- 5.8.2 Requests that entail less than four (4) hours of work must be made in writing to and approved by the County Manager. The Commissioner Support Team is exempt from this requirement.

Commission members and affected staff should read the agenda material in preparation for the

~~Commission meeting. If a Commission member needs clarification on an issue, the Commissioner should contact the County Manager, Assistant County Manager or Department Head for clarification prior to the Commission meeting, when possible.~~

Commented [MK3]: Moved to Article 6 - Meeting Procedures

~~Commission Packets. Commission members may personally pick up their agenda packets from individual offices or download the packet from the website, unless otherwise arranged by the member or further directed by the Commission.~~

~~Commission Meeting Agenda. The County Manager shall arrange a list of proposed matters according to the order of business and prepare an agenda for the Commission. After the proposed agenda has been approved by the presiding officer, a copy of the agenda and supporting materials shall be prepared for Commission members, the County Manager, County Clerk and District Attorney.~~

Commented [MK4]: Moved to Article 5.4

~~Ordinances. All draft ordinances should, to the extent practicable, be shared with the entire Board at a minimum of twenty-one (21) days prior to the proposed ordinance introduction.~~

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## COMMISSION MEETING PROCEDURES

### 6.1 Attendance

~~6.1.1 Commissioners members are expected to attend all scheduled Board meetings. Members may be excused from meetings by complying with this section. If a member is unable to attend a scheduled meeting, the member shall contact the Chair and or the County Manager prior to the meeting, and state provide the reason for the absence, his/her inability to attend the meeting. If the member is unable to contact the Chair, the member shall contact the County Manager who shall convey the message to the Presiding Officer.~~

6.1.2 Virtual Attendance - A Commissioner may participate virtually in all or part of a Commission meeting if it complies with NRS 241.023 (requirements for holding a meeting by remote technology system) in accordance with the following:

~~6.1.2.1 Prior approval is given by the Chair or Presiding Officer for good cause, whose approval shall not be unreasonably withheld.~~

6.1.2.1 All persons participating in the meeting are able to hear each other at the same time by the use of virtual connection.  
~~Commissioner participating virtually shall have reviewed all of the applicable material and participated in the relevant portion of the Commission meeting related to the topic to which the Commissioner is voting on.~~

6.1.2.23 During any meeting that a Commissioner is attending virtually, the Chair or Presiding Officer shall state for the record that a particular Commissioner is attending virtually.

6.1.2.34 Commissioners appearing virtually may participate and vote during the meeting as if they were physically present at the meeting.

6.1.2.45 Commissioners appearing virtually shall comply with all rules and procedures as if they were physically present at the meeting.

6.1.2.56 Where a Commissioner attends by virtual appearance, the procedure for public comment shall be read into the record.

### 6.2 Quorum

A majority of the Commissioners who hold office, currently three (3), shall constitute a quorum for the transaction of business at Commission meetings. However, subject to all applicable law governing vacancies, and unless applicable law specifies a higher threshold, the Commission may only take action on a matter by an affirmative vote of a majority of the entire Commission.

~~6.3 -Permission Required Addressing the Commission Speaking During the Meeting~~

~~6.3.1~~ Persons, outside of scheduled public comment periods, other than Commission members and staff may be permitted to address the Commission upon recognition and/or introduction by the Presiding Officer. The Presiding Officer will acknowledge speakers at the appropriate time during the meeting.

~~6.3.2~~ Once the ~~Board~~ meeting begins, ~~members of the Board~~ Commissioners should refrain from engaging in private discussion with any non-staff member of the audience regarding any item before the ~~Board~~ Commission.

~~6.1 Motions and Discussion~~

~~6.1.1~~ All items of business before the Commission that require the expenditure of Commission and/or administration resources shall be in the form of an affirmative motion. Affirmative motions are preferred to prevent "approval by default" of a failed negative motion.

~~6.2.2~~ All items requesting action and before the Commission will require a motion by one Commissioner and a second by another Commissioner to continue and be complete with an action.

