



Washoe County School District

Every Child, By Name And Face, To Graduation



Advisory Committees to the Board of Trustees and/or Superintendent – Operating Procedures

Non-Discrimination Statement: The Washoe County School District is committed to nondiscrimination on the basis of race, color, national origin or ethnic group identification, marital status, ancestry, sex, sexual orientation, gender identity or expression, genetic information, religion, age, mental or physical disability, military or veteran's status in educational programs or activities, and employment as required by applicable federal and state laws and regulations. No District employee, including, without limitation, administrators, faculty, or other staff members, nor students shall engage in acts of bullying, harassment, or discrimination on the premises of any public school, school-sponsored event, or school bus in the District. Prohibited behaviors include cyber-bullying, sexual harassment, hazing, intimidation and retaliation.

Disclaimer: This manual may contain references to Board Policy, administrative regulations and other documents pertaining to the rules and regulations of the Washoe County School District. The District reserves the right to revise any of these documents. To verify the current version of any of these documents, please check the District's website at www.washoeschools.net/Page/2903.

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www.washoeschools.net/committees

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I. Purpose and Authority

1. Committees of the Board of Trustees (“Committee”), as well as certain committees of the Superintendent, are created as public bodies under the authority of Board Policy 9100, Committees of the Board of Trustees. They are intended to gather and analyze information for the purpose of presenting options and recommendations to the Board of Trustees. Unless otherwise directed by Nevada state laws/regulations or policy of the Board of Trustees, committees are advisory in nature and retain no official independent authority or responsibility.
2. This document applies to all Committees and is designed to provide operational direction in accordance with Board Policy 9100, Committees of the Board of Trustees, and Administrative Regulation 1220, Advisory Committees of the Board of Trustees.
3. Each Committee is unique in its purpose, mission, and role. It is important that members be familiar with their committee’s governing statutes, ordinances, bylaws, and other authorizing documents so they understand the framework within which the Committee operates.

II. Committee as a Public Body

1. The Legislature of the State of Nevada has declared “all public bodies exist to aid in the conduct of the people’s business. It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly.”
2. The term “public body” includes the Board of Trustees or any administrative, advisory, or executive body consisting of at least two persons which advises or makes recommendations to the Board of Trustees/Superintendent. Public body includes commissions, committees, subcommittees, and other subsidiaries thereof that are formally created by the Board of Trustees/Superintendent for the purposes of making recommendations to the Board of Trustees/Superintendent, without regard to the number of Trustees appointed to the commissions, committees, subcommittees, or other subsidiaries thereof.
3. For purposes of this Manual, the term Committee will be used to describe all public bodies formally created by the Board of Trustees, or Superintendent, as applicable, regardless of delineation, e.g., commission, committee, subcommittee, or other subsidiary thereof.

III. Equal Opportunity

1. The Washoe County School District (“District”) seeks to attract a diverse membership and participation on its Committees. Equal opportunity applies to all areas of community involvement. The District does not discriminate in its

selection decisions based on race, religion, color, national origin, sex, gender identity or expression, sexual orientation, age, political affiliation, military status, disability, genetic information, or any other basis.

2. The selection of Committee membership is based solely on merit and fitness within the discretion of the Board of Trustees or Superintendent, as applicable.

IV. Application Process

1. For information related to the District's application process and vacancies, see the District's website at www.washoeschools.net/committees.
2. The Department of Board Services ("Board Services") accepts applications of interest for Committee membership from members of the community on an ongoing basis. Applications shall be accepted between application periods and saved until such time as the application period is opened.
 - a. Applications for individuals not selected shall be held for a period of one year and may be considered for a position that opens during that time. Board Services will contact such individuals to determine continuing interest.
3. When vacancies occur, the Department of Board Services shall post notice on the District's website naming the type of vacancy, where to obtain an application and the closing date for accepting applications. Additional methods of alerting the community may include a media advisory(s) and the use of social media.
4. Notice of open positions is generally made at least four weeks in advance of the end of the term and the application period generally remains open for a minimum of two weeks.
5. All applications must be completed on the appropriate Committee application form and submitted prior to the established application deadline. The District will not consider applications that are incomplete or submitted past the established application deadline.
 - a. The District will hold late applications for a period of one year, and it may consider applicants for a position that opens during that time.
6. Applications must be accompanied by a letter of interest and, when applicable, a resume.
7. Applications will become a matter of public record with personal information (residence address, phone number and email) remaining confidential.
8. The submission of false or misleading information on an application may be cause for the removal of an individual's application and/or removal from a Committee.

