



HANDBOOK FOR BOARD, COMMITTEE AND COMMISSION MEMBERS

2017 Edition



Questions can be directed to:
Office of the City Clerk
495 South Main Street | 2nd Floor
Las Vegas, Nevada 89101
Phone: (702) 229-6311
Monday-Thursday 7:00 a.m. to 5:30 p.m.

A Message from the City Clerk

Dear Member,

Thank you for volunteering to serve your community through your appointment to a board, committee or commission, which will be collectively referred to as board(s) throughout this document. This handbook will provide information and guidance relevant to your new participatory role in local government as a board member. It is important that you understand the expectations, functions and responsibilities of board membership and reading this booklet will assist in that education. Additionally, each board has a staff liaison that you should look to for guidance as they are the subject matter expert regarding the business of the board to which you have been appointed.

By serving on a city board, you will help to plan Las Vegas' future by making recommendations that affect our communities. A great deal of personal satisfaction can be received through public service, and the knowledge and experience gained will be invaluable to you.

We welcome your attendance at any of our board meetings as they are open to the public. Please see a listing of all boards with current meeting schedules at the end of this document and feel free to contact the staff representative listed for further information on a specific board.

The City Council also encourages your participation and involvement at City Council meetings. The City Council meets on the first and third Wednesdays of the month at 9:00 a.m. Meetings are held in the City Hall Council Chambers, 495 S. Main Street. The Councilmembers and wards are listed below for your information.

Carolyn G. Goodman, Mayor At Large
Steven D. Ross, Mayor Pro-Tem, Ward 6
Lois Tarkanian, Ward 1
Ricki Y. Barlow, Ward 5
Stavros S. Anthony, Ward 4
Bob Coffin, Ward 3
Bob Beers, Ward 2

If you have any questions after reviewing this document, feel free to contact the City Clerk's Office at (702) 229-6311 or your board's staff liaison. We look forward to working with you in building community to make life better for the residents of the City of Las Vegas.

Congratulations on your appointment!



LuAnn D. Holmes, MMC
City Clerk

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Additional Information | Reference Materials

City of Las Vegas Charter

<http://www.leg.state.nv.us/CityCharters/CtyLasVegasCC.html>

Nevada Open Meeting Law Portal

http://ag.nv.gov/About/Governmental_Affairs/OML/

Nevada Open Meeting Law Manual (Download)

http://ag.nv.gov/uploadedFiles/agnv.gov/Content/About/Governmental_Affairs/OML_Portal/2016-01-25_OML_12TH_AGOMANUAL.pdf

Nevada Revised Statute Chapter 241 – Meetings of State and Local Agencies

<https://www.leg.state.nv.us/nrs/NRS-241.html>



Appointments, Terms, Resignations & Vacancies

Appointment of Citizens

With few exceptions, appointments and reappointments to boards require formal action of the City Council (Council). Names of individuals who wish to be considered for appointment will be provided to the Council by the Office of the City Clerk for consideration. The Council may choose, however, to fill positions with individuals identified in other manners as needed. All appointees must take an oath of office, administered by the Office of the City Clerk, before attending and voting at their first board meeting.

If you know of persons in the community wanting to serve on a board, they should submit their completed board interest form and resume to the City Clerk's Office. Note that interest forms are retained for a period of one year. Annually, the City Clerk will mail an interest renewal letter to individuals to ensure their continued interest in serving, and a response is mandatory to remain eligible for appointment. Every third year, the interest renewal letter will indicate that a new interest form and resume must be submitted so that our records may capture more up-to-date information for the Council to review when a vacancy occurs.

A board interest form is available from the City Clerk's Office (702) 229-6311 and is also available online at www.lasvegasnevada.gov by using the search term "boards" and scrolling to the bottom of the Boards and Commissions page.

Eligibility

Eligibility requirements can vary greatly between boards. Some seats require residency within the City of Las Vegas city limits and others are open to anyone in the valley. Some boards with residency requirements allow Council members to appoint only from citizens who reside in their Ward to represent that Ward, while the Mayor is able to select members at large. Some boards have very specific qualifications for seats to be filled by individuals in a particular field of work or with a specific skillset while some have no requirements other than a willingness to serve. There are a few boards with seats designated for students too. The best way to determine eligibility requirements would be to refer to the board listing in the back of this booklet or online at www.lasvegasnevada.gov for requirements specific to the board(s) that you are interested in.

Term of Office and Term Limits

Term of office is defined as the period for which a member is appointed to a board. Term limits define how many terms may be served by a member. Board member terms vary between boards and are generally between one and four years. Term limits also vary between boards, with some boards having no limit to the number of terms that may be served, while others are limited to a total of two full terms or eight years. Note that a member can continue to serve for a reasonable period of time if action on the seat has not been taken by the term expiration date for that member. If the member no longer wishes to serve past their term expiration date and no replacement has been named prior to that date, that member is under no obligation to continue serving.

Recognition will be made at the end of a member's service on a board in the form of a thank you letter from the City Manager and the Mayor. Depending on the length of service, a small memento may be included. Additional recognition can be made at the discretion of the board with staff liaison approval.

Reappointment

When a board member is eligible for an additional term, the governing department will present a recommendation for consideration by the City Council based on the member's attendance and participation. Reappointments are not automatic, and the City Council makes the final determination on all appointments and reappointments regardless of the recommendation.

