

MINUTES OF THE MEETING OF THE
COMMISSION FOR WOMEN
DEPARTMENT OF ADMINISTRATION
FEBRUARY 25, 2016

The meeting of the Commission for Women was called to order by Chair JoAnn Elston at 10:00am on Thursday, February 25, 2016, in the State Public Works Division Conference Room, 515 E. Musser Street, Carson City, Nevada. The meeting was videoconferenced to Room 204 of the State Public Works Division Conference Room, 1830 E. Sahara Avenue, Las Vegas, Nevada. Exhibit A is the Agenda. Exhibit B is the Attendance Roster. All exhibits are available and on file in the Department of Administration, Director's Office.

COMMISSION MEMBERS PRESENT IN CARSON CITY:

JoAnn Elston, Chair
Karla Scott
Brooke Westlake

COMMISSION MEMBERS PRESENT IN LAS VEGAS:

Richann Bender, Vice Chair
Colleen Baharav
Durette Candito
Brenda Hughes

COMMISSION MEMBERS WHO ATTENDED VIA TELEPHONE:

Diane Fearon
Allison Stephens

COMMISSION MEMBERS ABSENT:

Anna Thornley

STAFF MEMBERS PRESENT:

Annette Teixeira, Commission Secretary

OTHERS PRESENT:

Katie Armstrong, Deputy Attorney General, Attorney General's Office
Patrick Cates, Director, Department of Administration
Vickie Rutledge, Budget Analyst, Administrative Services Division, Department of
Administration

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Kendra Martin, Personnel Analyst, Division of Human Resource Management,
Agency HR Services, Department of Administration
Diane Thornton, Senior Research Analyst, Research Division, Legislative Counsel
Bureau

Elisa Cafferata, President and CEO of Nevada Advocates for Planned Parenthood Affiliates
Marlene Lockard, Lobbyist, Nevada Women's Lobby
Tamara Marino, Office Manager, Women's Research Institute of Nevada, UNLV

Chair Elston:

Agenda Item 1, 2, and 3 Welcome, Roll Call, Public Comment

Seeing no public comment at this time, I will now open the meeting on the Commission for Women. Our first meeting of the Commission for Women will focus on information for the Commission to carry out our duties.

Katie Armstrong, Deputy Attorney General, Attorney General's Office:

Agenda Item 4: Open Meeting Law Presentation

I have been assigned to the Commission for Women, which means attend each meeting to answer any questions that might arise in the meeting legally regarding the Commission. One of my primary duties is to sit with the Commission and make sure that the Open Meeting Law is complied with. I have a brief overview of the Open Meeting Law in my handout, Open Meeting Law (NRS Chapter 241) (Exhibit C). The Legislature has declared that all Public Bodies exist to aid in the conduct of people's business. It is the intent of the law that their actions are taken openly and their deliberations be conducted openly. Public Bodies working on behalf of Nevada citizens must conform to statutory requirements in open meetings under an Agenda that provides full notice and disclosure of discussion topics and any possible action. Please refer to Chapter 241 for the definition of a meeting and a quorum. This particular body has ten board members, so a quorum for this body is six. Whenever there are six members together, you may take action. But, please be advised that a gathering at a social function is not considered a meeting, but if there are six members at a social function and board business is discussed, this could be a violation of open meeting law. Please review and be cautious of the rules of the Open Meeting Law. I will be reviewing the Commission's Agenda prior to posting for each meeting.

If there is an action that occurs in the meeting that is not on the agenda, the meeting may be considered void. Prompt corrective action is always the best practice. Assessments may apply to the board if a violation occurs that is not rectified by prompt corrective action. To avoid these violations, stick to the agenda; do not deviate from the agenda. Each agenda does have a place for board member comments at the end, if there is something you would like to bring up for a future agenda. Please be cautious of electronic communications. Information may be sent out to the board members, but staff should blind copy all of the members if it is a group email. This will avoid a conversation that may be construed as an electronic meeting. To avoid this just reply back to the sender of the email. This will avoid the quorum.

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There is an Open Meeting Law tutorial that the Attorney General's Office has just updated and is available on our website. www.AG.NV.GOV.

Colleen Baharav:

Please clarify assessments that may be made if a violation to the Open Meeting Law is made.

Katie Armstrong:

Individuals may be held liable and there is a fine that may be assessed. I will provide you with the actual section of NRS 241 that applies to this assessment if there is a violation.

Richann Bender:

If we form subcommittees, will there be agendas posted as well?

Katie Armstrong:

Yes, all subcommittees do need to follow the open meeting law.

Patrick Cates, Department of Administration, Director:

I have been with the State for approximately 21 years and I have had the privilege of supporting other boards and commissions. If I could offer a piece of advice, subcommittees of a commission require just as much overhead and support as the full commission meetings, all the recording, taking of minutes, etc. If you form a lot of subcommittees it can become a big administrative burden and I would ask that you try to conduct your business as a body of the whole or perhaps task one or two members to do research and bring it back to the body of the whole. Please keep in mind that the Commission does come with a lot of overhead.

Annette Teixeira, Committee Secretary:

Agenda Item 5: Review of NRS 233I

I work in the Department of Administration's Director's Office and will be doing the support piece of the Commission. I will be reviewing the NRS 233I (Exhibit D) today, which governs the Commission. The Commission is made up of ten members that are appointed by the Governor. The Governor has one chair and one vice chair to appoint to the Commission. The term limits for the members are also listed in NRS 233I of three years, which commences on July 1st of the year of appointment. There are appointments on the Commission this year that are termed out as of June 30, 2016. If you are interested in being reappointed, please send an email to the Boards and Commissions email: boards@gov.nv.gov stating your interest.

The Commission shall study the changing and developing roles of women in society, including the recognition of socioeconomic factors that influence the status of women, and recommend proposed legislation.

The Commission may be funded through gifts, grants and contributions from the Federal Government, private agencies, affiliated associations, and other parties for the purposes of carrying out the

provisions of this chapter and defraying any expenses incurred by the Commission in the discharge of duties.