A. Selection

1. The vetting of applications and selection of a finalist(s) may be conducted:
 - a. By the committee's Staff Advisor with the support of the Board Services Representative; or,
 - b. As otherwise documented in the specific committee's bylaws.
 - i. In the event the committee reviews the applications and makes a recommendation to the Board of Trustees, that meeting of the committee shall be noticed and posted to the public, in accordance with Nevada's Open Meeting Law.
2. Evaluation of applications shall be guided by the factors which include, but are not limited to:
 - a. Desire and ability to perform the service;
 - b. Ability to express ideas, concepts, and philosophies;
 - c. Experience in the community;
 - d. Specific knowledge important to a particular committee;
 - e. Ability to represent the interests of the community;
 - f. Ability to work collaboratively with other members, staff, and members of the Board of Trustees/Superintendent; and/or
 - g. An assurance of sufficient time available to devote to the duties of the committee.
3. The Board Services Department shall determine whether each applicant meets the necessary criteria for appointment to the position.
4. The staff or Committee recommendation(s) and applications shall be forwarded to the Board of Trustees or, as applicable, Superintendent for review and appointment.
5. During action by the Board of Trustees/Superintendent, the public will receive the opportunity to make comments regarding applicant qualifications.

B. Filling Mid-Term Vacancies

1. A vacancy in the membership of the Committee shall be filled in the same manner as the original appointment for the remainder of the unexpired term.

2. A member who cannot complete his/her term on the Committee should submit a letter of resignation to the Staff Advisor. Upon acceptance of the letter of resignation, the position shall be opened using the District's application process.
3. If applications for the original appointment are less than one year old, a replacement may be selected from the original pool of applicants.

C. Reappointments

1. Current members who wish to be reappointed and who are eligible may be reappointed at the discretion of the Board of Trustees/Superintendent but must submit an application and letter of intent indicating his/her interest in serving another term.
2. In addition to any other applicable criteria, the Board of Trustees/Superintendent will evaluate incumbents using the following:
 - a. Attendance – The expected minimum standard of attendance at all meetings is 75%, regardless of whether absences are excused or unexcused.
 - b. Understanding the function of the Committee.
 - c. Contribution to the efforts of the Committee.
 - d. Effectiveness as a participating member of the Committee.
 - e. Number of terms served.
3. If the incumbent member's renewal to the Committee is not approved by the Board of Trustees/Superintendent, the position shall be advertised and the selection process conducted as normal.

V. Members

A. Voting Membership

1. Committee composition shall be based on the Committee's bylaws.
2. The Board of Trustees/Superintendent shall make the final approval of membership to a Committee.

Term of Service

1. Whenever possible, terms will be set to expire at either year end (December 31) or mid-year (June 30), depending on the Committee's operating calendar. The same expiration date shall apply to all terms of the Committee. Terms may be adjusted as necessary to maintain staggered expiration dates.
2. Except as otherwise provided by law or specifically authorized within an individual Committee's bylaws, no member may serve for more than five (5) consecutive two-year terms without at least a one year break in service.
3. Members may continue to serve after the expiration of their term until a new appointment or reappointment is made or the member resigns in writing.

General

1. Parent/guardian members must have a child/ward in a District school for the duration of the two-year term. Should the child/ward graduate or withdraw from the District, the parent/guardian shall resign from the committee. Unless stated under statute or Committee bylaws, parents/guardians of children who attend charter or private schools are not eligible for this appointment.
2. Student members must attend a District high school.
3. Non-staff members of a Committee shall be residents of Washoe County. A person residing outside of Washoe County may be considered and appointed to positions not legally restricted to county residents when determined appropriate by the Board of Trustees/Superintendent.
4. Each member shall serve without compensation.
5. A person convicted of a felony, child abuse or neglect, domestic violence, or a gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals) is not eligible to serve on a committee of the Board of Trustees/Superintendent.
6. The application form shall contain a provision for a statement under oath that the candidate is eligible to serve on a Committee under the criteria set forth in this manual.
7. The Board of Trustees/Superintendent may require a pre-appointment background check for any position if deemed warranted. The cost of such background check shall be borne by the District.

Resignation

1. The resignation of a member shall be submitted to the Staff Advisor.
2. The Staff Advisor and Chair shall work with the Board Services Representative to have the member's resignation accepted and to begin the application process to seek a new member.

Removal of a Member

1. Except as otherwise limited by applicable law or ordinance, the Board of Trustees or, as applicable, Superintendent may remove any of the appointed members of a Committee for cause based on the Board of Trustees'/Superintendent's reasonable discretion. Such members shall be so notified and may not re-apply for a position on any other Committee.
2. If a Committee has cause to remove a member, based on the bylaws or other appropriate criterion, the Committee shall vote on removal. Should the Committee take action to remove the member, such action shall be forwarded as a recommendation to the Board of Trustees/Superintendent for action.

