



WASHOE COUNTY

Integrity Communication Service

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STAFF REPORT

BOARD MEETING DATE: May 26, 2026

DATE: May 16, 2026

TO: Board of County Commissioners

FROM: Jennifer Gustafson, Washoe County Deputy District Attorney
Candee Ramos, Media and Communications Program Manager
Commissioner Support, Office of the County Manager

Elizabeth Jourdin, Management Services Officer
Office of the County Manager

THROUGH: Kate Thomas, County Manager

SUBJECT: Recommendation and possible action to adopt updated Citizens Advisory Board Bylaws and General Provisions, in accordance with Washoe County Code (“WCC”) Section 5.431. (All Commission Districts.) FOR POSSIBLE ACTION

SUMMARY

This item is part of a multi-step process to make some changes to Washoe County’s Citizens Advisory Boards (CABs)—specifically, to update the documents governing the CABs. This item focuses on revising the CABs’ standard bylaws, which prescribe the standard operating procedures for the CABs.

Washoe County Strategic Objective supported by this item:

Innovative Services: Strengthen our culture of service.

Economic Impacts: Meet the needs of our growing community; Support a thriving community.

PREVIOUS ACTION

There have been multiple County Commission actions related to the citizens advisory boards over the years. However, for the purposes of this staff report, the previous action section is limited to previous action related to the CABs’ bylaws and recent Washoe County Code amendments, as updating the CABs’ standard bylaws is the request currently before the Board.

June 17, 2025 – The Board of County Commissioners (“Board”) conducted a second reading of Bill No. 1927 and adopted Ordinance No. 1739.

May 13, 2025 – The Board conducted an introduction and first reading of Bill No. 1927, which is an ordinance amending and updating the Washoe County Code Chapter 5 provisions related to CABs. Specifically, the ordinance clarified the general purpose of

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the CABs; required the geographical boundaries of the CABs to fall within a single commissioner district; updated provisions related to board membership, such as allowing persons residing within one mile of the CAB boundaries to serve as a member of that particular CAB, requiring applications to be kept on file for one year, and requiring the terms for alternates to align with the terms for regular board members; removed a prohibition on CAB members concurrently serving on the County's planning commission and/or board of adjustment; amended various provisions to comply with Nevada's Open Meeting Law; and updated provisions related to enactment of bylaws.

June 9, 2015 – The Board approved updated Citizens Advisory Board Bylaws. This was the last time the CAB bylaws were updated by the Board.

April 13, 2013 – The Board reconstituted the CAB program and created a total of nine (9) CABs with modified geographic boundaries after an extensive outreach and revitalization process called the Citizen Involvement Revitalization Project (CIRP).

September 28, 2004 – The Board approved amended CAB standard bylaws.

April 14, 1998 – The Board approved amended CAB standard bylaws.

September 16, 1997 – The Board approved amended CAB standard bylaws.

July 19, 1994 – The Board approved amended CAB standard bylaws.

May 24, 1994 – The Board adopted CAB standard bylaws to govern CAB procedures.

June 17, 1980 - The Board of County Commissioners enacted Ordinance No. 468, which authorized the Board of County Commissioners to establish citizens advisory boards to assist the Board in an advisory and liaison capacity on county matters about which the Board desired study or advice. The ordinance specified standards related to the purpose of the boards, establishment of boards through resolution, membership of board members, bylaws, budget and compensation, and termination of service on boards.

BACKGROUND

Washoe County maintains standard Citizens Advisory Board bylaws to prescribe the standard operating procedures for the CABs. The most recent amendments to the CAB bylaws occurred on June 9, 2015. These bylaws are now outdated and do not reflect current CAB functions or practices.

Washoe County Code section 5.431 requires the Washoe County Commission to adopt (and thus, amend) a standard set of bylaws to govern the conduct of the CABs. The CAB bylaws warrant review and updates to ensure that bylaws provisions properly reflect the CABs' purpose, recommended procedures and practices, updated Nevada Open Meeting Law requirements, and updated digital accessibility requirements.

Proposed Amendments to CAB Bylaws

The proposed amendments to the CAB bylaws include the following:

Article 1: Purpose and Authority:

- Updating provisions relating to the CABs' purpose and function to align with current Washoe County Code and updated CAB Resolutions.
- Clarifying the advisory nature of the CABs.

Article 2: Citizens Advisory Board Membership

- Updating provisions related to number of CAB members (specified in the Resolution creating the CAB)
- Updating provisions related to alternates (no more than two per CAB), service in a stand-by capacity, and prohibition of acting as an officer of the CAB.
- Specifying the qualifications for appointment, including residing either within or within one mile of the CAB boundary and being a registered voter.
- Noting 3-year terms, with reappointment in accordance with Board of County Commissioners' Rules of Procedure.
- Providing that a CAB Chair and Vice-Chair be selected at the first meeting of the fiscal year, with no term limits.
- Providing that a CAB member/alternate who is an applicant/candidate for the Washoe County Commission take a leave of absence from service on the CAB.
- Specifying procedures in the event of a CAB member's resignation.
- Specifying procedures for filling vacancies on a CAB.
- Setting forth various requirements and expectations for CAB members, including those for attendance, professionalism and decorum, representation, and mandatory orientation and training.
- Specifying procedures for removal of a CAB member or alternate.

