



# Citizens Advisory Boards Bylaws and General Provisions

These Bylaws and General Provisions<sup>1</sup> constitute the rules, policies and procedures of Washoe County's Citizens Advisory Boards. However, these Bylaws and General Provisions have no effect to the extent of any conflict between any provision of these Bylaws and any applicable constitutional, statutory, or county code provisions.

## **ARTICLE 1: PURPOSE AND AUTHORITY**

1. Citizens Advisory Boards (CABs) are established by the Washoe County Commission in Washoe County Code Chapter 5 (Administration and Personnel), [Sections 5.425 through 5.435](#), inclusive. CABs operate within designated geographical areas of Washoe County, whose boundaries are established by the Washoe County Commission by resolution. The general purpose of the CABs is to assist, advise and collaborate with the county commissioner in whose district the CAB is located, as well as the Washoe County Commission, on community issues and matters of public interest within the CAB's designated area. The specific purpose for a CAB's creation is specified in the resolution creating the CAB.
2. CAB meetings constitute public forums, promoting timely information sharing about Washoe County's programs, services and operations; community events; and matters of public interest within Washoe County's governmental jurisdiction. CAB meetings also provide opportunities for residents to engage with local issues and provide input to inform County decision-making.
3. CAB members act as liaisons between members of the public and the county commissioner in whose district the CAB is located, as well as the Washoe County Commission. CABs are solely advisory in nature. CABs have no authority to direct Washoe County operations, establish policy, obligate resources, enter into agreements, or otherwise act on behalf of Washoe County. The creation of CABs does not diminish or alter in any way the statutory, constitutional or other authority of the Washoe County Commission.
4. CABs should endeavor to gather accurate information on community issues and matters of public interest for presentation to the Washoe County Manager's Office liaison and to the applicable county commissioner. CAB members should also strive to keep community members who reside within their CAB's geographical area informed of the CAB's actions. Information provided to the CABs should be disseminated by the CAB members and any alternates to members of the community to the maximum extent possible.

## **ARTICLE 2: CITIZENS ADVISORY BOARD MEMBERSHIP**

1. Membership. Each CAB shall be composed of an odd number of members, with the specific number specified in the resolution creating the particular CAB.
2. Alternates. Each CAB may have a first and a second alternate, but no more than two (2) total alternates. When the alternates are serving in the stand-by capacity, they are not serving as board members and cannot vote on any agenda item. Upon request of the

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<sup>1</sup> A standard set of bylaws for Washoe County Citizens Advisory Boards were first adopted by the Washoe County Commission on May 24, 1994. The bylaws were subsequently amended on July 19, 1994, September 16, 1997, April 14, 1998, September 28, 2004, and June 9, 2015.



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3. CAB Chair, an alternate may serve in the place of a CAB member who is absent from a scheduled meeting. Alternates may not serve as a CAB member for a position that is vacant. While serving at the Chair's request, the alternate has the same authority to act as the CAB member, but may not act as an officer of the CAB.
4. Qualifications for Appointment. Each CAB member or alternate must reside either within or within one (1) mile of the CAB's geographical area of responsibility to be eligible for appointment. CAB members and alternates must also be registered to vote within Washoe County and must disclose their status as a registered voter when applying for CAB membership. Such information will be reviewed by the applicable county commissioner when considering an applicant for appointment.
5. Term. CAB members and alternates serve three (3)-year terms commencing on July 1st and ending on June 30th, as further specified in Washoe County Code section 5.429(4). A CAB member may be reappointed by the applicable county commissioner at the end of their term in accordance with current Board of County Commissioners' Rules of Procedure. For CAB members and alternates who first serve a partial term, that partial term is not counted with respect to any term limits prescribed in the Board of County Commissioners' Rules of Procedure.
6. Election of Chairperson and Vice-Chairperson. A CAB Chair and a Vice-Chair shall be selected from among the CAB members at the first regularly scheduled meeting of the fiscal year. There is no limit to the number of terms that a member may serve as Chair or Vice-Chair.
7. Leave of Absence. Any CAB member or alternate who is a candidate for the Washoe County Commission or applicant for appointment to an open seat on the Commission must take a leave of absence from service on the CAB during any period of time in which they are such a candidate or applicant. Leave shall commence as of the date of filing or application. Note: Election or appointment of a CAB member or alternate to the Washoe County Commission will automatically result in termination of that person's CAB membership or service.
8. Resignation. Any CAB member or alternate who elects to resign their position prior to the end of their term of service must provide written notification to the CAB Chair, the Washoe County Manager's Office liaison, and the applicable county commissioner. Further, any CAB member or alternate who no longer qualifies to serve on the particular CAB must also provide written notification of their change of circumstances to the above-listed individuals.
9. Vacancies. Vacancies occurring on a CAB shall be filled by the applicable county commissioner in accordance with Washoe County Code section 5.429(5) and current Board of County Commissioners' Rules of Procedure.
10. Requirements and Expectations for CAB Members and Alternates.
  - a. Attendance. CAB members shall be prompt and diligent in attendance, and endeavor to provide 48 hours' notice to the CAB chair when unable to attend an upcoming meeting.