Representation by a Member of the Board of Trustees

1. When a member(s) of the Board of Trustees is invited to participate on a Committee, the Board President, in consultation with the rest of the Board of Trustees, will appoint a Trustee representative(s) to such Committees annually, generally in January.

B. Non-Voting Members

Staff Advisor

1. The Superintendent shall appoint at least one Staff Advisor to each Committee. The Staff Advisor does not work "for" or "at the direction" of a Committee. Rather, he/she works to develop information and recommendations for consideration by the Committee.
2. The Staff Advisor shall:
 - a. Gather, review, and document materials for presentation to the committee.
 - b. Advise the Committee on the goals of the Board of Trustees and Superintendent for the Committee;

- c. Advise the Committee on information in the District that may concern the Committee;
- d. Advise the Committee on recommended actions by staff;
- e. Prepare and present reports to the Superintendent and the Board of Trustees on the work of the Committee;
- f. Maintain records of actions and recommendations of the Committee;
- g. Provide information and curriculum documents to teachers, parents/guardians, and administrators as needed;
- h. Review applications to fill vacancies on the Committee;
- i. Make recommendations to the Superintendent and the Board of Trustees for approval of materials, based on the actions and recommendations of the Committee.

Student Representative

- 1. A student representative may be appointed as a voting or non-voting member of a Committee, as required by state law, District policy or regulation, or a Committee's bylaws.
- 2. If a Committee does not have a student representative, the District shall attempt to gather student input through other means.

Legal Counsel

- 1. The Office of the General Counsel:
 - a. Shall supply legal counsel, as necessary, to the Committees created by the Board of Trustees/Superintendent.
 - b. Advises and represents the District, to include staff as they fulfill their official duties, expresses legal opinions, and defends committee members and employees for actions performed in good faith in their official capacities.
 - c. The Office of the General Counsel does not represent individual members of committees but the District as a whole.
 - d. Provides information and advice regarding federal, state, and local statutes, regulations, ordinances, and legal issues. A Committee that follows the advice of the District's legal counsel increases its defenses from liability and is more likely to avoid legal problems.

- e. Through the Office of the Chief of Staff's Board Services Representative, committee members may request the following kinds of information:
 - i. Assurance that the Committee's decisions and actions fall within statutory authority;
 - ii. Input about conflicts of interest; and
 - iii. Input about compliance with the Nevada Open Meeting Law requirements.
- f. Requests for formal legal opinions or other requests of the District's Office of the General Counsel must be directed through the Board Services Department.

VI. Officers

A. Nomination and Election of Officers

1. The election of officers shall be properly noticed on an agenda. All eligible members of the committee for election shall be noticed as possible candidates. For assistance in providing such notice, the Committee Staff Advisor shall work with the Board Services Representative.
2. The Committee shall generally elect officers annually, unless otherwise specified in the Committee bylaws. All voting shall be done in public with the final tally being notated in the meeting minutes.
3. Election of officers shall be held during the Committee's final meeting of the committee year (with the officers taking the position at the next meeting) or the first meeting of the new committee year (with officers taking the position immediately following the vote). Committees which run January to December shall elect officers to begin in or about January; and Committees which run July to June shall elect officers to begin in or about July.
4. Committees shall determine leadership through the individual bylaws. Typically, each Committee should have a Chair and Vice-Chair but may also have a Secretary.
5. All nominees must be in attendance at the scheduled meeting to accept the nomination.

B. Removal of an Officer

1. A Committee having cause to remove an officer may do so by properly noticing the discussion and possible action on a Committee agenda.

2. Removal of an officer shall require a two-thirds (2/3) vote of the entire Committee.
3. A vacancy in an officer's position, due to resignation or removal, shall be filled using the normal protocol for the election of officers.

C. Officer Duties and Responsibilities

1. The Chair shall:
 - a. Be responsible for the general planning for and supervising of activities of the Committee;
 - b. Review and prepare the agendas of the meetings of the Committee with the staff Advisor;
 - c. Preside over all meetings of the Committee;
 - d. Conduct such meetings in accordance with the Policies, Regulations and Bylaws adopted by the Board of Trustees/Superintendent and the Committee;
 - e. Have the right to discuss questions, but may not make a motion;
 - f. Vote on all motions, unless abstaining consistent with Nevada state law;
 - g. Make every attempt to run the meeting by the rules of procedure while at the same time ensuring that a fair democratic process is provided to all members of the group and to the public at large;
 - h. Ensure the Committee deliberations and discussion stay focused on the issue at hand; and
 - i. Represent the entire group to the Board of Trustees/Superintendent upon request.
2. The Vice-Chair shall:
 - a. preside in the absence of the Chair;
 - b. discharge any duties delegated by the Chair or as directed by the Committee; and
 - c. Succeed to Chair in the event that the Chair is unable to serve.