~~6.2.3~~ When possible, Commission members should direct questions primarily to the County Manager, with legal issues/questions being directed to the District Attorney.

~~6.4 Order of Business~~ The agenda should be arranged to best serve the needs and/or convenience of the Commission and the public.

~~The agenda will be prepared by the County Manager as set forth in Article 5. The Presiding Officer may rearrange items on the agenda to conduct business before the Commission more expeditiously or to better serve the needs and/or convenience of the Commission. The ordinary order of business is:~~

- ~~Salute to the Flag~~
- ~~Roll Call~~
- ~~Appearance/Presentations (Non-Action)~~
- ~~Public Comment~~
- ~~Commissioners'/County Manager's announcements~~
- ~~Appearance/Presentations (Action)~~
- ~~Proclamations/Declarations~~
- ~~Donations~~
- ~~Consent Items, includes approval of minutes of previous meetings.~~
- ~~Standard Department Items~~
- ~~Public Hearing~~
- ~~Public Comment~~
- ~~Possible Closed Session—Labor Negotiations/Attorney-Client~~
- ~~Commissioners'/County Manager's Comments~~
- ~~Adjournment~~

~~6.4. Closed Sessions:~~

~~6.2.1.~~ It may be necessary to conduct closed session meetings of the Commission for the purpose of discussing certain matters designated as confidential by law, including Washoe County labor issues or attorney-client meetings. These meetings will be compliant with applicable law including NRS 288.220. The content of these meetings is confidential and may only be shared after approval of the Board. These meetings will be compliant with applicable law including NRS 288.220

~~6.2.2~~ During any closed session of the Washoe County Commission, the Caucus Room shall be reserved solely for the use of the members of the Commission and selected designated staff of Washoe County. Except as otherwise required by law, no other person shall be permitted to attend

Commented [MK6]: Moved

~~No other person or persons shall have access thereto, whether they be members of the press, news media or members of the public at large. These meetings will be compliant with applicable law including NRS 288.220~~

#### 6.75 Motions and Discussion

6.5.1 All ~~motions on agenda~~ items ~~designated "For Possible Action" of business before the Commission that require the expenditure of Commission and/or administration resources~~ shall be in the form of an affirmative motion. Affirmative motions are preferred to prevent "approval by default" of a failed negative motion.

6.5.2 All items requesting action and before the Commission will require a motion by one Commissioner and a second by another Commissioner to continue and be complete with an action.

6.5.3 When possible, Commission members should direct questions primarily to the County Manager, ~~with and~~ legal issues/questions ~~being, should be~~ directed to the District Attorney.

#### 6.6 Voting - The votes during all meetings of the Commission shall be transacted as follows:

6.6.1 The Chair has full voting authority as any other Commission member.

6.6.2 All votes shall be taken by voice, except that at the request of any Commission member, a roll call vote shall be taken by the County Clerk. The order of the roll call vote shall be determined by the Presiding Officer.

6.6.3 In the case of a tie vote on any proposal, the motion shall be considered lost.

6.6.4 In all cases of voting by other than voice vote, the County Clerk shall record the names of those voting on each side of the question and of those abstaining. In all cases of voting, it shall be sufficient for the Chair to announce, and the record to reflect, whether the motion carried or failed.

6.6.5 Abstention. A Commissioner may only abstain from voting when he or she has a legally recognized basis for doing so, including a conflict of interest as provided in NRS 281A.420 (~~abstention from voting because of certain types of conflicts~~) such as a direct personal or significant pecuniary interest not common to other members of the Commission, which is disclosed to all other members of the Commission during the Commission meeting. Conflicts of interest must be disclosed prior to the Commission considering an item, and ~~if at all possible, should shall~~ be brought to the attention of legal counsel in advance of the meeting so that an analysis can be done of the possible need to ~~reuse~~ abstain.

6.6.6 Ex Parte Communication. A ~~Board member~~ Commissioner should disclose on the record any ex parte communication and any relevant information pertaining thereto on an appeal (e.g., land use application appeal, work card permit appeal, etc.) that is to be decided by the ~~Board~~ Commission.