Resignations

Members sometimes recognize they are no longer able to attend meetings and/or carry out their duties and must tender their resignation. Members resigning from a board should submit their letter of resignation to the staff liaison, with a copy to the director of the department's governing board, the City Clerk and appointing member of the Council. Resignation letters should include an effective date. E-mails are acceptable.

Unscheduled Vacancies

When unscheduled vacancies occur, a revised Listing and Authority outlining the board's membership will be posted on the City's website at www.lasvegasnevada.gov showing the seat as Vacant. Additionally, the vacancy will be listed on the Boards and Commissions home page.

Procedure to fill a vacancy involves the City Clerk providing Interest Forms from all individuals eligible to fill the vacancy to the City Council or if appropriate, a specific Council member, for review. The Council may choose from the individuals provided or identify their own appointee. Most board appointments do require action at a City Council meeting. Once selected, new board members are notified by the City Clerk's Office in writing and will be contacted by the staff liaison for the board.

Note that it is the responsibility of the staff liaison to communicate to the board Chair any information regarding the status of a board vacancy and any appointee information only as deemed appropriate by the staff liaison. No member of the board should communicate directly with staff from the City Clerk or the City Council offices regarding vacancies or appointments unless that contact is initiated by City staff.

Removal of a Member

The process surrounding the removal of a Board member can vary between boards. There are many board bylaws, or governing documents, that specifically address this process. While some boards allow for the removal of a member by an affirmative vote of the majority of members present, others require the involvement of the City Council. For boards without a process defined for the removal of a board member, Las Vegas Municipal Code Section 2.52.030 shall apply:

2.52.030 - Hearing before City Council

(A) If it appears a member has neglected his duty to attend commission or board meetings or committed an act of malfeasance or misconduct, the City Council shall notify such member to appear at the next regularly scheduled meeting of the City Council and show cause why he should not be removed from office.

(B) If, after a hearing, the City Council determines such member is guilty of neglect, the member shall be removed, and a new member shall be appointed to serve out the unexpired term of the former member.

AUTHORITY AND RESPONSIBILITIES

Authority of Boards

City boards are established to increase citizen input and participation in city government. Some boards exist to advise and make recommendations to the City Council in the determination of projects, policies and procedures, while others have distinct regulatory responsibilities that are established by law. Because the specific purpose and authority varies between boards, members should become familiar with the current bylaws or charter of the board to which they have been appointed. Any questions regarding board or board member authority should always be directed to the board's staff liaison, who will contact new members upon appointment to arrange for orientation.

Board Member Responsibilities

Appointment to a board is an honor, and it provides an opportunity for genuine public service. Each board member should be aware of the responsibilities that go along with officially serving the community. The specific duties of each board will vary with the purposes for which it was formed; however, many responsibilities are common to all board members and members are expected to:

1. Understand the role and responsibility of the board on which you serve and its function.
2. Stay informed on subjects of interest specific to the board.
3. Represent the overall public good, not the exclusive point of view of a single person, group or interest.
4. Keep all lines of communication open while adhering to the rules and regulations of the Open Meeting Law. Each member serves as a link in the communication chain between the community, staff and the City Council.
5. Study and be prepared by becoming familiar with items under consideration prior to meetings in order to be fully prepared to discuss, evaluate and act on matters scheduled.
6. Establish a good working relationship with fellow members and the staff liaison.
7. Understand the scope and authority of your responsibility and strive to work within that scope. Questions should be raised to the staff liaison, who will pass the inquiry on to the City Attorney or City Clerk for assistance with their response, if necessary.
8. Participate as an active representative and be enthusiastic. Notify the staff liaison in advance when you cannot attend a meeting.
9. Work in the spirit of compromise in order to reach a consensus when possible so that the most comprehensive recommendations can be achieved when voting on agenda items.
10. Understand that you are a member of a public, not private, board and you must adhere to the rules and regulations put in place by the City, Nevada Revised Statutes and the Nevada Open Meeting Law. These are established and will be enforced to keep the public's trust so that all business is conducted in an open atmosphere where the public can provide input and feedback.
11. Recognize when you are no longer able to attend meetings and/or carry out the duties of a board member as defined in this handbook and tender resignation as discussed under the Resignations section of this document.

Board members should always remain mindful that:

- City boards are not involved in the administration or operation of city departments.
- Boards may recommend projects for consideration but will not direct staff to initiate projects or programs.
- Boards will not recommend projects that violate adopted city policies.
- Boards may not conduct major studies or establish official policy without the approval of the governing department. Department directors will contact the City Manager's Office and/or City Council for this approval if necessary.

Responsibilities of the Chairperson and Vice Chairperson

The board Chairperson and Vice Chairperson are generally appointed by the members of their respective board, in accordance with the guidelines and/or legislation establishing such board.