VII. Member Duties and Responsibilities

1. Committee members shall:
 - a. Possess general knowledge of District issues and concerns;
 - b. Attend and participate in discussions and issues at scheduled Committee meetings;
 - c. Participate in the work of the Committee, including staying informed, preparing for meetings, reviewing and providing input on minutes and reports;
 - d. Disclose any conflict of interest on any action item in accordance with Nevada State Law;
 - e. Be familiar with the policies, regulations, and laws governing the District; and
 - f. Perform their duties in good faith, in a manner they reasonably believe to be in the best interests of the Committee and the District with such care as a generally prudent person in a similar position would use under similar circumstances.

A. Attendance

1. Members are expected to regularly attend all meetings.
2. Attendance records of all Committee members shall be reviewed by the Staff Advisor on a regular basis.
3. Any member of the Committee who is absent from three consecutive meetings or 25% of all meetings in the preceding twelve (12) month period without justified reason, as determined by the Chair and the Staff Advisor, may be asked to resign from the Committee.
4. Generally, no differentiation shall be made between excused or unexcused absences of members.

B. Code of Conduct

1. As an extension of the District and the Board of Trustees/Superintendent, it is expected that Committee members conduct themselves in a manner befitting that position.

2. Courtesy, honesty, and respect for others are important attributes for all public servants whether appointed, elected or employed.
3. Everyone who serves the District should treat others in a professional manner being mindful of the fact that they are expected to represent and be accountable to the people they serve.
4. The District affirms the dignity and value of all persons, and believes:
 - a. Trusting relationships are at the core of mutual respect;
 - b. Mutual respect must go beyond mere tolerance of one group for another. It must be reciprocal; and
 - c. Respect for various points of view provides a safe, productive means for improvement.
5. The District supports the right of every person to participate in a free exchange of ideas and opinions within a climate of civility and reciprocal respect, and believes:
 - a. Each member is different and has an individual contribution to make up a community;
 - b. Open, honest contributions should be recognized and delivered without fear of retribution; and
 - c. Together, members can accomplish more as a Committee than any single person can accomplish individually.
6. The District strives for open, transparent communications to provide a venue for a free exchange of ideas and opinions, and believes:
 - a. There is power in civil discourse that challenges thinking while honoring individual dignity; and
 - b. *Fair* and *equitable* communication processes, united with outreach efforts, are needed to ensure full participation from all members of the community.

C. Board Policy, Laws, and Regulations

1. Committee members should make themselves familiar with and follow all applicable governing documents of the District, the Committee as well as state and federal laws and regulations.
2. The governing documents of the District can be found at:
<http://www.wcsdpolicy.net>

D. Conflict of Interest

1. Members of Committees:
 - a. Shall not seek or accept any gift, service, favor, employment, engagement, emolument or economic opportunity which would improperly influence the member from the faithful and impartial discharge of the duties of the Committee.
 - b. Shall not use the position on the Committee to secure or grant unwarranted privileges, preferences, exemptions or advantages to any business entity in which he/she has a significant pecuniary interest, or any person to whom the member has a commitment in a private capacity to the interests of that person.
 - i. As used in this subsection, "unwarranted" means without justification or adequate reason.

E. Public Disclosure / Abstention

1. All members of Committees must avoid any conflict of interest. No individual may use an official position to gain personal advantage. If a member of a Committee concludes that he/she has a conflict of interest with respect to a matter pending before the Committee, the member shall disclose the conflict of interest and abstain from voting and/or recuse himself/herself from participating in the deliberations and decision-making process for the matter under consideration.
2. A member so disqualifying himself or herself shall have no personal presence before or direct communication with the other members regarding the matter at issue.
3. Failure of a member to disclose that he or she has a conflict of interest on a matter under consideration by the particular Committee may be cause for removal from the Committee.
4. Questions concerning possible conflicts of interest and public disclosure should be sent to the Board Services Department, who will work with the Office of the General Counsel to determine the appropriate course of action a committee member should take.

F. Confidentiality

1. During the exercise of duties and responsibilities, Committee members may have access to confidential information. Members have an obligation to the District to maintain the confidentiality of such information.

