

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 citizen's 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~~and~~, 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~~citizen's advisory boards~~. The resolution by which a citizen's 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~~and alternates~~ 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**~~for an~~ **citizens** advisory board, the Washoe County Manager's Office shall seek applications from interested citizens~~throughout~~ **residing within or within one mile of** the~~represented communities in the county~~ **geographical boundaries of the applicable citizens advisory board**. Applications received in response shall be kept on file and remain valid for a period of~~three and one-half~~ years from the date of receipt thereof. The county commissioner~~s~~ 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. ~~If more than one commissioner is represented in a citizen advisory board geographic area of responsibility then the commissioners will agree on how to appoint to members to the board.~~

3. Officers. Citizens advisory boards shall select their own officers from among their members ~~unless the county commissioner(s) of the commission district in which the boundaries of the citizens advisory board are contained selects the officers.~~ Each advisory board shall have at least a chairman and a vice-chairman.
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 ~~a~~**the applicable** county commissioner(s) 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~~**a citizens** advisory board misses three consecutive meetings of the board without just cause, as determined by the chairman of the advisory board, a vacancy in that member's position automatically occurs and the county commissioner(s) of the commission district(s) in which the boundaries of the citizens advisory board are contained shall fill the vacancy as set forth in this subsection.
6. Alternates. The county commissioner(s) of the commission district in which the boundaries of the citizens advisory board are contained ~~shall~~**may** appoint at-large alternates to an advisory board ~~after~~**provided** such positions are created on the advisory board by resolution of the board of county commissioners. Each such appointment is ~~for such~~**limited to a term or terms as deemed appropriate by the commissioner(s) who appoints of three years commencing on July 1 and ending on June 30.** An appointed alternate shall serve upon request of the chairman 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 chairman'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-is~~ **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 chairman of the advisory board may request an alternate to serve in that member's place and stand 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.

- ~~8. Appointments to other county boards or commissions. A citizen advisory board member may not concurrently serve as a member of the county planning commission or the county board of adjustment. Upon acceptance of an appointment to either commission or board, the citizen advisory board member must immediately resign from the citizen 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,** ~~the board or~~ 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 ~~of county commissioners~~ 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. The member who may be removed at such meeting will be sent a letter advising the member of the reasons for the proposed action. The letter will also contain the date, time and~~

~~location of the meeting. The letter will be sent by certified mail approximately 14 days in advance of the scheduled meeting.~~

- ~~54.~~ 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. ~~If a closed session is held, a copy of the minutes of the closed session will be made available to the person who is the subject of that meeting pursuant to NRS 241.035(2).~~
- ~~65.~~ 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.
- ~~76.~~ At the meeting, and following a closed session if one is held, the board of county commissioners may either remove the member from the citizen's 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.
- ~~87.~~ 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 citizen's advisory boards to govern the conduct of the affairs of such boards.
- ~~2. Each citizen's advisory board shall adopt the standard set of bylaws and may adopt amendments and additions to the bylaws to cover any special needs of a particular citizen's advisory board.~~
- ~~3. If amendments or additions to the standard bylaws are adopted by a citizen's advisory board, the bylaws become effective upon approval by the board of county commissioners.~~

~~4. Bylaws of a citizen's advisory board may be amended at any time. Amendments to the bylaws become effective upon approval of the board of county commissioners.~~

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.

- ~~1. Meetings of citizens advisory boards shall be conducted in full compliance with Nevada's Open Meeting Law and the **adopted** bylaws adopted by the citizen's advisory boards.~~
- ~~2. Citizens advisory boards are required to keep written minutes of their meetings in compliance with NRS 241.035. Citizens advisory boards shall file copies of their minutes with the Washoe County manager's office within 30 working days after adjournment of the meeting at which the minutes were taken.~~

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 citizen's 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.