Article 3: Quorum and Voting:

- Defining quorum required to conduct a meeting (simple majority of total membership).
- Defining voting requirements to take action on an agenda item (simple majority of members present).

Article 4: Citizens Advisory Board Officers:

- Providing for Chair & Vice Chair as officers of the CAB.
- Specifying procedures for election of officers.
- Specifying the Chair's responsibilities, including: presiding over CAB meetings; excusing CAB members' attendance for a particular meeting; arranging for alternates to serve in the event of a CAB member's absence at a meeting; reporting members with three unexcused, consecutive absences; preparing and reviewing the draft agenda; reporting CAB discussions and action and approving such correspondence; and attending CAB leadership meetings.
- Specifying the Vice Chair's responsibilities, including: assuming the duties of the Chair in the Chair's absence; and attending CAB leadership meetings.

Article 5: Washoe County Staff Services:

- Specifying the Washoe County Manager's Office Liaison's responsibilities, including: assistance with CAB membership appointments and rosters, record keeping, agenda and minutes oversight, meeting administration, and budget.

Article 6: Meetings:

- Providing that all CAB meetings shall comply with the Open Meeting Law.
- Setting forth requirements for the location of meetings, to include: meeting in a publicly owned, accessible building (or building approved by the Washoe County Manager's Office); allowing meetings to occur in person or via remote technology; and requiring meetings to occur in the same location, unless otherwise approved by the Manager's Office.

- Setting forth requirements related to the CAB meeting schedule (same day of week & start time, conducted on regular business day with start no later than 6:00 PM, length no more than 3 hours).
- Specifying the frequency of CAB meetings (at least quarterly, no more than once per month).
- Specifying procedures to change the meeting schedule or frequency.
- Noting minimum requirements related to the notice of meeting and agenda posting.
- Specifying procedures for drafting CAB agendas & setting timelines for requesting agenda items.
- Specifying procedures related to supporting materials & setting timelines for provision of supporting materials to the Washoe County Manager's Office liaison.
- Designating the Office of the County Manager as the custodian of records for the CABs.
- Noting requirements related to meeting minutes.
- Updating provisions related to meeting decorum.

Article 7: Recommended Order of Business

- Listing a standard order of business for CAB meetings.
- Providing for public comment of three minutes per person per comment period.

Article 8: Correspondence:

- Providing that CAB input/recommendations shall be memorialized in correspondence (memo/letter) and sent to applicable commissioner/Washoe County Commission within 30 days of the CAB meeting; and providing related procedures.

Article 9: Budget:

- Providing that the Washoe County Manager's Office maintains the budget for the CABs.

Article 10: Amendment and Use of Bylaws:

- Specifying procedures for amendments to the standard bylaws and approval of amendments.
- Specifying procedures for a CAB's failure to follow the standard bylaws.

PUBLIC INPUT

Washoe County staff created multiple outreach opportunities for residents to provide input on the draft Citizens Advisory Board (CAB) Bylaws and General Provisions. An online input portal specific to the draft Bylaws was developed and made available to the public. The portal included the draft Bylaws document, background information regarding the purpose of the updates, and an outline of the key components contained within the proposed revisions. The public input period was open for three weeks, from April 24, 2026, through May 15, 2026. Outreach efforts included three email notifications distributed on April 24, 2026, May 1, 2026, and May 15, 2026, to the five Commission District subscriber lists and the Citizen Involvement subscriber list, representing more than 3,200 subscribers. The email campaigns achieved open rates of 18%, 17%, and 14%, respectively. In addition, social media outreach was conducted through the official

Washoe County Facebook page. Posts promoting the opportunity to provide input were published on April 24, 2026, with reminder posts shared on May 1, 2026, and May 15, 2026. Overall, the online input portal collected 371 data points (individual responses) from 84 unique participants during the public comment period.

Written comments and responses from the public input portal are attached to this staff report. Multiple clarifications to the draft Bylaws were made in response to the public input/comments, which are also shown in redline in a draft attached to this staff report. The public input/comments will be retained for utilization in future updates to CAB training materials.

FISCAL IMPACT

There is no fiscal impact in adopting the updated Citizens Advisory Board Bylaws and General Provisions.

RECOMMENDATION

It is recommended that The Board of County Commissioners consider the updated Citizens Advisory Board Bylaws and General Provisions. The Board has discretion to direct staff to make additional changes to the proposed bylaws or adopt the bylaws as drafted.

POSSIBLE MOTION

A possible motion would be:

“Move to adopt the updated Citizens Advisory Board Bylaws and General Provisions, in accordance with Washoe County Code (“WCC”) Section 5.431.”

Attachments:

Citizens Advisory Boards Bylaws and General Provisions (Clean Copy).

Draft Citizens Advisory Boards Bylaws and General Provisions with redline edits after receiving public input/comment.

CAB Bylaws Input Form Responses