G. Good Faith

1. Committee members shall perform their duties in good faith, in a manner they reasonably believed to be in the best interests of the Board of Trustees/Superintendent, the District, and the Committee with such care as a generally prudent person in a similar position would use under similar circumstances.

H. Lobbying

1. Committees and their members are prohibited from lobbying on legislative or political matters in the name of the Board of Trustees/Superintendent, the District, and/or the Committee, in accordance with Board Policy 1310, Political Activity.

VIII. Meetings

A. Procedural Responsibilities and Authority

1. Neither the Superintendent nor the Board of Trustees may delegate their duties and responsibilities to a Committee. Unless state law states otherwise, a Committee does not have the ability to make a final decision.
2. The Board of Trustees may dissolve a Committee upon completion of its charge or by action of the Board of Trustees.

B. Meeting Schedule

1. Regular meetings will be held approximately four times during the year. The Chair in conjunction with the Staff Advisor may call additional meetings.
2. A calendar of meeting dates for the year shall be prepared in advance and distributed to members.
3. Committees that meet quarterly shall generally meet:
 - a. For committees that operate on a July – June calendar, meetings shall generally be conducted in August/September, November/December, February/March, and May/June.
 - b. For committees that operate on a January - December calendar, meetings shall generally be conducted in January/February, April/May, August/September, and November/December.

2. The Chair in conjunction with the Staff Advisor may call special meetings of the Committee as deemed necessary or advisable for the performance of the Committee's duties.
3. Notices of meetings will be sent to members approximately one week before the meeting. All notices will include time, place, and meeting agenda.

X. Open Meeting Law

1. The Committee shall comply with state laws and regulations, and specifically Nevada's Open Meeting Law, Nevada Revised Statutes (NRS) Chapter 241, Meetings of State and Local Agencies.
2. It is the responsibility of every Committee member to understand the basics of the Open Meeting Law.
3. It is the responsibility of every Committee member, with the assistance of the Staff Advisor, Board Services, and/or District legal counsel, to ensure that they individually and the Committee as a whole operates within the letter and spirit of the law.
4. The District shall provide annual training on the Open Meeting Law and the Nevada Ethics requirements to assist Committees in understanding the requirements of the law. The Office of General Counsel, on his/her own, or at the request of a Chair may provide a short course on the Open Meeting Law at any scheduled meeting of a Committee. Chairs are encouraged to request a presentation on the Open Meeting Law at least annually or more often if the circumstances warrant (e.g. turnover in members). Members are required to attend either the annual training course or the short course at the Committee level within twelve (12) months of appointment.

A. Meeting Notice and Agenda

1. The Department of Board Services shall post any notices and agendas of all meetings of Committees, using the following guidelines:
 - a. The meeting agenda shall be posted 4 working days before the meeting date, not including the date of the meeting.
 - b. Posting locations shall include:
 - i. District Website (www.washoeschools.net), to include the main calendar and individual committee webpage;
 - ii. District's Governance website (<http://www.boarddocs.com/nv/washoe/Board.nsf/Public>);
 - iii. State of Nevada Postings Website (<https://notice.nv.gov/>);

- iv. District's Central Administration Building Welcome Center;
- v. Location of the meeting; and
- vi. At least 3 other prominent locations such as City of Reno, City of Sparks, etc. (See Agenda Template).
 - 1. Any notice of meeting, to include the meeting agenda, of a Committee must be submitted to the Board Services Representative for review and approval **not later than 10 days prior to the meeting date by the staff Advisor or designee.**
- c. Agendas shall be submitted via email in Word format to the appropriate Board Services Representative.
 - 1. Following review and approval by the Board Services representative, all agendas shall be forwarded to the Office of the General Counsel and the applicable Department Chief prior to being posted.
 - 2. The Notice and Agenda shall be created using the District approved agenda template which shall include:
- d. The time/date, place and location of the meeting;
- e. A list of the locations where the notice and supporting material has been posted;
- f. The name and contact information for the person from whom a member of the public may request the supporting material for the meeting; and
- g. An agenda that consists of:
 - i. Item Titles: A clear and complete statement of the topics scheduled to be considered during the meeting. Item titles should be written in such a way as to give any member of the public a general idea of what will be discussed and/or what action may be taken.
 - ii. Items which could result in action being taken must include the phrase "for possible action" next to the appropriate item title.
 - iii. Periods of public comment
- h. Agendas shall include notification that:
 - i. Items on the agenda may be taken out of order;

- ii. The Committee may combine two or more agenda items for consideration; and
- iii. The Committee may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

B. Supporting Materials

1. Supporting materials shall be posted to the District's website prior to being provided to the Committee. If such materials are provided during the Committee meeting, materials shall be posted within 24 hours after the meeting time.
2. At least one copy of the supporting materials will be available for public inspection at the meeting, to include materials provided at the time of the meeting.
3. Upon request, meeting materials shall be provided at no charge to a member of the public. Such materials may include a copy of the agenda, proposed policies that will be discussed, and any other supporting materials provided to members of the committee (excluding materials which are confidential by law).

