

SUMMARY: An ordinance amending the Washoe County Code by revising provisions relating to citizens advisory boards.

BILL NO. _____

ORDINANCE NO. _____

AN ORDINANCE AMENDING WASHOE COUNTY CODE CHAPTER 5 (ADMINISTRATION AND PERSONNEL) BY REVISING PROVISIONS RELATED TO CITIZENS ADVISORY BOARDS (CABS). THESE UPDATES INCLUDE AMENDING VARIOUS SECTIONS: TO CLARIFY THAT THE PURPOSE OF THE CABS ARE TO ADVISE THE COUNTY COMMISSIONER IN WHOSE DISTRICT THE CAB IS LOCATED, AS WELL THE COUNTY COMMISSION, ON MATTERS OF CONCERN WITHIN WASHOE COUNTY'S GOVERNMENTAL JURISDICTION; TO REQUIRE THAT THE GEOGRAPHICAL BOUNDARIES OF THE CABS FALL WITHIN A SINGLE COMMISSIONER DISTRICT; TO UPDATE PROVISIONS RELATED TO BOARD MEMBERSHIP, SUCH AS ALLOWING PERSONS RESIDING WITHIN ONE MILE OF THE GEOGRAPHICAL BOUNDARIES OF THE CABS TO SERVE AS BOARD MEMBERS, REQUIRING APPLICATIONS TO BE KEPT ON FILE FOR ONE YEAR RATHER THAN 3.5 YEARS, AND REQUIRING THE TERMS FOR ALTERNATES TO ALIGN WITH THE TERMS OF BOARD MEMBERS; TO REMOVE A PROHIBITION ON CAB MEMBERS FROM CONCURRENTLY SERVING ON THE COUNTY'S PLANNING COMMISSION AND/OR BOARD OF ADJUSTMENT; TO AMEND VARIOUS PROVISIONS TO COMPLY WITH CURRENT NEVADA OPEN MEETING LAW REQUIREMENTS AND REMOVE PROVISIONS DUPLICATIVE OF STATE LAW; TO UPDATE PROVISIONS RELATED TO ENACTMENT OF BYLAWS; AND ALL MATTERS NECESSARILY CONNECTED THEREWITH AND PERTAINING THERETO.

THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF WASHOE DO ORDAIN:

Section 1. Section 5.425 of the Washoe County Code is hereby amended to read as follows:

5.425 Purpose.

The purpose of sections 5.425 to 5.435, inclusive, is to establish citizens advisory boards covering designated geographical areas of Washoe County and to set forth procedures by which they function. Citizens advisory boards are established to assist, advise and collaborate with the county commissioner in whose district the board is located, as well as the board of county commissioners, with issues of concern in the designated geographical areas that are within Washoe County's governmental jurisdiction. Citizens advisory boards are advisory only and the

creation of advisory boards does not diminish or alter in any way the statutory, constitutional or other authority of the board of county commissioners of Washoe County.

SECTION 2. Section 5.427 of the Washoe County Code is hereby amended to read as follows:

5.427 Establishment of citizens advisory boards.

The board of county commissioners may establish citizens advisory boards by resolution. The resolution by which a citizens advisory board is created shall specify the specific purposes for its creation, the number of members of the board, the categories of membership on the board and the board's geographical area of responsibility. Each citizens advisory board's geographical area of responsibility shall be established by mapping and shall fall within a single commissioner district.

SECTION 3. Section 5.429 of the Washoe County Code is hereby amended to read as follows:

5.429 Citizens advisory boards: Membership.

1. Membership. In determining the number of members on a citizens advisory board and the categories of membership, the board of county commissioners shall ensure that the advisory board consists of a representative cross-section of persons residing within or within one mile of the advisory board's geographical area of responsibility.
2. Appointment of members. When applications are needed to fill a vacancy on a citizens advisory board, the Washoe County Manager's Office shall seek applications from interested citizens residing within or within one mile of the geographical boundaries of the applicable citizens advisory board. Applications received in response shall be kept on file and remain valid for a period of one year from the date of receipt thereof. The county commissioner of the commission district in which the boundaries of the citizens advisory board are contained shall select a person to fill the vacancy from the applications received.
3. Officers. Citizens advisory boards shall select their own officers from among their members. Each advisory board shall have at least a chair and a vice-chair.
4. Term of office. Subject to the provisions of section 5.430, members of citizens advisory boards serve three-year terms

commencing on July 1 and ending June 30. When a new citizens advisory board is created, one-half of the members thereof shall be appointed for an initial two-year term and the remaining members shall be appointed for an initial three-year term. A member may be reappointed by the applicable county commissioner at the end of his or her term in accordance with board of county commission rules.