The Chairperson plays a strategic role by ensuring the proper facilitation of the meeting. The Chairperson must also acknowledge that their board members will look to them as a model of ethical and professional behavior and that they are often viewed by those outside the board as representing and speaking for the body. Chairperson responsibilities include:

1. Ensures efficient and effective time management of the meeting.
2. Oversees the discussion in a manner that encourages input, while facilitating the decision-making process.
3. Limits the discussion and debate to the particular scope of responsibility of the board and should ensure that all members have the opportunity to speak.
4. Expedites the business of the commission/committee by making sure that the discussion does not go off-track or bog down on peripheral issues.
5. Ensures citizen input/public comment is included under the discussion of an agenda item.
6. Asks board members to complete specific tasks, such as serving on subcommittees, if any.
7. Meets with the Mayor and/or City Council concerning the work of the board upon request by the Mayor or Council.
8. Encourages interested persons to submit a board interest form for consideration for future vacancies on the board.

In the event that the Chairperson is not present at the meeting, the meeting will be chaired by the Vice Chairperson, and all duties of the Chairperson will transfer to the Vice Chair during the Chairperson's absence. In the event both the Chairperson and Vice Chairperson are not able to attend, the member with the highest seniority will be asked to chair the meeting, unless otherwise specified in the bylaws.

Terms of Chairpersons and Vice Chairpersons are specific to each board and generally described in the board bylaws. Nomination and voting for board officers must be made by motion and vote. Nevada Open Meeting Law prohibits the usage of a secret ballot in a public meeting.

Responsibilities of the Chairperson and Vice Chairperson (Continued)

Qualities and skills members should look for when considering a member as a nominee for a Chairperson or Vice Chairperson position are:

- Good communication and interpersonal skills.
- Tact and diplomacy.
- Impartiality, fairness and the ability to respect confidences.
- Understanding of the roles and responsibilities associated with the board.
- Strives for consensus.

Responsibilities of the Staff Liaison

Department directors assign staff representatives to serve each of the boards and to serve as a liaison providing information, support services and facilitating communication between the boards, staff, the City Council and City management.

The duties of the staff representative will include:

1. Reserve and prepare a meeting location that is available to the general public and accessible to persons with disabilities throughout the entire meeting.
2. Assure that boards maintain the established meeting schedule.
3. Facilitate the development of the meeting agenda.
4. Monitor board membership and notify the City Clerk's Office promptly when an unscheduled vacancy occurs.
5. Provide the City Clerk's Office with necessary information for appointments/reappointments.
6. Act as a resource for questions or inquiries generated by members of the board.
7. Act as liaison between the board and the City of Las Vegas.
8. Make certain that all documents related to the board are current and that a copy is on file in the City Clerk's Office.
9. Perform other duties as assigned by the City Manager, Department Head or City Council as they relate to the board.

Responsibilities of the City Attorney's Office

A member of the City Attorney's Office is assigned to each board. The Deputy City Attorney present at your meeting is there as the parliamentarian and to provide legal counsel to the board, staff present from the City Clerk's Office and your board staff liaison.

Responsibilities of the City Clerk's Office

The City Clerk's Office is responsible for recording the actions at the meetings and keeping the record of the advisory body. A staff person may assist with this duty, if needed. The City Clerk's Office will prepare the summary minutes after the meeting for review by the board's staff liaison prior to submitting to the board for review before approval during a meeting. The City Clerk's Office is the "keeper" of the board's agendas, summary minutes and recordings.

COMMUNICATIONS AND RELATIONS

~ with Fellow Board Members*

Cooperation among board members plays an important role in the successful efforts of the group during a meeting. In order to build consensus around common goals and objectives, members should first show a willingness to objectively define the issues at hand and then work to reconcile opposing viewpoints. When board members interact positively, the group as a whole, and the meeting, will be more effective. Important points to keep in mind in working with other members:

1. Respect an individual's viewpoint even though it may be different from your own.
2. Allow other members adequate time to present their view before making comments.
3. Be open and honest.
4. Welcome new members and help them become acquainted with the board.
5. Accept responsibility, voice opinions and be fair and factual.

*Members must read and understand the important information regarding communicating with fellow board members outside of a meeting environment, which is addressed in the section titled Nevada Open Meeting Law – Allowed and Prohibited Communication Methods.

~ with Council

The primary responsibility for the majority of city boards is to advise and make recommendations to the Council. It is the Council's role to absorb the advice and recommendations offered by numerous sources and to make decisions to the best of its ability. Because the Council is in such a position to see the broader context and is aware of other concerns, it may not always follow the recommendation offered by the boards through board action or staff communications.

~ with Staff

The role of the staff representative is vital to the success of all city boards. They do research and provide relevant information that enhances a board's ability to get things done. Staff is available to answer questions and follow-up on items brought before the board; however, members should be aware that the staff representatives are there as liaisons, assisting the members of the commission/committee by gathering information when needed or requested, submitting recommendations of the board to their department director and/or to the Council. Staff representatives must sustain a balance between their role as liaisons and as city employees. Board members must be sensitive to the unique and vital relationships that staff representatives must maintain.

~ with Media and Public Statements

Board members should not make public statements as a spokesperson for the City of Las Vegas or of their particular board without prior permission from the city. Otherwise, it should be made clear that any statement made reflects the opinion of that particular member only. Any inquiries regarding city board matters should be referred to the staff representative and/or the Public Information Office.

NEVADA OPEN MEETING LAW

What is it?

The Nevada Open Meeting Law (OML) is a State Law (NRS Chapter 241) that requires all public bodies (including boards, commissions, committees and their subcommittees) to conduct their properly posted meetings in an open environment.