Chair Elston:

All Commission members, please be sure and check your term limits to verify when your term ends. If you do want to be reappointed, please send the email to the Boards and Commissions email.

Our basic focus right now is looking at legislative items that concern women. We do have a short time to prepare if we plan on presenting to the Legislature. We are dealing this time on legislative needs or omissions.

Vicki Rutledge, Administrative Services Division, Budget Analyst:

Agenda Item 7: Budget Presentation

I am the budget analyst for the Commission's account. I have just recently been assigned this account. In my research, I have noticed that since 1999 this account has rolled over \$1,504.00. In 1999 the last activity occurred in the account.

Kendra Martin, Division of Human Resource Management, Personnel Analyst:

Agenda Item 8: Worker's Compensation Coverage

I am providing copies today of the Worker's Compensation benefits and services under the Division of Human Resource Management (DHRM) for Worker's Compensation. The Commission has filed an application for coverage as volunteers and is covered as of this meeting.

Annette Teixeira:

There is a fee for Worker's Compensation coverage to cover volunteers on this Commission. This is a continual charge as long as the Commission is active. Please notify the Department of Administration, Director's office, if there is an incident and they will help you fill out the paperwork. The Director's office will act as your liaison with DHRM to have your claim processed correctly.

Chair Elston:

Does this policy provide coverage to and from the Commission meetings, or just onsite?

Kendra Martin:

Typically just on site, if you are in the parking lot and there is a slip and fall, sometimes this is covered, and sometimes not. That is why once we get your incident report; DHRM will refer this to our third-party administrator, Cannon Cochran Management Services, Inc. to make the determination.

Diane Thornton, Nevada Legislature Counsel Bureau, Research Division:

Agenda Item 9: Timeline to Propose Legislation

The Research Division provides policy analysis, information, and other services to the Nevada Legislature and its members during session and during the interim. I am here today to give a brief overview of the legislative timeline for proposing legislation and deadlines that the Commission needs to take into consideration. I have also brought a document to share today that outlines the Nevada's Legislative Process (Exhibit E).

Legislative Sessions are held biannually, in the odd numbered years and convene on the first Monday in February. Our last Session started February 2, 2015, and ended on June 1, 2015. That is 120 days, which is how long our Sessions last. Our next Session will start on February 6, 2017. We are currently in the interim.

A lot has to happen in between next legislative session. That is what Commissions such as the Commission for Women are created for. Most interim Commissions meet with the end goal of recommending some type of proposed legislation. These are normally ideas on how to improve or fix something, or possibly change a program or law.

Each interim Commission typically meets three to six times during interim. These meetings are crucial to gathering background information, hearing from experts, hearing from the public, and gathering other information so that you may move forward with your recommendations.

The final meeting of your Commission in the interim before the deadlines is usually reserved for your work session. The Commission members will vote on what recommendations you wish to carry forward to the Legislative Session. Some committees are authorized by statute to make recommendations straight to the Legislature and if that is the case, the committee can submit a Bill Draft Request (BDR) to the Legislative Counsel Bureau. Once the BDR is submitted for introduction in the Legislature during Session, it then becomes a bill. One of your main powers and duties is to recommend proposed legislation. However, the Commission does not have authority to submit your own BDR. The question then is who do you propose Legislation to? The Commission has two options: You may either ask the Governor to submit a BDR based on your recommendations, which their office will sponsor. The Governor's BDRs are due on August 1st. This is the first deadline you need to take into consideration. The second choice to sponsor a BDR would be a legislator. There are multiple deadlines for legislators. An Incumbent Assemblyman for example has four more BDR's than a newly elected Assemblyman and Senators are allotted more BDR's than Assemblymen. An Incumbent Assemblyman is allotted ten BDRs. On August 1st they have 4 BDRs, with the next deadline being December 12th, which they may present five more BDRs, with one more additional BDR that has to be in by February 13th. A newly elected member only has the December 12th and February 13th deadlines. Once you find a sponsor you need to watch when that BDR is actually introduced into committee. You need to monitor when that date is. When it actually gets a committee date, you need to make sure

that one or more of the Commission Members are there and present to give testimony on the BDR and bill.

Chair Elston:

Agenda Item 10, A, B, C, D: Summary of Conversations

Mary and I called the Institute for Women's Policy in Washington, DC, and the staff Jennifer Clark and Julie Anderson were eager to speak with us. They have just finished in Colorado a survey. They are now working on South Carolina. They would love to have a survey done in Nevada. The only problem is the funding to perform a survey is \$50,000. Their survey is a source of information for the Commission.

There are other resources available, such as Dr. Joanne Goodwin, at UNLV from the Women's Research Institute of Nevada Advisory Board. Dr. Goodwin is very supportive of our Commission. We also have Dr. Mary Stewart at the UNR Women's Studies, with her main focus on violence and education for women. In speaking with both of the professors, they are both enthusiastic about the Commission being reactivated and are there to help.

We also have our Legislators available for help and resources.

Annette Teixeira:

Agenda Item 10 E: Department of Administration Website

We encourage all the members and interested parties to use our website located at www.admin.nv.gov/Boards/Women/Commission_For_Women. Members, if you have not submitted your biographies and pictures for your website, please do so at your earliest convenience. You will find the agendas and handout for the Commission's meetings on the website, along with meeting locations and directions to the meetings.

Chair Elston:

Agenda Item 11 and 12: Possible Action

All members have received the Status of Women report that has been completed (Exhibit F). The document has a report card, and in some cases we scored low, such as political participation. I propose that at this point we cannot tackle all of the items on the report, but I would like to have each member research all of the various areas that should or could be used by the Commission and used as a source and eventual assistance. This will determine what interests each member has most. I would like each member to email the Commission's support staff, Mary Woods and Annette Teixeira, with a copy to myself of at least two areas that you are the most interested in pursuing. This will allow us to evaluate and possibly have speakers present at the next meeting so that we can review the submissions and determine how to proceed at this point. We will evaluate and focus on a few of the items. To do all of the items of interest would be impossible in the timeline that we have.

Chair Elston:

Agenda Item 13: Public Comment
I will now take public comment.