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- b. Professionalism and Decorum. CAB meetings are professional business meetings of Washoe County. CABs are apolitical in nature and meetings should be inviting for all members of the public, regardless of political party or affiliation. CAB members are expected to comport themselves in a professional manner while acting on CAB business and to treat each other and all members of the public with respect and dignity during public meetings.
- c. Representation. CAB members are not employees or officials of Washoe County and cannot speak as a representative of Washoe County on any matter.
- d. Mandatory Orientation and Training. CAB members and alternates are required to attend mandatory training sessions in the manner and format prescribed by the Washoe County Manager's Office, to include training on Nevada's Open Meeting Law (NRS Chapter 241), Ethics in Government (NRS Chapter 281A), and applicable Washoe County policies, within six months of appointment. Failure to comply with this requirement may result in automatic removal from the CAB.

## 11. Removal.

- a. Although CAB members are appointed to specific terms of service, CAB members serve at the discretion of the Washoe County Commission.
- b. Removal for Unexcused Absences. Any CAB member who has three consecutive unexcused absences from regular CAB meetings will be automatically removed from membership on the CAB pursuant to Washoe County Code section 5.429(5). In such a case, the CAB Chair will notify the applicable county commissioner and the Washoe County Manager's Office liaison, when a member has been automatically removed based on unexcused absences. The county commissioner will then take appropriate action to notify the removed member and to appoint a new member to fill the vacant seat. Unexcused absences include, but are not limited to, absence from a regularly scheduled meeting without notifying the CAB Chair or Washoe County Manager's Office liaison, or the lack of a valid, documented reason (such as illness or emergency).
- c. Removal for Other Reasons. Removal of a CAB member for reasons other than three consecutive unexcused absences shall follow the procedures set forth in Washoe County Code section 5.430. Concerns about the conduct or performance of a CAB member should be discussed directly with the county commissioner in whose district the CAB is located. Any county commissioner may place an item on a Washoe County Commission agenda to consider removal of a CAB member.
- d. Removal of Alternates. Alternates can be removed at the discretion of the applicable county commissioner.

## **ARTICLE 3: QUORUM AND VOTING**

1. Quorum. A simple majority of the CAB's total membership constitutes a quorum for the transaction of business. Alternates do not count towards a quorum unless designated by the CAB Chair to fill an absent member's seat for the meeting.
2. Voting. An affirmative vote by a simple majority of the CAB members present at the meeting is required to take action on a matter designated on the agenda as "for possible action".



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- a. The Chair may call for a roll call vote on any matter.
- b. All votes shall be recorded and the meeting minutes shall indicate the members voting for, against, or abstaining from a matter.

## **ARTICLE 4: CITIZENS ADVISORY BOARD OFFICERS**

1. Titles. CABs shall elect a Chair and a Vice-Chair from amongst their membership to act as officers of the CAB. A person may not hold more than one office at a time. All officers are voting members.
2. Election of Officers. Election of officers will be held at the first regularly scheduled meeting of the fiscal year, or as necessary as vacancies occur. The term of office for each officer will be one year from the date of election or until the next annual election. There is no limit to the number of terms that a member may serve as Chair or Vice-Chair. Newly elected officers will assume office immediately upon election.
3. Chair Responsibilities. The Chair is responsible for the following duties:
  - a. Preside at all CAB meetings, maintain order, and ensure adherence to Nevada Open Meeting Law requirements. In presiding over the meetings, the Chair shall act with consideration of capturing accurate meeting minutes, i.e., ensuring that public commenters state their full name for the record, that CAB members are discussing agendized topics and the discussion does not devolve into non-agendized back and forth conversations, etc.;
  - b. Excuse CAB members from attending a particular CAB meeting;
  - c. Contact an alternate(s) to serve in the event a CAB member cannot attend a particular CAB meeting;
  - d. In the event a CAB member has three consecutive, unexcused absences, contact the Washoe County Manager's Office liaison and applicable county commissioner;
  - e. Review the agenda for publication. The Chair shall coordinate with designated Washoe County staff, their delegates, and the applicable county commissioner, to prepare a draft agenda for review;
  - f. Keep the applicable county commissioner and community members residing in the CAB's geographical area of responsibility apprised of the CAB's discussions and action;
  - g. Approve correspondence initiated by the CAB and prepared by liaison delegates prior to the mailing of such correspondence to the applicable county commissioner or the Washoe County Commission;
  - h. Attend CAB leadership meetings and required trainings hosted by Washoe County.
4. Vice-Chair Responsibilities. The Vice-Chair is responsible for the following duties:
  - a. Assume the duties of the Chair in the absence of the Chair; and
  - b. Attend CAB leadership meetings and required trainings hosted by Washoe County.
5. Succession. No line of officer succession is claimed by the CABs.