The OML promotes openness in government and ensures the general public has access to government processes. The OML applies anytime a quorum gathers and discusses business. All City of Las Vegas board meetings are public meetings and must be conducted openly in compliance with the Nevada Open Meeting Law.

How Does it Impact You as a Member?

Open Meeting Law opens government to public review and prevents public bodies from making decisions in secret. Communications such as phone calls, e-mails and other electronic communications used to bypass the OML and its purposes subjects the public body members to sanctions. Here are some examples of prohibited and allowed communication methods under the Open Meeting Law:

Prohibited: Public body members cannot circumvent public discussion by splintering the quorum and having separate or serial (one after the other) discussions. For example, one board member cannot call, e-mail or have face-to-face discussion with another board member and then pass the results of that discussion to a third board member either by e-mail, phone, or face-to-face discussion.

Prohibited: An e-mail from a board member to an entire board or to a quorum of the board that proposes action would be considered a meeting and subject to the OML, even if no board member responds to the e-mail. For example, an e-mail sent from a board member to all members stating "We should approve the grant to the ABC School at the next meeting" (which is an action) would violate the Open Meeting Law.

Allowed: An e-mail request by a board member to the staff liaison for specific information, even if other board members are copied on the e-mail, does not violate OML. The staff liaison may reply to all the board members without violating the OML as long as the response does not communicate the opinion of any board member. However, if further clarification is needed, a board member should only respond to the staff liaison, and not copy other board members, as this could constitute a discussion or deliberation, which is a violation of the Open Meeting Law.

Bottom Line

There are risks whenever board members send electronic communications or talk to each other in person or by phone. For example, even if the first e-mail did not violate Open Meeting Law, there is a chance that subsequent e-mails might. In addition, board member #1 could be talking with board member #2 about an item, not realizing that board members #3 and #4 are also talking about the same item. This exchange of e-mails might result in a discussion or deliberation that could violate the OML.

A final consideration is that e-mails generated by board members and/or staff pertaining to government business are public records. These e-mails must be preserved according to the public records retention schedule and be available for inspection. **Based on these reasons, it is advised that board members communicate at public meetings about board business and not by telephone, e-mail or other means.**

MEETING | GENERAL INFORMATION

Attendance

Advisory body members are expected to attend meetings regularly. Conscientious attendance is a fundamental responsibility, as irregular attendance lessens one's ability to study all aspects of items under consideration and impacts representation at the meetings. It is important to notify the board's staff liaison of any absences for the purposes of determining a quorum. Members are required to notify the staff liaison no later than 24 hours prior to any regular meeting of his/her intent not to attend said meeting.

Members should not contact City Clerk staff in regards to their ability to attend the meeting by phone or e-mail unless that contact is being made 30 minutes or less prior to the start of the meeting. Some board bylaws define excessive absenteeism and board members can recommend the removal of a member exceeding the permissible number of meetings. In the event a meeting is cancelled because of a lack of quorum, the member(s) whose lack of attendance caused the cancellation will be counted as an absence, even though no meeting occurred.

It is in the best interest of the board and the citizens of Las Vegas that a member resigns upon recognizing he or she is no longer able to attend meetings regularly.

Agendas

For all meetings, an agenda will be publicly posted that will conform to the requirements of the Nevada Open Meeting Law (OML). Agendas must specify the time and location of the meeting and must contain a clear and concise description of each item of business to be transacted or discussed at the meeting while indicating whether action will be taken. A vote may not be taken if the phrase "for possible action" is not included in the subject language. Purposefully drafting agenda items in a vague manner to allow the board the ability to speak about a broad range of topics is a direct violation of the OML and will not be allowed. The City Clerk's Office will work with the board's staff liaison to ensure the agenda meets the necessary requirements. During the meeting, the City Attorney's Office representative will ensure that discussion adheres only to the topics described in the agenda.

Agendas of regular and special board meetings must be posted for public review no later than 9:00 a.m., three (3) business days prior to the meeting. The City of Las Vegas is closed on Friday, defining business days as Monday through Thursday for this purpose. All agendas are posted in at least four locations, which are: City Hall (495 S. Main Street); the Clark County Government Center (500 S. Grand Central Parkway); the Grant Sawyer Building (555 E. Washington Avenue) and the City of Las Vegas Development Services Center (333 N. Rancho Drive) and at the location of the meeting if it will occur at a site other than the listed locations.

Board meeting agendas are also posted online on the city's website at www.lasvegasnevada.gov and on the Nevada Public Notices Website at <https://notice.nv.gov/>. The online posting of the agenda includes links to the backup, if any, for each item. This is an excellent resource for the public and members' use.

Once an agenda posts, no information will be provided to a board member for deliberation until the meeting, as OML requires the public to have access to the same materials provided to the board.

Conflict of Interest

A conflict of interest refers to a situation when a board member has a competing professional or personal obligation or personal or financial interest that would make it difficult to fulfill his/her duties fairly. This can exist whether or not money is involved and whether the conflict is actual or perceived. If unsure as to whether a conflict exists, a member should consult with their staff liaison and legal counsel prior to the meeting for a recommendation as to whether it is appropriate to be involved in the discussion and/or vote regarding the item in question. The staff liaison will consult with the City Attorney's Office if necessary to determine if a disclosure is sufficient or abstention is required. Any member who has confirmed having a conflict of interest must make that interest known prior to the discussion. Any member who must abstain from voting due to a conflict of interest must state the reason for the abstention for the record and then must not participate in the discussion or the vote.