C. Written Minutes and Audio Recordings

1. The Staff Advisor shall be responsible for creating the meeting minutes and providing copies of the minutes to members of the committee for review and approval. The Staff Advisor shall send a copy of the draft minutes to the Board Services representative in conjunction with other supplemental materials that will be distributed to the committee for consideration at the next meeting. Such materials shall be posted to the District's website for review by the public.
2. The Board Services Representative shall be responsible for creating an audio recording of the meeting, posting approved minutes to the District's website, and maintaining an archive of past minutes for a period of two (2) years.

Audio/Video Recordings

1. Meetings of any Committee shall be recorded.
2. Audio recordings are public records and shall be made available to the public at no charge.
3. Audio recordings shall be posted to the Committee's webpage when they become available for access by the community.
4. An archive of audio recordings shall be maintained for a period of two (2) years.

Minutes

1. Written minutes shall be created for each meeting within 45 days of the meeting's conclusion or prior to the next meeting, whichever is longer. Committees shall use the District provided template for minutes and shall include:
 - a. The date, time, and location of the meeting
 - b. Members of the Committee who were present, to include if attendance was via electronic communication, and members who were absent.
 - c. The substance of all matters proposed, discussed or decided.
 - d. The substance of remarks made by a member of the general public.
 - e. If a member of the general public has prepared written remarks, such written remarks shall be attached to the meeting minutes.
2. Meeting minutes are public records and shall be made available to the public at no charge.
3. Minutes shall be posted to the committee's webpage when they become available.
4. An archive of audio recordings shall be maintained for a period of two (2) years.

C. Quorum

1. The quorum requirement protects against unrepresentative deliberations or actions by a small number of individuals.
2. A quorum shall be established when a majority of the current voting members of the Committee attend a properly noticed meeting, or another proportion established by law.
 - a. "Attendance" includes members physically present as well as members present by electronic communication. The Committee shall ensure that all the members of the public body and the members of the public who are present at the meeting can hear and participate in the meeting.
3. If a quorum fails to attend the meeting within 15 minutes of the noticed start time of the meeting, the Chair in conjunction with the Staff Advisor, shall cancel the meeting.

When No Quorum Is Possible

1. If the Chair or Staff Advisor is aware that a quorum will not be present prior to the meeting date, the Staff Advisor shall cancel the meeting.
2. If possible, notice of the cancellation shall be provided by email to any applicable notification list, on the District's website, and on the door of the noticed meeting location.

If There Is a Loss of Quorum

1. If, during the meeting, the quorum is lost temporarily, the Chair may call a recess until the quorum is present. If the quorum is lost for the remainder of the meeting, the Chair shall adjourn the meeting.
2. If individuals are present who wish to provide public comment, the Committee may hear such comment but may not discuss or deliberate.

Constructive Quorum

1. A constructive quorum is any series of gatherings of members of a public body at which:
 - a. Less than a quorum is present at any individual gathering;
 - b. The members of the public body attending one or more of the gatherings collectively constitute a quorum; and
 - c. The series of gatherings was held with the specific intent to avoid the provisions of Open Meeting Law
2. A constructive quorum may also be achieved through serial communications. Electronic communications, such as telephone, fax, or email, may not be used to discuss or act upon a matter over which the public body has control or advisory powers.

D. Action

1. Action is a decision made by a majority of the members present, once a quorum is established, whether in person or by means of electronic communication, during a meeting of the public body.
2. Neither the Chair nor Committee members have any individual authority. A Committee action is required for the Committee to make a recommendation to the Board of Trustees/Superintendent, direct staff, or accomplish similar such actions.

E. Adoption of the Agenda

1. The Committee shall adopt the agenda at the beginning of a meeting. By adopting the agenda, members and the public understand that:
 - a. items on an agenda may be taken out of order;
 - b. two or more items may be combined for consideration; and
 - c. an item may be removed from the agenda or discussion delayed at any time.