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## **ARTICLE 5: WASHOE COUNTY STAFF SERVICES**

1. Washoe County Manager's Office Liaison. The Washoe County Manager's Office provides assistance with CAB membership appointments and rosters, record keeping, agenda and minutes oversight, meeting administration, and budget for all Citizens Advisory Boards. CABs should contact the assigned Washoe County Manager's Office liaison if a question arises in these areas of support.
  - a. The liaison prepares draft agendas in coordination with the CAB Chair, Commissioner and Washoe County staff. The Office of the County Manager will finalize the agenda and publish in accordance with Nevada Open Meeting Law requirements.
  - b. The liaison shall attend CAB meetings and provides audio recording services for the CABs. Each CAB meeting is audio-recorded (and may be video-recorded).
  - c. The liaison also ensures that accurate minutes are prepared for each CAB meeting within the timeframes required by Nevada's Open Meeting Law.
  - d. Washoe County is the custodian of record for all CAB Materials. Accordingly, a copy of all correspondence to and from the CAB, audiotapes or video recorded by staff during a meeting, and items submitted as public comment or supporting materials for the public meeting must be provided to the Washoe County Manager's Office liaison for retention.

## **ARTICLE 6: MEETINGS**

1. General.
  - a. Open Meeting Law. All meetings shall comply with Nevada's Open Meeting Law requirements set forth in NRS Chapter 241.
  - b. Location. CAB meetings should be conducted in a publicly owned building or in a building approved by the Washoe County Manager's Office, which should be located in or near the CAB's geographical area of responsibility. In lieu of or in addition to a physical location for the meeting, a virtual meeting may be scheduled on a free platform. The meeting location must be accessible to the general public, and pursuant to the Americans with Disabilities Act, must accommodate persons with disabilities. The meeting place should also be at the same location for each meeting. The CAB may move the meeting place in consultation with, and approval by Washoe County Manager's Office staff to encourage community/neighborhood attendance for a specific meeting, or as the venue is available.
  - c. Schedule. For public convenience, each CAB will schedule its regular meetings for the same day of the week and same start time. Each CAB meeting will be scheduled during a business day (excludes Saturdays, Sundays, and federal or state holidays) and will begin no later than 6 p.m. CAB meetings which extend more than three (3) hours will be adjourned and any unfinished agenda items may be tabled until the next regularly scheduled CAB meeting.
  - d. Frequency. CABs shall meet at least quarterly and no more than once per month. Within those parameters, meeting frequency shall be determined by the particular CAB.





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- e. Changes to Schedule or Frequency. When a CAB desires to make a change to its regular meeting date and/or time, or its meeting frequency, then the following process will be followed:
  - i. The proposing CAB member will announce the proposed change and reason for the proposed change during an agenda item during a regular meeting. The CAB will not take action on the proposal, but will notify the applicable county commissioner by letter of intent and reason for the proposed change.
  - ii. At the next regularly scheduled meeting, the CAB will agenda an item to vote on the proposed change.
2. Notice. A copy of the notice of meeting and agenda shall be posted at the appropriate locations at least three (3) business days prior to the meeting in accordance with Nevada's Open Meeting Law requirements.
3. Agenda. Items may be placed on the agenda by the Washoe County Manager's Office liaison, by the CAB Chair or Vice-Chair in coordination with the liaison, or by the applicable county commissioner in whose district the CAB is located by contacting the liaison.
  - a. All requests for agenda items shall include the specific agenda item language to be included on the agenda.
  - b. All proposed agenda items must be provided to the liaison a minimum of three (3) weeks prior to the meeting date. The failure to provide agenda items by this deadline may result in the proposed agenda item not being placed on the agenda.
4. Supporting Materials. Each item on the agenda should be accompanied by written information and materials pertaining to that agenda item. Finalized supporting documentation shall be provided to the liaison at least two (2) weeks prior to the meeting date. The failure to provide supporting materials by this deadline may result in the proposed agenda item not being placed on the agenda. Supporting materials shall be posted to the CAB's website in accordance with Nevada's Open Meeting Law requirements.
5. Records. The Office of the County Manager is the custodian of record for all work of the CABs, and all documents pertaining to the CABs and CAB meetings shall be maintained by the Office of the County Manager. Said documents shall be open and accessible to the CAB members and to the public during business hours, unless such records are declared confidential by applicable law.
6. Minutes. Written minutes of each CAB meeting shall be kept and are public records.
  - a. Meeting minutes or electronic recordings of each meeting will be made available within thirty (30) working days after adjournment of a meeting.
  - b. Approved written minutes are considered to be a summary of the proceedings. Written minutes may be superseded by an electronic recording.
7. Meeting Decorum. The CAB's purpose is efficiently accomplished only when the meeting process established by applicable law is followed and all participants conduct themselves within the limits established and with dignity, decorum, civic responsibility and mutual respect. The Chair is authorized to take appropriate actions to maintain meeting decorum to include declaring recesses, cautioning of speakers and other remedies set forth below.
8. The viewpoint of any speaker will not be restricted, but reasonable restrictions may be imposed upon the time, place and manner of speech at the meeting. Remarks which are irrelevant, unduly repetitious, or which contain personal attacks, implied or actual threats, fighting words or profanity are not consistent with efficiently accomplishing the CAB's purpose.