Compensation

With the exceptions of the Civil Service Board, Planning Commission and Las Vegas Clark County Library District members*, board members receive no compensation, stipend or benefits of any kind. Actual and necessary expenditures incurred by members, while engaged in board business, may be reimbursed to said members, provided such expenditures have been previously approved by the department director responsible for staffing the board. Requests for reimbursement will be made through the board staff liaison prior to any expenditure being made, and the director's decision is final. Some board members may be issued business cards at the expense of the city. Members may not create their own business cards, letterhead or other identifying media without permission from the city.

*Board of Civil Service Trustees members - \$50 per meeting; Planning Commission members - \$80 per meeting; Library Board members - \$40 per meeting; no benefits etc.

Minutes

Minutes of all meetings are prepared and filed as a permanent record in the City Clerk's Office in compliance with Nevada Open Meeting Law. The minutes will be taken and prepared by a Deputy from the City Clerk's Office. Written minutes, upon approval by the committee or commission, constitute the official record of its activities. Minutes for a board meeting are generally sent with the agenda of the next meeting to be reviewed by all members. Additions to and correction of the minutes may be made only in public meetings, with the approval of the body, and not by the private request of individual members or staff. Every comment made during the discussion is not recorded in the minutes as they are not verbatim but are instead, summary minutes, which record the essence of the discussion, the action taken and the members' votes, disclosures or abstentions.

Audio recordings of all City of Las Vegas board meetings are posted online at www5.lasvegasnevada.gov/sirepub/meet.aspx within 24 hours of the meeting. If this is not possible due to technical difficulties, a tag will be placed online indicating such. This is also the location of where the final minutes will be posted once approved.

Parking

Members of boards which meet in City Hall can have their parking tickets validated by the City Clerk's Office. Validation allows members to park, free of charge, in the Main Street Parking Garage at 500 South Main Street. Metered parking is available in front of City Hall on Clark Avenue; however, members choosing to park other than in the structure are not offered validation or reimbursement.

Recording

All board meetings will be recorded in compliance with Nevada Open Meeting Law. The recordings are made available online at www5.lasvegasnevada.gov/sirepub/meet.aspx. Board members are asked to identify themselves with each comment so that those listening at a later time can know who is speaking. This can be done very simply by announcing your title/name, pausing for a second and then making your comment. For example: "Commissioner Campbell {pause} I would argue that this project is an important component to the downtown plan." If the Chair recognizes you to speak by stating your name, this is not required.

MEETING | PROTOCOL

Note that protocol for all City of Las Vegas meetings is based on Robert's Rules however; per the City Attorney's Office, all components of Robert's Rules are not strictly followed. If you are familiar with Robert's Rules from past experience and are advised by city staff that our procedure is contrary to what you know, please make a note for your future reference and do not argue Robert's Rules with staff. Thank you.

Quorum

In order for a board to meet, conduct business and take action, a quorum must be present. A quorum is generally defined as a majority (one more than half) of the total number of member seats allocated to board. The determination of a quorum requirement for any board is not impacted by board vacancies. Note that when a board charter or bylaws define a quorum differently, that definition prevails for that board only. Without a quorum, the meeting cannot occur per Nevada Open Meeting Law.

If a meeting is started with a quorum and the quorum is lost for any reason, items cannot be discussed or acted further upon until the quorum is regained. If not, the meeting should end with any remaining items to be considered at the next board meeting.

If it is known in advance that a member will have to leave a meeting early, and that member makes the quorum, business should be prioritized so that items of a time-sensitive nature can be moved to the top of the agenda.

Telephonic participation is permitted with advance notice when required to make a quorum. Arrangements should be made through the board's staff liaison, who will coordinate with the City Clerk's Office.

Parliamentary Procedure

The purpose of Parliamentary Procedure:

1. Promotes cooperation and harmony so that people can work together more effectively to accomplish their goals.
2. Guarantees each individual an equal right to propose motions, speak, ask questions and vote.
3. Protects the rights of minority points of view and gives the minority the same consideration and respect as those in the majority.
4. Ensures that the meeting is fair and conducted in good faith.
5. The representative from the City Attorney's Office serves as the Parliamentarian for the meeting.

Conducting the Meeting

The Chairperson is the presiding officer in all board proceedings. In the Chair's absence, the Vice Chairperson will act as Chair. After confirming staff is ready to begin, the Chair will start the meeting at the posted meeting start time, only if a quorum is present. If a quorum is not present, the meeting can be delayed for up to 15 minutes allowing for additional members to arrive, after which time the meeting will be cancelled, due to lack of quorum, by the City Clerk's Office.

Call to Order and Compliance with Open Meeting Law items

Note that all City of Las Vegas meetings begin the same way:

Item 1 is always the Call to Order

Item 2 is always the Compliance with Open Meeting Law Announcement

Therefore, the Chair should begin the meeting with a gavel strike to quiet the room and by stating they are calling the meeting to order by date and meeting name. The Chair will then confirm that the meeting has been posted in compliance with the Open Meeting Law and ask the Deputy City Clerk present at the meeting to call roll, which is followed by opening the first Public Comment session.