Elisa Cafferata, President and CEO of Nevada Advocates for Planned Parenthood Affiliates:

I have provided my remarks for the record Exhibit G. I am one of the individuals that testified in support of the Commission for Women in the last Legislative Session. We are excited that the Commission has been reformed. Planned Parenthood operates three health centers in Nevada. We see 28,000 unique patients every year, and in this role we are strong advocates for our patients and our supporters, by extension women in Nevada. We would like to offer assistance to the Commission as a resource if you do have questions on women's healthcare.

My testimony is about two requests that I would like the Commission to consider. The requests do not directly relate to Planned Parenthood, just in general women in Nevada. The first request is to consider creating a program that would increase the diversity of boards and commissions in Nevada. There have been studies done, such as in Alaska that shows that in the 134 boards and commissions they have, only about a third of the members serving on the boards are women. I did not have a chance to research all of the Nevada's Boards and Commissions. I did take a sample, and out of approximately eight boards, there are 90 members on the boards, 61 are men and 29 are women. There is certainly an opportunity to increase the amount of women on Nevada's Boards and Commissions. I would ask that we look at something proactive, with training and recruitment as the main focus to match qualified women to the Boards and Commissions. The focus can be on women, but also the diversity of other Nevada communities of experience, such as color, gender orientation, sexual orientation, urban versus rural, and disability that this Commission could be the voice for.

The second request is more of a personal item. I have been in contact with the Governor's Office regarding the Commission for Women being reformed, and the comment was made that there is not one picture of a women hanging in the State Capitol. There is the statue of Sara Winnemucca, but possibly another project that this Commission could look at is recognizing women in the State Capitol.

Marlene Lockard, Nevada Women's Lobby:

I too was one of the individuals that testified before the last Legislature in support to reinstitute the Commission for Women. There is a lot of work in Nevada to accomplish. We appreciate any help and suggestions. The Women's Lobby offers the Commission our pledge to support and help you as you identify any issues or projects that you might like to move forward with.

There are three top priorities for the Lobby this cycle of the upcoming Legislature: 1) Poverty in Nevada; 2) Preventing violence against women, Nevada is the fifth highest in the County where women are killed by men in a domestic violence situation with a firearm; and lastly our ongoing support of reproductive rights and protecting those rights. I can provide additional information

on any of these topics. Our primary piece of legislation that a number of women organizations are going to rally around for the 2017 Session is pay equity and equal pay for work. There is a coalition that has been put together by the American Association of University Women in Nevada, the Nevada League of Women voters and the Nevada Women's Lobby to promote pay equity legislation. Last Session there were two bills, one by Senator Pat Spearman and another by Assemblywoman Teresa Benitz-Thompson. Neither of the bills advanced. We would appreciate any support and help from the Commission on advancing that agenda this next Legislative cycle.

Finally, last Session I testified and submitted a report done by the Girl Scouts of America that named Nevada the third worst State in the Nation to raise a girl. I feel that this status is one of the worst we could possibly receive. The Girl Scouts of America made that rating based on the physical health and safety, economic wellbeing, emotional health, and the extracurricular and after school activities. I hope we can all join together and address some of these issues and develop some resolutions that contain a plan to solve and move us up on the grading in our State in some of these categories.

Tamara Marino, Office Manager, Women's Research Institute of Nevada, UNLV:

I am here today representing Dr. Joanne Goodwin, from the Women's Research Institute of the Nevada Advisory Board, UNLV. I would like to extend to all of you that the Institute stands ready to assist you. I believe that it is important to keep in mind as you are exploring all of the issues and determining what you would like to focus on as a Commission that understanding the problems that we face in Nevada and addressing them is going to require access to education and access to data. That is at the base of every solution and the Institute is in a unique position to be able to provide both of those from a women's perspective, such as the last Status of Women's report. The last report was done in Nevada in 2004/2005. We were partners in producing this report. The funding is currently \$50,000 to update the report. Our current objective is to look at ways that we might be able to come up with the funding. The data gathered from this report would be of great value to this Commission.

Chair Elston:

I am setting April 7, 2016, as the date of our next meeting.

Karla Scott:

I have a question on conflict of interest, for example, I am fortunate to be related to people that are active in promoting women's health and women's issues. If one of these individuals were to present to the Commission, what disclosure do I need to make?

Katie Armstrong:

I did bring a handout from the Nevada Commission on Ethics that addresses how to determine if you have a conflict of interest and what needs to be disclosed (Exhibit H). This is something that Commission for Women

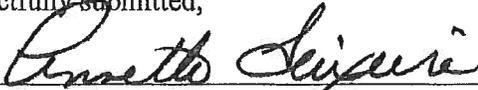
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you need to decide on your own. I cannot advise you if it is actually a conflict or not. Please read through the Commission on Ethics booklet for directions.

Chair Elston:

This meeting is adjourned.

Respectfully submitted,



ANNETTE TEIXEIRA, COMMISSION SECRETARY

APPROVED:



CHAIRWOMAN, JOANN ELSTON



VICE CHAIRWOMAN, RICHANN BENDER

Exhibit A	Agenda – 3 pages
Exhibit B	Attendance Roster - 2 pages
Exhibit C	Open Meeting Law (NRS Chapter 241) - 4 pages
Exhibit D	Chapter 233I – Nevada Commission for Women - 2 pages
Exhibit E	Nevada’s Legislative Process – 1 page
Exhibit F	Status of Women in the State – 4 pages
Exhibit G	Public Testimony – Elisa Cafferata
Exhibit H	Commission on Ethics – 1 page

A

Brian Sandoval
Governor

Patrick Cates
Director



**STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
DIRECTOR'S OFFICE**

515 E. Musser Street, Third Floor | Carson City, NV 89701-4298
Phone: (775) 684-0299 | www.admin.nv.gov | Fax: (775) 684-0298

**Nevada Commission For Women
Public Meeting Notice**

Date and Time of Meeting: Thursday, February 25, 2016, 10:00 a.m.
Place of Meeting: State Public Works Division Conference Room - North
515 E. Musser St. First Floor
Carson City, NV 89701
Videoconference Location: State Public Works Division Conference Room - South
1830 E. Sahara Ave. Room 204
Las Vegas, NV 89104

Below is an agenda of all items to be considered. **Action will be taken on items preceded by an asterisk (*)**.