F. Voting

1. Each voting member shall be entitled to one vote.
2. No proxy votes shall be allowed.
3. All members present shall vote on each item presented. A member shall only abstain from a vote when an actual conflict of interest exists. If no actual conflict of interest exists, that member's vote will be counted as a "no."
 - a. Conflicts of interest are defined under Nevada state law (NRS 281A) and the Nevada Commission on Ethics.
4. A member that will be absent at the time of the vote may submit individual evaluations or comments to the Chair for discussion purposes only.

G. Public Comment

1. Public comment periods shall be placed on each agenda. Comments by the general public must be taken:
 - a. At the beginning of the meeting, during discussion of any items on which action may be taken by the Committee, but before such action is taken, and prior to the adjournment of the meeting; or
 - b. During any items on which action may be taken by the Committee, but before such action is taken, and prior to the adjournment of the meeting; or
2. General
 - a. A Committee must allow the general public to comment on any matter that is not specifically included on the agenda as an action item at some time before adjournment of the meeting. No action may be taken upon a matter raised during a period devoted to comments by the general public

until the matter itself has been specifically included on an agenda as an item upon which action may be taken.

- b. A Committee may take comments from the general public in addition to what is required in (a) and (b) above as part of items for discussion and/or presentation.
 - c. Comments by a member of the general public shall be limited to three (3) minutes.
3. Nevada's Open Meeting Law allows for the Committee to impose reasonable content-neutral restrictions on public comment such as willfully disruptive comments that are irrelevant, repetitious, slanderous, offensive, inflammatory, irrational, or amounting to personal attacks or interfering with the rights of other speakers to ensure orderly conduct during the meeting.
 4. In accordance with Open Meeting Law and on the advice of legal counsel, the Committee is discouraged from discussing and precluded from deliberating and/or acting on items raised during the Public Comment that are not already on the agenda.

H. Accommodations Based on Physical Disability

1. Reasonable efforts to assist and accommodate persons with physical disabilities desiring to attend a public meeting shall be made. Such assistance shall be notated on the publicly noticed agenda.

I. Forum Restrictions and Orderly Conduct of Business

1. The Chair of the meeting may order the removal of any person whose statements or other conduct disrupts the orderly, efficient or safe conduct of the meeting.
2. Warnings against disruptive comments or behavior may or may not be given prior to removal.

IX. Parliamentary Procedures

1. Meetings will be conducted using a simplified rules of order as provided in this manual and consistent with Board policy.

A. Basic Parliamentary Procedure

1. Following presentation and discussion, debate among the members shall begin.
2. For action items:

- a. If there is no debate, the Chair may ask for a motion.
 - b. A voting member may make a motion at any point during the debate. A second shall be requested. If no second is offered, the motion dies for lack of a second and the Chair may ask for a motion or open the floor for further debate .
 - c. No vote shall take place until public comment has been asked for.
 - d. Motions shall be based on the title that appears on the agenda.
 - i. Staff Advisors shall provide suggested motions consistent with the agenda and staff's recommendation on the agenda item.
 - ii. A Committee may not take action on an item that has not been properly noticed on the agenda.
 - e. Prior to voting, the Chair shall:
 - i. Restate the motion, who made the motion and who made the second;
 - ii. Ask for those in favor;
 - iii. Ask for those against; and
 - iv. State for the record if the motion passes or fails.
 - f. Friendly Amendment
 - i. Prior to a vote on a pending motion;
 - ii. A Committee member may ask the maker of the motion, if he/she will accept an amendment;
 - iii. If so, the person who seconded the original motion must also agree;
 - iv. The amended motion shall be stated for the record; and
 - v. A vote shall be taken on the motion as amended
 - vi. If the request to amend the motion is denied by the person making the original motion, the vote shall continue on the motion as is.
3. No member should speak twice to the same issue until everyone else wishing to speak has spoken to it once. It is within the Chair's discretion to limit repetitive comments.

4. The Staff Advisor shall submit staff reports with staff recommendations to the Committee prior to the meeting.
 - a. Departments are responsible for providing their staff reports to the Staff Advisor within 10 days before the meeting.
5. The Committee may follow the recommendation or make changes consistent with the noticed agenda item.

B. Cheat Sheet

If you want to ...	You say to the Chair ...
Speak	Politely get the Chair's attention, and when recognized turn on microphone and make statement.
Add to or change a motion	I wish to amend the motion.
Stop a motion YOU have made	I wish to withdraw the motion. (No vote needed, but may only be withdrawn with approval of the second.)
Put the matter aside until another time	I move that the motion be tabled.
Bring up a motion that was tabled	I move that the motion be taken from the table.
Point out violation of procedure or bylaws	Point of order. (No vote needed.)