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

~~7.26.7.1~~ 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.

~~7.26.7.2~~ A request to reconsider must be made by a Commissioner who voted on the prevailing side of the item being reconsidered, but a request to reconsider may be seconded by any member of the Commission. If requested pursuant to this section, the item will be agendaized for action at a future meeting to allow for legal notice.

**Commented [MK7]:** This was moved from the Admin Article

~~7.26.7.3~~ A previous item failing by virtue of a tie vote may be requested by any Commissioner to be brought back to a subsequent meeting in accordance with NRS 244.060 (tie vote).

~~A request or motion 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, within no more than twenty-five (25) days of the meeting at which the action was taken. A motion or request to reconsider must be made by a Commissioner who voted on the prevailing side of the motion being reconsidered, but a motion to reconsider may be seconded by any member of the Commission. A previous motion failing by virtue of a tie vote may be reconsidered upon motion of any Commissioner. 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~~

#### 6.8 Recess Due to Emergency or Disruption

In the event of emergency, such as a fire, threatened violence, or in the event of disruption including the inability to regain good order, the Chair shall declare the meeting recessed, and the Commissioners shall immediately leave Chambers.

#### 6.9 Role of County Manager in Meeting

6.9.1 The County Manager, as the chief executive officer and head of the administrative branch of County government, or his/her designee, shall attend all meetings of the County Commission, unless excused by the Presiding Officer or Commission.

~~The County Manager shall be responsible to the Commission for the proper administration of all affairs of the County. The County Manager shall recommend for adoption by the Commission such measures as he/she may deem necessary or expedient; prepare and submit to the Commission such reports as may be required by the body or as the County Manager deems it advisable to submit; keep the Commission fully advised as to the business of the County; and shall take part in the Commission's discussion on all matters concerning the welfare of the County.~~

6.9.2 If the County Manager is unable to attend a Commission meeting, the County Manager shall ~~appoint~~ designate a staff member to attend the meeting in their absence.

Commented [MK8]: This section was moved to Article 5 meeting preparation.

#### 6.10 Role of County Clerk in Meeting

In accordance with NRS 246.060, the County Clerk shall be the Clerk of the Commission and shall record votes, keep minutes and records, and all other duties required by any other law of this State.

#### 6.11 Scheduling of Concurrent Meetings

~~In the absence of extraordinary circumstances, c~~Concurrent meetings with other governmental entities should be scheduled for dates and times on which all five Washoe County Commissioners have indicated their ability to be present. ~~However, meetings that can be attended by only three Commissioners should not be scheduled without formal action by the Commission to approve that participation.~~

#### 6.12 Scheduling of Special Commission Meetings

A special meeting may be called by the Chair or upon written request of a majority of the members in accordance with the provisions of NRS 244.090 (special meetings).

### ARTICLE ~~X7~~ COMMISSIONER CONDUCT AND COMMUNICATIONS

#### 7.1 Commissioner Conduct and Communications Generally

Commissioners recognize their common goal to serve the needs and interests of the citizens of Washoe County, although there may be a wide range of views on matters of policies. As representatives of Washoe County, Commissioners are dedicated to showing respect and civility to one another, staff, and citizens. The Commissioners agree to adhere to the Washoe County Code of Conduct.

## 7.2 Overview Public Records

Unless made confidential by law, such as attorney-client privilege matters, all documents, letters, memoranda, and interactive computer communications involving Commissioners which relates to the conduct of County government, or the performance of any County governmental function, are public records. ~~The County business conducted via personal emails, phones or other means may be public record. Public records shall be provided to the County Manager and shall be kept according to the applicable records retention schedule.~~

~~Written Communication. Written correspondence received by the Commission, addressed to the Commission as a body will be provided to all members, and a record kept according to the County's records and retention schedule.~~