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- a. The Chair may ask for the removal (with or without warning) of any person who willfully makes the kinds of remarks described above or engages in other disorderly conduct, if such remarks or conduct makes the orderly conduct of the meeting impractical.

## **ARTICLE 7: RECOMMENDED ORDER OF BUSINESS**

1. Order of Business. CABs should follow a standard order of business to adhere to Nevada's Open Meeting Law requirements and for public convenience. The CAB meeting format will be provided by the Office of the County Manager and approved by the District Attorney's Office. In general, the order of business shall be:
  - a. Roll call and determination of a quorum.
  - b. Salute to the Flag
  - c. Instructions for Providing Public Comment (if conducting virtual-only meeting).
  - d. Public Comment.
  - e. Review, modification and approval of minutes from the previous meeting.
  - f. Business of the day.
  - g. Announcements and selection of topics for future agendas.
  - h. Commissioner update.
  - i. Public Comment.
  - j. Adjournment.
2. Public Comment. In accordance with Washoe County policy, public comment should be limited to three (3) minutes per person per comment period.

## **ARTICLE 8: CORRESPONDENCE**

1. Any input or recommendation on a matter within Washoe County's governmental jurisdiction that is approved by a vote of the CAB shall be memorialized in correspondence to the applicable county commissioner or the Washoe County Commission. All such correspondence from the CAB is created by the Washoe County Manager's Office liaison. The liaison creates the document (either in memo or letter form) based on public discussion and action of the CAB. The letter or memo is addressed to the applicable county commissioner or the Washoe County Commission. The letter or memo shall be sent to the applicable county commissioner or the Washoe County Commission within 30 days of the CAB meeting at which the vote occurred. The letter or memo shall also be posted on the CAB's website.
2. Any correspondence from the CAB shall be signed by the CAB Chair, or in that officer's absence, the Vice-Chair. The liaison may sign correspondence on behalf of the Chair only with the Chair's permission and when the Chair is unable to sign personally.
3. The CAB Chair, or delegate, may report on CAB business at a Washoe County Commission meeting. However, only an item officially voted on by the CAB may be represented as the official opinion/recommendation of the CAB.

## **ARTICLE 9: BUDGET**

The Washoe County Manager's Office shall maintain the budget for all CABs.



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## **ARTICLE 10: AMENDMENT AND USE OF BYLAWS**

1. Amendment. Amendments to the standard bylaws may be proposed by a CAB member to cover unique issues or concerns in the CAB's geographical area of responsibility. These amendments shall be limited in scope and specialized to respond to the specific issue. Proposed amendments to the standard bylaws shall be discussed as an agenda item by the CAB during at least one public meeting. Any recommendation from the CAB to amend the standard bylaws will be submitted to the Washoe County Commission for discussion and possible approval. The standard bylaws may be amended a maximum of once per calendar year. CABs do not have authority to unilaterally enact their own bylaws.
2. Effect. Any amendments to these bylaws do not take effect until approved by the Washoe County Commission.
3. Failure to Follow. If the CAB fails to follow one of the standard bylaws, that action may be reported to the applicable county commissioner and/or the Washoe County Commission. However, the failure to follow a standard bylaw will not invalidate the CAB's actions so long as the action is in compliance with other laws.

Dated: \_\_\_\_\_

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Clara Andriola  
CHAIR, WASHOE COUNTY COMMISSION