5. Vacancies. A vacancy occurring on a citizens advisory board shall be filled by the county commissioner of the commission district in which the boundaries of the citizens advisory board are contained for the remainder of the unexpired term. Except as provided in subsection 7, if a member of a citizens advisory board misses three consecutive meetings of the board without just cause, as determined by the chair of the advisory board, a vacancy in that member's position automatically occurs and the county commissioner of the commission district in which the boundaries of the citizens advisory board are contained shall fill the vacancy as set forth in this section.
6. Alternates. The county commissioner of the commission district in which the boundaries of the citizens advisory board are contained may appoint at-large alternates to an advisory board provided such positions are created on the advisory board by resolution of the board of county commissioners. Each such appointment is limited to a term of three years commencing on July 1 and ending on June 30. An appointed alternate shall serve upon request of the chair of an advisory board and only when an advisory board member is absent from a particular meeting. Alternates shall not serve in an advisory board position that is vacant. While serving at the chair's request, the alternate has the same authority to act on the advisory board as the regular member, but may not act as an officer of the advisory board.
7. Elective public office. A member of a citizens advisory board must take a leave of absence from the board during any period of time in which they are a candidate or applicant for appointment to the board of county commissioners. A leave of absence does not constitute absence without cause as a member of the board and the chair of the advisory board may request an alternate to serve in that member's place and stead until the member is no longer a candidate. Election or appointment of a member to the board of county commissioners will result in automatic termination of that person's membership on the advisory board.

Section 4. Section 5.430 of the Washoe County Code is hereby amended to read as follows:

5.430 Service on and removal from citizens advisory boards.

1. Although members are appointed to specific terms of office, citizens advisory board members serve at the discretion of the board of county commissioners. Members of citizens advisory boards may be removed at any time during their term by a vote of the board of county commissioners.
2. Prior to a meeting of the board of county commissioners to consider removal of a member of a citizens advisory board, and in accordance with Nevada Open Meeting Law requirements, any commissioner may choose to address any issue giving rise to the possible removal at a meeting of the affected citizens advisory board. In addition, the board or any commissioner may address the issue with the affected citizens advisory board member at a meeting of the board of county commissioners before the meeting of the board at which the removal is to be considered.
3. Action regarding removal of a member shall be taken at a meeting of the board of county commissioners where notice of possible action regarding the member is provided in accordance with Nevada Open Meeting Law requirements and is noted on the agenda.
4. At the meeting, the member may present information as to why they should not be removed. If the member's character, alleged misconduct, professional competence, or physical or mental health is to be discussed, the board of county commissioners may close the meeting in accordance with NRS 241.030.
5. Prior to voting to remove a member, any persons who are in attendance at the meeting who desire to be heard regarding the member's removal, will have the opportunity to present their comments to the board of county commissioners.
6. At the meeting, and following a closed session if one is held, the board of county commissioners may either remove the member from the citizens advisory board, take no action with respect to the member, or take any other action the board of county commissioners deems proper under the circumstances and which is permissible under the Nevada Open Meeting Law.
7. The process described herein for removal of a member is also applicable to an alternate serving on a citizens advisory board pursuant to section 5.429.

Section 5. Section 5.431 of the Washoe County Code is hereby amended to read as follows:

5.431 Bylaws.

1. The board of county commissioners shall adopt a standard set of bylaws for citizens advisory boards to govern the conduct of the affairs of such boards.

Section 6. Section 5.432 of the Washoe County Code is hereby amended to read as follows:

5.432 Conduct of meetings of citizens advisory boards.

Meetings of citizens advisory boards shall be conducted in full compliance with Nevada's Open Meeting Law and the adopted bylaws.

Section 7. Section 5.435 of the Washoe County Code is hereby amended to read as follows:

5.435 Citizens Advisory boards: Dissolution.

The board of county commissioners, by resolution, may dissolve a citizens advisory board if the board of county commissioners determines that the board is no longer needed to meet the purposes for which it was established.

Section 8. Section 2 of this Ordinance shall be effective one year from the date of adoption. The remaining sections of this Ordinance shall be effective as of the date specified by the County Clerk at the end of this Ordinance.

[Business Impact Note: The Board of County Commissioners hereby finds that this ordinance does not impose a direct and significant economic burden upon a business, nor does it directly restrict the formation, operation or expansion of a business.]

Proposed on the _____ day of _____, 2025.

Proposed by Commissioner _____.

Passed on the _____ day of _____, 2025.

Vote:

Ayes:

Nays:

Absent:

Chair

Washoe County Commission

ATTEST:

County Clerk

This ordinance shall be in force and effect from and after
_____, 2025.