### 7.3 Electronic Communications Outside of Commission Meetings-

~~Commissioners members shall avoid email/text exchanges communications which ultimately involve three or more Commissioners members outside of Commission meetings. 9.4 Commissioner Communication Generally. A Commission member or staff may send an informational email to the entire Commission without creating a meeting subject to the Open Meeting Law. The sender must make clear in the communication that the email is informational only and that no response should be made to all included on the communication.~~

### 9.5 Commissioner to Commissioner Communications:

~~9.5.1 County Commissioners are committed to demonstrating open, honest, and respectful communications with each other, staff and public we all serve.~~

~~9.5.2 Communication among Commissioners outside of public meetings shall comply with the Nevada Open Meeting Law.~~

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

### 9.6.5 Commissioner to Staff Communications

~~7.5.1 The Commission looks to the County Manager to exercise authority and responsibility to manage work and provide effective communication and direction to staff. Commissioner requests for use of staff time shall be made in accordance with Article 5 of these Rules. 9.6.1 The Board holds the County Manager accountable to exercise the authority and responsibility to manage County staff, and to provide for effective communication and direction to staff. Commissioners will go through the County Manager or Assistant County Managers to request staff assistance or to give staff direction in appointed departments. 9.6.3 Requests for Substantial Staff Assistance. In no case should individual Commissioners give direction to or seek "substantial staff assistance" directly from staff other than Department Heads without first contacting management staff~~

~~9.6.3.1 Substantial staff assistance is defined as staff effort requiring more than one employee's time, or more than two hours of total staff time.~~

~~9.6.3.2 Requests for substantial staff assistance must be made and approved in compliance with Article 5 of these Rules. Staff time exceeding this definition are covered in (not in 7.5 in Requests of Staff) Article 7.5 of this document.~~

~~9.6.7.5.2 This Rule does not preclude Commissioners from requesting simple information or asking questions on behalf of constituents, but this should be limited, and requests should always be copied to the County Manager so that problem areas can be identified and efficiency and accountability for performance can be centralized with the County Manager.~~

~~9.6.7.5.3 In order to utilize staff resources most efficiently, Commissioners will make every effort to avoid making identical requests of multiple staff members.~~



~~7.5.4 Staff members will apprise their Department Head and County Manager whenever they communicate with a Commissioner on official County business.~~

~~9.6.4-7.6 Commissioners will may go through elected Department Heads officials with any requests in their areas of responsibility jurisdiction.~~

~~9.6.5-7.7 In the event that a matter is confidential and cannot be communicated to the County Manager, Assistant County Managers or Department Heads, the Human Resources Department or District Attorney's office (as appropriate) should be consulted, through the Chair.~~

~~9.6.6 Staff members will apprise their Department Head, Assistant County Managers or County Manager, as appropriate, whenever they communicate with a Commissioner on official County business. When a request by a Commissioner is made, staff members responsible will demonstrate thorough and responsive follow-up. Requests from Commissioners will be prioritized for action as the highest priority requests, unless identified as lower priority by the requesting Commissioner. Staff will, as soon as possible, advise Commissioners through appropriate channels of any communications from the public, other staff, or outside agencies that may affect their districts and/or their constituents.~~

~~Staff members will use clear, accurate and timely communication to ensure that Commissioners have information they need to effectively fulfill their responsibilities as Commissioner~~

~~9.7-7.8 Commissioner to Media Constituent Communications~~

~~9.7.1 The Chair, Vice Chair 7.8.1 The Presiding Officer and/or the County Manager are the official spokespersons for the Board of County Commissioners Commission and Washoe County, and/or they They may identify delegate to the proper person and/or subject matter expert to speak on behalf of the Commission and Washoe County.~~

~~9.7.2 Commissioner to media communications: 7.8.2 In the event a Commissioners speaking to the media, he or she will clearly indicate whether that the comments that they are expressing are not the official position of the Washoe County Board of Commissioners Commission or Washoe County and the statements or represent their own personal views.~~

~~9.7.3-7.8.3 A Commissioners should advise the Chair, Vice Chair Presiding Officer and the County Manager when making comment to the media regarding policy making decisions on any Commission/Washoe County related matters.~~