Agenda

1. Call to Order, Welcome, Roll Call
JoAnn Elston, Chair
2. Public Comment
3. Self - Introductions of Members and Department of Administration Staff
4. Open Meeting Law Presentation
Katie Armstrong, Nevada Deputy Attorney General
5. [Review of NRS 233I](#)
 - A. Terms of Service NRS 233I.020 & 233I.030
 - B. Powers and Duties NRS 233I.060
 - C. Grants, Gifts and Contributions NRS 233I.090
Mary Woods, Staff
7. Budget Presentation
Kelli Lay, Administrative Services Division
8. Worker's Compensation Coverage Presentation
Kendra Martin, Division of Human Resource Management

9. Timeline to Propose Legislation Presentation
Diane Thornton, Nevada Legislative Counsel Bureau
10. Summary of Conversations with Women's Research and/or Policy Organizations.
 - A. Institute for Women's Policy Research, Communications staff Jennifer Clark and Julie Anderson, Reports and Links, www.statusofwomendata.org
Mary Woods, Staff
 - B. UNLV - Women's Research Institute of Nevada Advisory Board, Dr. Joanne Goodwin, UNLV Professor and Director, Women's Research Institute of Nevada, <http://wrinunlv.org/>
JoAnn Elston, Chair
 - C. UNR – Women's Studies, Dr. Mary Stewart and Dr. Marta Elliott, UNR Women's Studies Professors http://www.unr.edu/cla/gri/2-womens_studies.html
JoAnn Elston, Chair
 - D. Nevada Women's Lobby, Marlene Lockard, www.nevadawomenslobby.org
JoAnn Elston, Chair
 - E. Department of Administration Commission For Women website
www.admin.nv.gov/Boards/Women/Commission_For_Women
Mary Woods, Staff
- *11. **FOR POSSIBLE ACTION** - Discussion on Proposed Next Steps and Course of Action
JoAnn Elston, Chair
- *12. **FOR POSSIBLE ACTION** - Discuss Established Meeting Schedule
JoAnn Elston, Chair
13. Commission Member's Comments/Public Comment
- *14. **FOR POSSIBLE ACTION** - Adjournment
JoAnn Elston, Chair

Nevada Commission For Women

Unless noted as an action item, discussion of any item raised during a report or public comment is limited to that necessary for clarification or necessary to decide whether to place the item on a future agenda.

Public comment at the beginning and end of the agenda may be limited to three minutes per person at the discretion of the chairperson. Members of the public may comment on matters not appearing on this agenda or may offer comment on specific agenda items. Comments may be discussed by the Council but no action may be taken. The matter may be placed on a future agenda for action.

Additional comment periods may be allowed on individual agenda items at the discretion of the chairperson. These comment periods may be limited to three minutes per person at the discretion of the chairperson. These additional comment periods shall be limited to comments relevant to the agenda item under consideration by the Council. All times are approximate. The chairperson reserves the right to take items in a different order or to combine two or more agenda items for consideration to accomplish business in the most efficient manner. The chairperson may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. The chairperson may call for a lunch break.

We are pleased to make reasonable accommodations for members of the public with disabilities and wish to attend the meeting. If special arrangements for the meeting are necessary, please notify the Department of Administration Director's Office Executive Assistant, Annette Teixeira, at (775) 684-0299 or ateixeira@admin.nv.gov as soon as possible, and no later than 24 hours prior to the time of the meeting.

Notice of this meeting was posted in the following locations which included an affidavit of posting:
Department of Administration, 515 E. Musser St., Carson City, NV Fax (775) 684-0298
State Public Works Division, 1830 E. Sahara Ave., Suite 204, Las Vegas, NV (702) 486-5094
NV State Library and Archives, 100 North Stewart Street, Carson City, NV Fax (775)684-3330
Legislative Counsel Bureau, 401 S. Carson St., Carson City, NV Fax (775) 684-6705
Grant Sawyer Building, 555 E. Washington Ave., Las Vegas, NV Fax (702) 486-2012

Notice of this meeting and supporting materials are available on or after the date of this notice at http://admin.nv.gov/Boards/Women/Meetings/2016/2016_Meetings or you may contact Annette Teixeira at ateixeira@admin.nv.gov or (775) 684-0299.

#2

Commission for Women

February 25, 2016, 10am, 515 E. Musser Street, Carson City, NV

Name - Please Print	Role - member, public, etc.	Email
Amanda Martin Ann-Kate	Kendra Martin Debra Davis	
Darlene Boush	Debra Davis	
Vickie Rutledge	Debra Davis	
Diane Thornton	Diane Thornton	
Evan Dale	Evan Dale	
Elisa Goffers	Elisa Goffers	
Brooke Westlake	Brooke Westlake	
Kathleen Scott	Kathleen Scott	
Jo Ann Blanton	Jo Ann Blanton	
Vanne Amstrong	Vanne Amstrong	



Commission for Women

February 25, 2016, 10am, 1830 E. Sahara Ave., Room 204, Las Vegas

Name - Please Print	Role - member, public, etc.	Email
RICHANN BENDER	NEVADA COMMISSION FOR WOMEN	richann.bender@yahoo.com
BERENDA HUGHES	NV COMMISSION FOR WOMEN	bHughes51@hotmail.com
DURETTE CAUDITO	NV COMMISSION FOR WOMEN	DURETTECAUDITO@DESIGN.COM
TAMARA MARINO	UNLV Women's Research Inst	tamara.marino@unlv.edu
Colleen Baharav	NV Commission for Women Member	Colleen.Baharav@portcountydca.com
Maureen Fitzgerald	NV Commission for Women	Maureen@liberabooks.org



Exhibit

Open Meeting Law (NRS Chapter 241)

The Legislature declared that all public bodies exist to aid in the conduct of people's business. It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly. NRS 241.010

Public bodies working on behalf of Nevada citizens must conform to statutory requirements in open meetings under an agenda that provides full notice and disclosure of discussion topics and any possible action. *Sandoval v. Board of Regents*, 119 Nev. 148, 67 P.3d 902 (2003)

Action is only taken by the Board as a whole; Board members have no individual decision-making powers and may only speak on behalf of the Board if authorized to do so during an open meeting.