Example Language

I now call the April 4, 2017, Traffic and Parking Commission Meeting to order. Has this meeting been properly noticed and posted in compliance with the Nevada Open Meeting Law. (Deputy City Clerk will respond in the affirmative)

Would the Deputy City Clerk call the roll, please? (Deputy City Clerk will call roll)

The Chair would then thank the Deputy City Clerk and read Item 3, which is also always the same regardless of the type of board meeting.

Public Comment

Item 3 on any agenda is the first of the Public Comment sessions. The Chair will read the item from the agenda verbatim and invite any member of the public wishing to speak to the microphone. Comments cannot be made from the audience seating area. The Chair can look to the staff liaison or City Attorney's representative if unsure about how to handle a situation created by a speaker during the public comment item.

Example Language

*Item 3. Public comment during this portion of the agenda must be limited to matters on the agenda for action. If you wish to be heard, give your name for the record. The amount of discussion, as well as the amount of time any single speaker is allowed, may be limited. Is there any member of the public who wishes to make a comment at this time? (If so, allow comments and repeat invitation again. When no one else comes forward, to close the item say *Hearing and seeing none, we'll now move on to our next item.**

Approval of the Minutes

When available, Item 4 is the approval of the minutes of a previous meeting of the board. The ability for a member who has not attended the subject meeting to vote on this item has been a questionable point for some time. We hope to clear up any misconceptions with this written direction. First, know that the City Attorney, Brad Jerbic, has opined that members of the board not present at the meeting for which minutes are being approved should not make the motion, but may vote if they are comfortable doing so.

The City Clerk's point of view on this topic is that there should be no excuse for a member to abstain from voting for the following reasons:

The Minutes approval process includes your staff liaison reviewing the minutes prior to the meeting.

Per the City Attorney's opinion, a member present at the subject meeting will have made the motion.

The audio recordings of all City of Las Vegas board meetings are posted within 24 hours at www5.lasvegasnevada.gov/sirepub/meet.aspx. In addition to reading the minutes that are provided to all members, via e-mail, one week prior to any meeting, members can listen to the associated recording in preparation of the upcoming meeting and be prepared to approve minutes of the missed meeting.

Motioning

Board action is taken by motion. Motions go through the following general steps:

1. The member making the motion asks to be recognized by the Chair, if they are not already speaking.
2. The member makes the motion... "I move to..." (See explanations below.)
3. The Chairperson states the motion or if it is not clear asks the member making the motion to re-state the motion.
4. The Chairperson asks if there is any further discussion on the motion.
5. When the Chairperson determines that there is no further discussion on the motion, the Chairperson puts the motion to a vote in the form of "all in favor" and "all opposed" or by using similar phrases.
6. Members respond to the call with an "aye" or "nay" at the appropriate time.
7. The passing of a motion occurs when the majority of the quorum agrees by vote. The Chairperson announces whether the motion passed or failed for the record.

Note that a second to the motion is not required and is never included in the minutes for any meeting where it occurs. The process of seconding a motion is being discontinued on boards where it has been previously practiced.

Motion Types – Common motions defined and with examples

A board can decide to pull an item forward on the agenda to be heard out of order, which as example, is done at times to accommodate a speaker's schedule. Conversely, a board can also decide to "trail" an item to be heard later in the meeting. This is commonly used when discussion has begun on an item, but action cannot be taken until something occurs later in the meeting or to give interested parties opportunity to step outside to negotiate conflicted points etc. A motion is not required for either action unless there is disagreement among the members and a vote must be taken to decide which action will be taken.

Motion for Approval

"I move to approve"

"I move to approve changing the time of the regular meetings of the Arts Commission to 4 p.m."

"I move to approve as recommended per the staff recommendation list"

"I move to approve the nominations of Joe Smith as Chair and Catherine Jones as Vice Chair"

If a motion for approval does not pass, the motion is denied. An alternative motion may be made.

If the motion ends in a tie, the item may be held in Abeyance, by motion, to a future meeting.

Motion for Denial

"I move to deny"

"I move to deny the application"

"I move to deny the appeal"

If a motion for denial fails, a motion in the affirmative is required.

The same member can make an alternate motion as can any other member.

If the motion ends in a tie, the item may be held in Abeyance, by motion, to a future meeting.

A motion for denial may be rescinded at the same meeting with a Motion to Reconsider.

Motion to Hold the Item in Abeyance

"I move to hold Item # X in abeyance until (and a meeting date must be given)"

This motion can only be used when a date can be offered.

It is preferred that a date be specified in the motion; however, members may use the language *"until the next meeting of the board"* if the specific date is unknown to the member.

Items that are held in Abeyance are listed as such when they appear again on the agenda.

Motion to Table

"I move to table Item # X"

This motion is used when it has been determined action on the item cannot occur at the current meeting for some reason and it is impossible to determine how much time is required before it comes back before the board is prepared for action. This situation does not occur often in regular board meetings, but is available to the board if needed.

Motion to Accept the Report -

Generally, items that pertain to a report only will not require a motion; however, if one is needed, simply use:

"I move to accept the report as presented."