~~9.7.4 Commissioners' media comment must accurately reflect the Commission's position on the topic as determined by the Commission and in accordance with the current Washoe County Strategic Plan objectives and goals.~~

~~9.7.4 Commissioner to Constituent communications: Any communications to constituents should include transparent communication methods, identifying the role of staff and County resources. X-X-7.9 Board-Commissioner Correspondence~~

~~When a Board member Commissioner sends out correspondence stating that Board member's his or her official position regarding a constituent complaint or other County issue, a copy of said correspondence, either paper or electronic, will be retained on file in the Office of shall be provided to the County Manager, and copies sent to the other Commissioners.~~

## ~~ARTICLE 7 ADMINISTRATION~~

~~7.1 Election of Officers. The County Commissioners shall elect one (1) of their members as Chair of the Board and another of their member as Vice-Chair of the Board, both to serve a two-year term.~~

### ~~7.4 Commissioner Travel~~

~~Each Commissioner, as a general rule, will be allocated 20% or 1/5 of the annual Commissioner travel/training budget for professional development and attending training and conferences.—~~

Commented [MK9]: These are actually rules for staff, not the Commissioners.

~~That amount may be modified based on Commissioners who have been appointed to boards and committees that require travel at the local, state, and federal level that may require County financial support.~~

~~7.4.4 Commissioner Auto Expense. Each Commissioner will submit their individual mileage reimbursement log related to business travel via their personal automobile on a quarterly basis as a minimum with a mandatory 4<sup>th</sup> - quarter deadline of June 30<sup>th</sup> of each year to align with fiscal budgets.~~

Commented [KM10]: Is this still how its done or do they enter mileage into SAP?

## **ARTICLE 8 BOARDS, ~~AND~~ COMMISSIONS AND COMMITTEES**

### **8.1 ~~Commissioner~~ Appointment of Commissioners to ~~Certain~~ Boards, Commissions and Committees**

~~As representatives of Washoe County, Commissioners are appointed to and serve on various boards, commissions, and committees. Unless otherwise prescribed by regulation, Commissioner appointment to boards and committees is limited to two consecutive terms as defined by the respective board, commission or committee. In the event a Commissioner has served two terms on one of the above Boards, and no other Commissioner wishes to serve on the Board board, commission or committee, then the Commissioner can be reappointed to the Board for another term. Notwithstanding the above, preference for appointment to Tahoe Regional Planning Agency shall be given to the Commissioner whose district includes the Tahoe Basin.~~

### **8.2 Appointment of Citizens to Boards, Commissions and Committees**

~~8.2.1 Terms of Service of County Appointees on Boards—Citizens are appointed to and serve on various boards, commissions, and committees by the Board (“citizen appointees”). The Commissioner Support Team administers the application process and brings candidates to the Board. Consideration should be given to assuring broad County-wide representation on boards. Appointments are not to be limited to individuals from the unincorporated area unless otherwise specified or intended by law.~~

~~8.2.2 Except as otherwise provided herein, the limit of service for an individual citizen appointed to a board, commission or committee is two consecutive terms. The limit of service for an individual a citizen appointmented to a Citizen Advisory Board is three consecutive terms. An individual A citizen appointee filling an unexpired term with ¾ or more of that term remaining shall be considered as having served for a full term. An additional term may be considered for an individual's a citizen's appointment if there are no other qualified applicants. Consideration should be given to assuring broad County-wide representation on boards. Appointments are not to be limited to individuals from the unincorporated area unless otherwise specified or intended by law.~~

~~8.2.3 Citizen appointees are expected to recognize their common goal to serve the needs and interests of all citizens of Washoe County, although there may be a wide range of views on matters of policies. As representatives of Washoe County, citizen appointees shall be dedicated to showing respect and civility to one another, staff, and other citizens. Citizen appointees agree to adhere to the Washoe County Code of Conduct.~~

~~8.2. A resignation by a citizen appointee from a board shall be in writing, addressed to the Board of County Commissioners and filed with the Washoe County Clerk. The resignation is final and effective when received by the Clerk and cannot be withdrawn by the citizen appointee after that time.~~

## **ARTICLE 9 COMMISSIONER TRAVEL AND REIMBURSEMENT**

~~9.1 As a general rule, each Commissioner will be allocated 20% or 1/5 of the annual Commissioner travel/training budget for professional development and attending training and conferences.~~

9.2 That amount may be modified based on Commissioners who have been appointed to boards and committees that require travel at the local, state, and federal level that may require County financial support.