Open Meeting Law (NRS Chapter 241)

What is a meeting? NRS 241.015 says:

Quorum of members of a public body *gathering* together with:

Deliberation toward a decision; and/or

Action: which means making a decision, commitment or promise over a matter within the public body's supervision, jurisdiction, control or advisory power.

A quorum is a simple majority of the total Board (NRS 241.015(5)); action requires majority vote of members present (NRS 241.015(1)).

A gathering of a quorum at a social function is **not** a meeting **as long as** there is no deliberation or action.

An attorney-client conference on potential and existing litigation is **not** a meeting **as long as** there is no action.

Open Meeting Law (NRS Chapter 241)

Meeting notice and agenda posting under NRS 241.020:

- Time, place and location of meeting
- List of locations posted
- Agenda consisting of a clear and complete statement of the topics scheduled to be considered
- Action items clearly denoted as “for possible action”
- Public comment at beginning/end or before any action item
- Posted at Board office or location of meeting and 3 other separate, prominent places within Nevada
- Posted at Board website and at www.notice.nv.gov
- Posted no later than 9AM of the third working day before the meeting
- Supporting materials made available to the public when provided to Board members

Open Meeting Law (NRS Chapter 241)

Additional notice requirements for consideration of character, misconduct, competence, or physical or mental health.

Minutes and recording of meetings in compliance with NRS 241.035.

Limited statutory exceptions for closed meetings.

Actions taken in violation of law are void. NRS 241.036.

Prompt corrective action mitigates the severity of a violation. NRS 241.0365.

TIPS:

- Stick to the agenda - do not wander to related topics.
- Be cautious of electronic communications and social media.
- Staff should blind copy emails to the Board to avoid the risk of having Board members hit "reply all" and inadvertently engage in serial communications.

[Rev. 5/20/2016 3:31:51 PM--2015]

CHAPTER 233I - NEVADA COMMISSION FOR WOMEN

NRS 233I.010	“Commission” defined.
NRS 233I.020	Creation; membership; designation of Chair and Vice Chair; terms of officers.
NRS 233I.030	Members: Terms of office; reappointment; vacancies.
NRS 233I.040	Members: Reimbursement for certain expenses.
NRS 233I.050	Meetings; quorum.
NRS 233I.060	Powers and duties.
NRS 233I.070	Appointment of committees.
NRS 233I.080	Department of Administration to provide staff assistance; volunteer workers and consultants.
NRS 233I.090	Gifts, grants and contributions.

NRS 233I.010 “Commission” defined. As used in this chapter, unless the context otherwise requires, “Commission” means the Nevada Commission for Women.
(Added to NRS by [1991, 1910](#); A [1995, 1921](#))

NRS 233I.020 Creation; membership; designation of Chair and Vice Chair; terms of officers.

1. The Nevada Commission for Women, consisting of 10 members appointed by the Governor, is hereby created.
 2. The members appointed to the Commission must reflect varied political philosophies regarding issues of concern to women.
 3. The Governor shall designate one member of the Commission to serve as Chair and one member of the Commission to serve as Vice Chair.
 4. Each Chair, Vice Chair and other officer of the Commission shall serve for a term of 1 year.
 5. No more than five members of the Commission may be from the same political party.
- (Added to NRS by [1991, 1910](#); A [1995, 1921](#))

NRS 233I.030 Members: Terms of office; reappointment; vacancies. Except for the initial members, the term of office of each member of the Commission is 3 years and commences on July 1 of the year of appointment. The members shall continue in office until their successors are appointed. Members are eligible for reappointment, except that no member may serve for any part of more than two consecutive terms. Vacancies must be filled by appointment for the unexpired terms by the Governor.
(Added to NRS by [1991, 1910](#); A [1995, 1921](#))

NRS 233I.040 Members: Reimbursement for certain expenses. Members of the Commission receive no compensation for their services, but are entitled to be reimbursed for all travel and other expenses actually and necessarily incurred by them in the performance of their duties, within the limits of money available from gifts, grants, contributions and other money received pursuant to [NRS 233I.090](#).
(Added to NRS by [1991, 1910](#); A [1995, 1921](#))

NRS 233I.050 Meetings; quorum. The Commission shall meet at the call of the Chair as frequently as required to perform its duties, but no less than quarterly. A majority of the members of the Commission constitutes a quorum for the transaction of business, and a majority of those present at any meeting is sufficient for any official action taken by the Commission.
(Added to NRS by [1991, 1911](#); A [1995, 1921](#); [2013, 1617](#))

NRS 233I.060 Powers and duties.

1. The Commission shall study the changing and developing roles of women in society, including the recognition of socioeconomic factors that influence the status of women, and recommend proposed legislation.
 2. The Commission may collect and disseminate information on activities, programs and essential services available to women in Nevada.
- (Added to NRS by [1991, 1911](#); A [1995, 1921](#))

NRS 233I.070 Appointment of committees. The Chair of the Commission may, with the approval of the Commission, appoint committees from its members to assist in carrying out any of the functions or duties of the Commission.
(Added to NRS by [1991, 1911](#); A [1995, 1921](#))

NRS 233I.080 Department of Administration to provide staff assistance; volunteer workers and consultants.

1. The Director of the Department of Administration shall provide staff assistance to the Commission as the Governor deems appropriate.

2. The Commission may engage the services of volunteer workers and consultants without salary as is necessary from time to time.

(Added to NRS by [1991, 1911](#); A [1995, 1921](#))

NRS 233I.090 Gifts, grants and contributions. The Commission may apply for and receive gifts, grants, contributions or other money from the Federal Government, private agencies, affiliated associations and other persons for the purposes of carrying out the provisions of this chapter and for defraying expenses incurred by the Commission in the discharge of its duties.