CITY OF LAS VEGAS BOARDS, COMMITTEES AND COMMISSIONS

SEATING CITIZEN MEMBERS

Arts Commission

Serves as an advisory body to the City Council with respect to matters pertaining to the arts.

12 voting members

Meeting Schedule: – 3rd Thursday of the month.

City Residency Required? No

Special Skills or Qualifications: Minimum number of members must be arts professionals and practicing artists.

Staff Representatives: Laura Aguiar Machado (702) 229-4631 and
Rebecca Holden (702) 229-5431

Audit Oversight

Reviews and evaluates public reports released by the City Auditor's Office. Discusses potential audit assignments and gives direction to the City Manager and City Auditor.

5 voting members

Meeting Schedule: Not less than once per quarter.

City Residency Required? No

Special Skills or Qualifications: Two specifically identified members of the City Council and three members of the community at large.

Staff representative: Rad Snelding (702) 229-2472

Board of Appeals

Hears and decides on appeals of determinations made by the Building Official or Fire Marshal relating to the application and interpretation of the technical codes.

9 voting members

Meeting Schedule: Upon the call of the Building Official

City Residency Required? No

Special Skills or Qualifications: Training and experience in deciding matters pertaining to building construction and service equipment including matters pertaining to fire and other hazardous conditions.

Staff Representative: Tasha Ealy (702) 229-6251

Board of Civil Service Trustees

Administers the system of civil service for the City of Las Vegas.

5 voting members

Meeting Schedule: Every 1st and 3rd Wednesday

City Residency Required? Yes

Special Skills or Qualifications: None

Staff Representative: Megan Kirch (702) 229-6344

Building & Safety Enterprise Advisory Committee

Reviews the operation of and make recommendations relating to the Enterprise Fund.

5 voting members (2 city staff members/3 citizens)

Meeting Schedule: At least twice per fiscal year.

City Residency Required? No

Special Skills or Qualifications: Categories exist pertaining to area of specialty or responsibility.

Staff Representative: Tasha Ealy (702) 229-6251

Citizen Advisory Committee to the Las Vegas Redevelopment Agency

Acts in an advisory capacity and provide input to the Redevelopment Agency and the City of Las Vegas on matters relating to the Redevelopment Agency's proposed projects and programs.

9 voting members

Meeting Schedule: Held per the schedule adopted by the Committee - currently quarterly, when there is business to discuss.

City Residency Required? Depends on category.

Special Skills or Qualifications: Categories exist that pertain to residence, employer or location of business owned in Redevelopment Areas.

Staff Representative: Jeff McGeachy (702) 229-6551

Commission for the Las Vegas Centennial

Plans, organizes, coordinates, and implements the activities, celebration and education associated with the city of Las Vegas' Centennial.

Minimum of 6 and maximum of 15 members (at the discretion of the City Council)

Meeting Schedule: Determined by board of directors

City Residency Required? No

Special Skills or Qualifications: None

Staff Representative: Esther Reincke (702) 229-6672

Community Development Recommending Board

Reviews all Community Development Block Grant, HOME Investment Partnership, and Housing Opportunities for Persons with AIDS (HOPWA) applications for funding and make recommendations to the City Council on those applicants that should receive funding.

13 voting members

Meeting Schedule: Board meets several times within a few months annually.

City Residency Required? Must work or reside within the city limits.

Special Skills or Qualifications: None

Staff Representative: In transition. Department of Community Services (702) 229-2330

Downtown Design Review Committee

Oversees the design standards for signage along Las Vegas Boulevard, the Central Casino, and Entertainment Overlay areas in downtown.

7 voting members

Meeting Schedule: Open

City Residency Required? No

Special Skills or Qualifications: 3 citizen appointees must own businesses located within the district.

Staff Representative: Carman Burney (702) 229-6301

Historic Preservation Commission

Carries-on preservation activities in the City of Las Vegas for buildings, structures, sites and objects of historic architectural and archaeological significance.

11 voting members

Meeting Schedule: 4th Wednesday of each month; No meeting in November; 2nd Wednesday in December

City Residency Required? Some categories exist with reference to residency.

Special Skills or Qualifications: Experience in various areas pertaining, but not limited to, history and archaeology

Staff Representative:

Historic Preservation Officer, Planning Department (702) 229-6301

Neighborhood Partners Fund Board

Reviews Neighborhood Partners Fund applications and recommend awards to the city of Las Vegas City Council

13 voting members

Meeting Schedule: Board meets several times within a few months annually.

City Residency Required? No

Special Skills or Qualifications: None

Staff Representative: Alma Estrada (702) 229-1762

Parks and Recreation Advisory Commission

Makes recommendations on matters pertaining to public parks and public recreation.

15 voting members

Meeting Schedule: 1st Tuesday of the month at 4 p.m.

City Residency Required? No

Special Skills or Qualifications: None

Staff Representative: Kelly Schwarz (702) 229-6720

Planning Commission

Advisory board to the City Council on matters related to zoning and other related issues and serves as a final action board for Tentative and Final Maps.

7 voting members

Meeting Schedule: 2nd Tuesday of the month at 6 p.m.

City Residency Required? Yes

Special Skills or Qualifications: None

Staff Representative: Nora Lares (702) 229-6301

Senior Citizens' Advisory Board

Advises on matters pertaining to the senior community.