9.3 Each Commissioner agrees to adhere to the Travel Regulations adopted in WCC 5.351 et. seq.

9.4 Commissioner Auto Expense. Each Commissioner shall provide to the designated employee in the Manager's office their individual mileage reimbursement log related to business travel via their personal automobile on a quarterly basis as a minimum with a mandatory 4<sup>th</sup> quarter deadline of June 30<sup>th</sup> of each year to align with fiscal budgets. Mileage will be reimburse in accordance with the guidelines set forth by the Comptroller.

## ARTICLE 10 COMMISSION | LOBBYING

### 10.1 Overview

~~Washoe County has enacted a Lobbying Policy that applies to elected officials including Commissioners seeking to lobby on behalf of Washoe County. It can be found at the Human Resources Policies, Procedures and Forms website. has determined that to provide for the security and welfare of the of Washoe County it is necessary for county officers and employees to participate in the State of Nevada's biennial legislative process, including legislative and lobbying activities, and in so doing, those county officers are carrying out public business. The Washoe County Lobbying Policy: State Legislature provides guidelines and requirements that must be followed by all county officers, employees and contract lobbyists while engaged in such legislative and lobbying activities.~~

~~10.2 Obligations County Commissioners who lobby or act as an issue expert before the Nevada State Legislature on behalf of Washoe County shall:~~

~~10.2.1 Abide by all applicable Washoe County policies, including the Washoe County Lobbying Policy: State Legislature;~~

~~10.2.2 Abide by all applicable Washoe County Code requirements;~~

~~10.2.3. Abide by all applicable State Statutes and Nevada Administrative Code requirements;~~

~~10.2.4 Abide by all policies of the Nevada State Legislature. ARTICLE 11 — USE OF RULES~~

~~11.1 Purpose. These County Commission Rules of Procedure are designed to provide guidance for the Commission. They are not to be considered restrictions or expansions of County Commission authority. These rules have been prepared from review of many statutes, codes, court cases and other sources but they are not intended to be an amendment or substitute for those statutes, codes, court cases or other authority.~~

~~11.2 Use. No action taken by a member or by the Commission which is not in compliance with these rules, but which is otherwise lawful shall invalidate such member or Commission action or be deemed a violation of the oath of office, misfeasance or malfeasance. No authority other than the County Commission may enforce these rules or rely on these rules. Failure of the County Commission to follow any of these rules shall be considered a Commission decision to waive such rule. No notice of such waiver need be given.~~

**Commented [KM11]:** Is this still how its done or do they enter mileage into SAP?

**Commented [MK12]:** This rule applies to all officers and employees. Its a stand alone policy located on the HR webpage

**Commented [MK13]:** Section 11 has been incorporated into Article 2, 3, and 4

~~11.3 Public Use or Reliance Not Intended. Because these rules are designed to assist the County Commission and not to provide substantive rules affecting constituents, it is expressly stated that these rules do not constitute land use regulations, official controls, “appearance of fairness rules”, public hearing rules or other substantive rules binding upon or to be used by or relied upon members of the public. These rules do not amend statutory or other regulatory (such as County Code) requirements.~~

**ARTICLE 121 AMENDMENTS**

These Rules may be amended from time to time as needed. Requests for amendments shall be made to the Manager in writing. Proposed amendments shall be presented to the Board at a meeting for

consideration and approval.

~~Amendments to the Rules of Procedure may be proposed at any regular meeting and voted upon at any succeeding meeting, provided that at least a majority affirmative vote of the membership shall be required for adoption of such amendment.~~