(Added to NRS by [1991, 1911](#); A [1995, 1921](#))

NEVADA'S LEGISLATIVE PROCESS

INITIAL STEPS BY THE AUTHOR

IDEA & DRAFTING

Sources of ideas for legislation include State and local governments, elected officials, businesses, organizations, and citizens. Requests for drafting may be made by legislators, legislative committees, the Governor, State agencies, and local governments. A staff attorney for the Legislature prepares a formal draft of a bill.

INTRODUCTION & FIRST READING

A bill is submitted for introduction by an individual legislator or committee chair. It is then numbered, read for the first time, referred to committee, printed, and delivered to the committee.

COMMITTEE ACTION & REPORT

A committee may make a variety of recommendations to the entire legislative body. It may recommend that the legislative house pass a bill as it is written or pass it with certain amendments. If a committee decides that a bill requires further committee consideration, it may recommend that the legislative house amend the bill and refer it back to the same committee or that it refer the bill to another committee. Finally, a committee may vote to indefinitely postpone consideration of a bill, effectively killing it, or may take no action at all. After committee reports are read, bills are placed on second reading for the next legislative day unless the committee, by unanimous vote, recommends the bill be placed on the Consent Calendar. This action is limited to certain noncontroversial bills reported out of committee without amendment.

SECOND READING

Bills given a "Do Pass" recommendation are read a second time and placed on General File for debate and final vote. Bills that are given an "Amend and Do Pass" recommendation are read a second time, and if the amendment is adopted, it is reprinted before being placed on the General File for action.

FLOOR DEBATE & VOTE

Bills are read a third time and debated. A roll call vote follows. For passage of measures that require a constitutional majority, 11 votes are needed in the Senate and 22 in the Assembly. Bills with tax or fee increases require a two-thirds majority (14 votes in the Senate and 28 in the Assembly). A measure that does not receive at least the required number of votes is defeated. Any member who casts a vote on the prevailing side of a measure may serve notice of reconsideration to request a second vote. All bills that are passed by the first legislative house are then forwarded to the second legislative house where the process begins again.

ACTION IN THE HOUSE OF ORIGIN

ACTION IN THE SECOND HOUSE

COMMITTEE ACTION & SECOND READING

Procedures and possible actions are nearly identical to those in the first legislative house.

FIRST READING

Bill is read for the first time and referred to committee.

FLOOR DEBATE & VOTE

The procedure is identical to that in the first legislative house. If the second legislative house considers and passes a bill without amendment, it is returned to the first legislative house for enrollment and transmittal to the Governor. (Resolutions are delivered to the Secretary of State.*) If the second legislative house amends a measure, it is returned to the house of origin for consideration of the amendment.

CONCURRENCE

The house of origin decides whether to accept the second legislative house's amendment. If it accepts the amendment, the bill is enrolled and delivered to the Governor. When the amendment is rejected by the house of origin, the bill is returned to the second legislative house for a decision whether to withdraw (recede from) the proposed changes. If the second legislative house does not recede from its amendment, a conference committee is appointed, and the bill is returned to the house of origin with a request that it appoint a like committee to meet with a committee of the second house.

CONFERENCE

If the two-house conference committee is able to resolve the differences between the houses, it sends a conference committee report with the proposed reconciliation to the two houses. The house of origin must adopt the report, the bill dies. However, if both legislative houses adopt the report, the bill is enrolled and delivered to the Governor.

RESOLUTION OF DIFFERENCES, IF NECESSARY

ROLE OF THE GOVERNOR

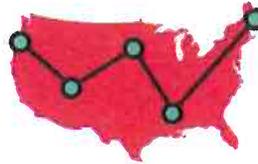
SIGN OR VETO?

The Governor must act on a bill within 5 days after it is received (Sunday's excepted) if the Legislature is still in session. However, if there are fewer than 5 days remaining in session, or if the bill is delivered after the adjournment *sine die*, the Governor has 10 days after adjournment to act. The Governor may sign the bill into law, allow it to become law without a signature, or veto it. A vetoed bill is returned to the house of origin to consider overriding the veto. An override of the veto requires a two-thirds majority vote of each legislative house. If the Governor vetoes a bill after the session adjourns *sine die*, the bill is returned to the next regular legislative session. Measures become effective on October 1 following the end of the legislative session, unless otherwise specified in the bill.

Revised October 2014

**This chart primarily describes legislative steps for a bill. The process for a resolution varies slightly depending upon whether it is a one-house, concurrent, or joint resolution. Deadlines for final action on bills and joint resolutions by committees and houses are typically established by joint rule at the beginning of each legislative session.*

STATUS OF WOMEN IN THE STATES



www.statusofwomendata.org

IWPR #R439

The Status of Women in Nevada, 2015: Highlights

Women in Nevada have made considerable advances in recent years but still face inequities that often prevent them from reaching their full potential. Since the 2004 *Status of Women in the States* report was published, the gender wage gap in Nevada has narrowed, a higher percentage of women have bachelor's degrees, and women are more likely to work in managerial or professional occupations. Yet, as in all other states, women in Nevada are less likely than men to be in the labor force and more likely to live in poverty. Women also continue to be underrepresented in the state legislature.



If current trends continue, women in Nevada will not see equal pay until the year **2044**.*



Women hold **31.7%** of seats in the state legislature.

Key Findings

- Nevada's best grade is in the area of reproductive rights, for which it receives a B. Its worst grade is in political participation, for which it gets a D-.
- Nevada women who work full-time, year-round earn 83 cents on the dollar compared with similarly employed men.
- Approximately 31.0 percent of those working in science, technology, engineering, and mathematics (STEM) fields in Nevada are women, compared with 28.8 percent nationwide.
- As of 2015, there are no women of color in statewide elective executive office in Nevada, and no women of color from the state in the U.S. Congress.
- Women in Nevada who are unionized earn \$125 more per week, on average, than those who are not represented by a union.
- Approximately 22.2 percent of women in Nevada have a bachelor's degree or higher, an increase of about 6 percentage points since 2000.
- In 2012–2013, 13.9 percent of Nevada's four-year-olds were enrolled in state pre-K, preschool special education, or state and federal Head Start.
- Heart disease is the biggest killer of women in the United States. Nevada ranks 37 of 51 with a mortality rate of 147.0 per 100,000.