XI. Reporting Requirements

1. The Committee has the duty and responsibility to report its activities to the Board of Trustees and Superintendent.
2. The Committee's reporting requirements are to:
 - a. Inform the Board of Trustees and Superintendent of the activities of the Committee.
 - b. Provide minutes or a summary of minutes of meetings which clearly record the actions and recommendations of the Committee.
 - c. Report on any other matters that the Committee believes should be disclosed to the Board of Trustees and/or Superintendent.

XII. Operational Requirements

A. Public Information

1. Committee member names shall be posted to the District's website as public information. Personal information, such as phone number, address and email address shall not be provided.
2. Committee applications are considered public documents and will be posted to the District's website as public information. Applications will be redacted of personal information prior to posting.
3. The Nevada Public Records Act applies to the work of Committees. Many types of communications, including email, may constitute a public record and the District is obligated to retain the records in accordance with guidelines and policies prescribed by law. Committee members may be asked to provide a copy of all communications to their respective staff advisor for inclusion in the public record, if requested to do so by the Office of the General Counsel.

B. Notice to Members

1. The names of applicants for membership to a Committee and candidates for a Committee officer position shall be posted on the publicly posted meeting notice. In accordance with Nevada state law, prior to a committee meeting to consider the character, alleged misconduct, professional competence, or physical or mental health of any person, the individual being discussed must be given prior written notice of the time and place of the meeting in accordance with state law.
2. The District will take appropriate steps to provide this notice in a timely fashion.
3. For questions or assistance in meeting this requirement, contact the Board Services Representative.

XIII. Committee Goals & Objectives

1. Committees are established with a specific charge, are consultative in nature, and do not establish policy or supersede the legal responsibility and authority vested in the Board of Trustees and/or the Superintendent.
2. The Board of Trustees may approve the Committee's objectives, determine a timeline, and may allocate an appropriate budget, including any staff support and other assistance that the Board of Trustees considers necessary.
3. Committees may assist the Board of Trustees in creating a Board policy and may be used to monitor organizational performance on the same policy. However,

recommendations from such monitoring shall go to the Board of Trustees for deliberation and action, if any.

4. Committees may not direct staff. No individual Committee member has any authority to request action be taken by the Committee or staff.

XIV. Department of Board Services

1. The Chief of Staff shall appoint a staff member from the Department of Board Services (Board Services Representative) to assist and support the work of each Committee. He/she shall:
 - a. Work with the Staff Advisor to coordinate meeting dates and locations;
 - b. Work with the Staff Advisor to set-up the meeting location, to include the audio recording of all meetings;
 - c. Maintain a record of all meetings, to include meeting documents, minutes and audio recordings;
 - d. Maintain a Committee webpage on the District's website that contains information to include, but not be limited to:
 - i. Committee purpose or mission;
 - ii. Membership information; and
 - iii. Meeting archive
 - e. Adhere to Nevada's Open Meeting Law by providing notice of all meetings of the Committee, to include the posting of a meeting agenda and making available meeting documents.

XV. Procedure for Establishing a New Committee

1. A new committee may be established by Action of the Board of Trustees.

XVI. Procedure for Elimination of a Committee

1. A committee shall be dissolved upon completion of its charge or by action of the Board of Trustees.
2. At least annually, the Board Services' Department, in conjunction with the appropriate department, shall evaluate the usefulness and necessity of each Committee not required by State or Federal law. If it is determined that one or more is no longer useful or necessary, the Chief of Staff shall place an item on

an agenda for a Board of Trustees meeting to consider elimination of the committee at issue.

XVII. Committee Bylaws

1. Committees operating under the auspices of the Board of Trustees/Superintendent shall adopt rules to address procedural considerations. Such rules of procedure shall not become effective until reviewed and confirmed by the Board of Trustees/Superintendent.
2. Every Committee should have a set of bylaws to direct and clarify its actions, procedures and organization. Bylaws are the guidelines by which the Committee functions.
3. Committee bylaws will generally include the following:
 - a. Name of the committee
 - b. Authority
 - c. Mission statement
 - d. Membership
 - e. Officers
 - f. Meetings
 - g. Committees, subcommittees
 - h. Parliamentary procedure – often including the name of the manual of parliamentary procedure the board, committee, or commission will follow
 - i. Amendment procedures for making changes in the bylaws
4. Bylaws should include expectations as well as guidelines for members. Issues such as attendance, responsibilities, and discipline should be addressed in the bylaws. Committee members are expected to adhere to bylaws and all relevant statutes.
5. Bylaws shall be reviewed on an annual basis. Changes to bylaws shall be reviewed and approved by the Board of Trustees or Superintendent, as applicable.