8 voting members

Meeting Schedule: 1st Thursday of the month at 1:00 p.m.

City Residency Required? Yes

Special Skills or Qualifications: None

NOTE: No member may serve concurrently on any other board or commission which is established by resolution or ordinance, other than one which may be established on a temporary basis only.

Staff Representative: April Di Giovanni (702) 229-5436

Traffic and Parking Commission

Makes recommendations on matters dealing with traffic and parking such as speed humps, changes in speed limits on city streets, and one-way streets and alleys.

9 voting members

Meeting Schedule: 4th Thursday of the month at 1 p.m.

(Due to holidays, meetings in November and December are combined into one meeting held the second Thursday in December)

City Residency Required? Yes

Special Skills or Qualifications: None

Staff Representative: Pam Samuolis (702) 229-6327

Traffic Signal Capital Improvements Advisory Committee

Performs various functions related to the implementation of a capital improvements plan and imposition of an impact fee in furtherance of the said plan; specifically, the city's capital improvements plan for traffic signalization.

9 voting members

Meeting Schedule: Every 3 years or at the call of the Public Works Director.

City Residency Required? No

Special Skills or Qualifications: None

Staff Representative: Pam Samuolis (702) 229-6327

Youth Neighborhood Association Partnership Program (YNAPP)

Youth and adults serve side-by-side and select exemplary proposals for funding. Board reviews YNAPP applications and recommends awards to the City Council for this service learning program designed to encourage middle and high school youth to take an active role in their community.

15 voting members with 2 alternates

Meeting Schedule: Board meets several times during the month of January.

City Residency Required? No

Special Skills or Qualifications: None

Staff Representative: Candace Boring (702) 229-2072

BYLAWS FOR YOUR BOARD

Note that the authority documents for all boards are not actually named “bylaws” as some are governed by Charter etc.

CITY OF LAS VEGAS SENIOR CITIZENS'
ADVISORY BOARD BYLAWS

Approved July 13, 2000

Modified February 17, 2010, March 11, 2010,
November 3, 2011, May 1, 2014, and February 5, 2015

ARTICLE I - NAME

The name of this body is the Las Vegas Senior Citizens' Advisory Board.

ARTICLE II – PURPOSE

There is created a Senior Citizens' Advisory Board, whose purpose is to advise and make recommendations to the City Council concerning subjects of particular interest to senior citizens and others who share the same interests as senior citizens. Such subjects include without limitation transportation, housing, utility rates and service, employment and other matters related to the health, safety and welfare of senior citizens. As used in these bylaws, the term "Board" refers to the Senior Citizens' Advisory Board.

ARTICLE III – MEMBERS

The Board shall consist of those who have been appointed by the Mayor of Las Vegas and the Las Vegas City Council.

ARTICLE IV – OFFICERS

Section A The Officers of the Board are the Chairperson and Vice Chairperson.

Section B The Chairperson shall preside at all meetings of members of the Board and shall exercise, subject to the control of the Board, a general supervision of the affairs of the Board, and shall perform generally all duties incident to the office and such other duties as may be assigned by the Board. The Chairperson or acting Chairperson presiding over a regular or special meeting of the Board shall have the same privilege of originating and seconding motions, voting on all matters, and participating in discussions and procedures, as allowed to all other members of the Board, without relinquishing the chair.

Section C The Officers shall be elected from among the members of the Board at the first Board meeting in July each year. Officers serve for a term of one year, or until their successors are elected.

Section D The Vice-Chairperson shall fill a vacancy in the office of Chairperson. The remaining members of the Board shall fill a vacancy in the office of Vice-Chairperson. Any such officer shall serve for the unexpired term of the office being vacated.

ARTICLE V – MEETINGS

Section A Regular meetings of the Board shall be held the first Thursday of each month at 1:00 p.m. at a place designated by the City Clerk's Office. The meeting time for any particular regular meeting may be adjusted by the Chair as necessary or convenient, with adequate notice being provided to Board members.

Section B Special meetings may be called by the (a) Chairperson (b) Executive Committee or (c) upon the written request of five members of the Board. Notice shall be given in accordance with the provisions of the Nevada Open Meeting Law.

Section C A majority of the voting members of the Board shall constitute a quorum.

Section D Any member who misses three (3) regular meetings of the Board within one calendar year, without being excused, shall be recommended for removal from the Board. Any member wishing to be excused must advise the Department Liaison or his/her assignee of their inability to attend a meeting.

Section E The Department Liaison or a designee shall be responsible for working with the Chairperson and Vice Chairperson to develop agenda items, facilitating pre-meeting correspondence, and providing technical support. All other functions relating to Board meetings, including the arranging of meeting sites, compliance with the Open Meeting Law, publishing of agendas, posting of notices, meeting-related mailings and the keeping and maintenance of meeting minutes and associated records shall be the responsibility of the City Clerk's Office.

ARTICLE VI – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of "Roberts Rule of Order Newly Revised" shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Board may adopt.

ARTICLE VII – AMENDMENT OF BYLAWS

These bylaws may be amended by majority vote of the entire membership, provided that, in each case, at least twenty days written notice of the proposed amendment has been provided to Board members. Amendments to the bylaws must be consistent with LVMC Chapter 2.46.