Nevada

Report Card Summary	
Political Participation	D-
Employment & Earnings	D
Work & Family	C-
Poverty & Opportunity	D
Reproductive Rights	B
Health & Well-Being	D

*Equal pay projection is based on rate of progress between 1959 and 2013. See Appendix A2 of *The Status of Women in the States: 2015* for sources and methodology. Calculated by the Institute for Women's Policy Research.

Table 1. How Nevada Ranks on Key Indicators of Women's Status

	2004 Report	2015 Report	Progress?	2015 Rankings and Grades		
				National Rank	Regional Rank	Grade
Political Participation Composite Rank	31	42	No	42	7	D-
Percent of Women Registered to Vote	51.6%	56.2%	Yes	49	8	
Percent of Women Who Voted	41.8%	45.4%	Yes	46	7	
Women in Elected Office Index (score)	2.72	2.02	No	25	5	
Women's Institutional Resources Index (score)	1.00	0.50	No	36	3	
Employment & Earnings Composite Rank	40	41	No	41	6	D
Women's Median Annual Earnings for Full-Time, Year-Round Workers	\$37,754	\$35,000	No	27	4	
Ratio of Women's to Men's Earnings	76.1%	82.7%	Yes	11	2	
Women's Labor Force Participation	60.9%	59.2%	No	24	3	
Percent of All Employed Women in Managerial/Professional Occupations	26.9%	31.0%	Yes	51	8	
Work & Family Composite Rank	n/a	23	n/a	23	2	C-
Paid Leave Legislation Index (score)	n/a	0.00	n/a	12	8	
Elder and Dependent Care Index (score)	n/a	1.44	n/a	13	2	
Child Care Index (score)	n/a	1.06	n/a	37	3	
Percentage Point Gap in Parents' Labor Force Participation Rate (fathers' labor force participation rate minus mothers' labor force participation rate)	n/a	29.1	n/a	39	3	
Poverty & Opportunity Composite Rank	33	39	No	39	6	D
Percent of Nonelderly Women with Health Insurance	81.5%	74.3%	No	48	7	
Percent of Women with a Bachelor's Degree or Higher	16.7%	22.2%	Yes	48	7	
Percent of Businesses Owned by Women	25.7%	28.6%	Yes	16	3	
Percent of Women Above Poverty	91.9%	85.3%	No	25	4	
Reproductive Rights Composite Rank	13	17	No	17	3	B
Health & Well-Being Composite Rank	42	40	Yes	40	8	D

Notes: See Appendices A1–A6 in *The Status of Women in the States: 2015* for methodology and sources. Earnings are in 2013 dollars and compare 2000 Decennial Census data with 2013 American Community Survey data. Health insurance data are for 2013, prior to the full implementation of the Affordable Care Act. The regional rankings are of a maximum of eight and refer to the states in Mountain West region (Arizona, Colorado, Idaho, Montana, Nevada, New Mexico, Utah, and Wyoming). n/a=not available. All indicators are defined so that a higher rate translates into higher rankings and letter grades. **Calculated by the Institute for Women's Policy Research.**

Table 2. Overview of the Status of Women of Color in Nevada

	White	Hispanic	Black	Asian/ Pacific Islander	Native American	Other Race or Two or More Races
Political Participation						
Number of Women in Statewide Elected Executive Office, 2015 (out of 6 offices)	1	0	0	0	0	0
Number of Women in U.S. Congress, 2015 (out of 6 offices)	1	0	0	0	0	0
Employment & Earnings						
Women's Median Annual Earnings (Full-Time, Year-Round), 2011–2013	\$41,426	\$28,000	\$33,762	\$36,000	\$32,000	\$35,000
Ratio of Women's to White Men's Earnings, 2011–2013	80.0%	54.1%	65.2%	69.5%	61.8%	67.6%
Women's Labor Force Participation, 2011–2013	58.1%	62.2%	60.9%	62.2%	59.9%	66.6%
Percent of All Employed Women in Managerial or Professional Occupations, 2011–2013	38.0%	16.4%	25.5%	29.5%	25.8%	26.4%
Poverty & Opportunity						
Percent of Nonelderly Women with Health Insurance, 2011–2013	81.3%	58.8%	72.7%	77.9%	60.9%	74.0%
Percent of Women with a Bachelor's Degree or Higher, 2011–2013	25.6%	9.5%	18.5%	33.8%	10.5%	25.0%
Percent of Women Above Poverty, 2011–2013	88.8%	78.6%	74.1%	88.3%	71.6%	83.4%
Reproductive Rights						
Infant Mortality Rate (deaths of infants under age one per 1,000 live births), 2010–2012	5.1	4.9	9.0	4.4	n/a	n/a
Percent of Low Birth Weight Babies, 2013	7.4	6.9	12.7	n/a	n/a	n/a
Health & Well-Being						
Female Heart Disease Mortality Rate, per 100,000, 2011–2013	158.2	87.1	210.7	77.9	95.6	n/a
Female Lung Cancer Mortality Rate, per 100,000, 2011–2013	48.9	15.7	38.2	17.9	n/a	n/a
Female Breast Cancer Mortality Rate, per 100,000, 2011–2013	25.2	11.2	28.3	15.0	n/a	n/a
Average Number of Days per Month on Which Mental Health is Not Good, 2011–2013	4.8	3.8	6.1	3.0	7.2	6.6
Average Number of Days per Month on Which Activities Are Limited by Health Status, 2011–2013	5.0	4.4	6.2	3.2	7.2	8.3

Notes: n/a=not available. Data on statewide elected executive office include the governorship. Earnings are in 2013 dollars. Health insurance data are for 2013, prior to the full implementation of the Affordable Care Act. See Appendices A1–A2 and A4–A6 of *The Status of Women in the States: 2015* for sources and a description of how race and ethnicity are defined in the data presented here. **Calculated by the Institute for Women's Policy Research.**

Table 3. Nevada State Laws

Provide the Right to Earn Paid Sick Days	No
Adopted the Medicaid Expansion under the ACA or State Medicaid Family Planning Services Eligibility Expansion	Yes
Recognize Same-Sex Marriage and/or Allow Second-Parent Adoption	Yes
Allow Women to Obtain an Abortion without a Mandatory Waiting Period	Yes
Bar Gun Possession for Individuals Convicted of Misdemeanor Domestic Violence Crimes	No

Notes: Data are current as of April 2015, except for the bar on gun possession, which is current as of June 2014. See Appendices A3, A5, and A7 of *The Status of Women in the States: 2015* for sources.

Compiled by the Institute for Women's Policy Research.

Table 4. Basic Demographic Statistics for Nevada

Total Population, 2013	2,790,136
Number of Women and Girls, All Ages, 2013	1,386,739
Proportion of Women Aged 65 and Older, 2013	14.6%
Proportion of Women Who Are Immigrants, All Ages, 2013	19.9%
Number of Female Same-Sex Partner Households, 2011–2013	2,777
Percent of All Households Headed by Single Mothers with Children Under Age 18, 2013	7.4%

Note: See Appendix B8 in *The Status of Women in the States: 2015* for additional demographic information.

Sources: IWPR analysis of American Community Survey microdata.

About the Status of Women in the States



The Status of Women in the States is an ongoing research project conducted by the Institute for Women's Policy Research (IWPR) to measure and track the status of women in all 50 states and the District of Columbia. IWPR appreciates the support of the Ford Foundation, the American Federation of Teachers, and the Women's Funding Network for the production of this fact sheet.



The Institute for Women's Policy Research (IWPR) conducts rigorous research and disseminates its findings to address the needs of women, promote public dialogue, and strengthen families, communities, and societies. The Institute's research strives to give voice to the needs of

women from diverse ethnic and racial backgrounds across the income spectrum and to ensure that their perspectives enter the public debate on ending discrimination and inequality, improving opportunity, and increasing economic security for women and families. The Institute works with policymakers, scholars, and public interest groups to design, execute, and disseminate research and to build a diverse network of individuals and organizations that conduct and use women-oriented policy research. IWPR's work is supported by foundation grants, government grants and contracts, donations from individuals, and contributions from organizations and corporations. IWPR is a 501(c)(3) tax-exempt organization that also works in affiliation with the women's studies and public policy and public administration programs at The George Washington University.



Nevada Advocates for Planned Parenthood Affiliates, Inc.

To: Members of the Commission on the Status of Women
From: Elisa Cafferata  President & CEO, NAPPA
Re: Create A Program To Increase Diversity on Nevada Board & Commissions
Date: February 25, 2016

Thank you for the opportunity to offer our thoughts on the work of the Commission on the Status of Women. Nevada Advocates (NAPPA) is the independent advocacy, lobbying, and election organization representing the Planned Parenthood affiliates operating in our state. Nevada's three health centers offer high quality, reasonably priced, confidential and nonjudgmental care to over 28,000 unique patients each year. We offer a sliding fee scale as many of our patients have nowhere else to go for basic health care. We are proud of our long record of education and quality care -- over 35 years in Nevada -- always affordable, confidential, culturally appropriate, and welcoming to our clients.

On behalf of our patients and supporters, we are delighted to see that the Commission on the Status of Women has been reformed and that you will be considering matters of women's health care. We, of course, would be happy to provide any information or assistance that you would find useful.

Program to Increase Diversity on Nevada Board & Commissions

As regular advocates for women in Nevada, we ask that you consider creating a program to increase the diversity on Nevada's boards and commissions. The focus could initially be to increase the number of women, but we hope you would consider also including people from all aspects of the Nevada experience: rural and urban, race and ethnicity, gender expression, sexual orientation, ability, and age ... to name a few examples.

Is a program needed? A recent look at board and commissions in Alaska showed that of the 134 boards and commissions the Governor appoints members of, only 1/3 of these board members are women.

Women are underrepresented in state boards and commissions. These groups -- comprised of experts, citizens and officials -- guide state policy, make regulations and protect Alaskans in areas, from hairdressing to the Permanent Fund. KTOO collected data on Alaska's [134 boards and commissions](#) to which the governor makes appointments. Only a third of the members are women.¹

Looking at Nevada's numbers might be an excellent research project for *this* Commission.

¹ It's 2015, but state boards and commissions still skew male 2-1, <http://www.ktoo.org/2015/11/05/women-make-one-third-states-boards-commissions-appointees/>

Can't women already apply? Many states do encourage women and people of color to be involved. For example, Iowa offers an online guide "to city and county boards and commissions and how to get appointed." Upon review, you'll see the burden is entirely on diverse populations to research all of the state's boards and commissions as well as their respective appointment processes and then to submit their application as well as letters of support.²

Taking a more proactive and supportive approach, the Junior League of Los Angeles has created an "Appointments to Boards & Commissions Institute." The program "helps prepare Junior League members to pursue appointments to California's many public boards and commissions at the local, county, and state governmental levels."³ While the program is focused on Junior League members, it could serve as a model for proactively supporting more diverse representation in Nevada.

After looking at the current composition of the Nevada's boards and commissions, next steps if needed might include: developing a database of potential members from diverse communities and training future leaders for serving. This Commission might also develop a plan to promote the opportunities and advantages of serving on a government board.

Thank you for your consideration of this matter.

Elisa Cafferata, President & CEO
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Reno, NV 89509
Office: 1-775-412-2087
info@NevadaAdvocates.org

² Iowa's Commitment to Women,

<http://www.friendsoficsw.org/Portals/0/Gender%20Balance/GuideforWomen.pdf>

³ Appointments to Boards and Commissions, <https://www.jlla.org/?nd=abci>

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² Iowa's Commitment to Women,

<http://www.friendsoficsw.org/Portals/0/Gender%20Balance/GuideforWomen.pdf>

³ Appointments to Boards and Commissions, <https://www.illa.org/?nd=abci>

H

PUBLIC OFFICERS AND PUBLIC EMPLOYEES
WHEN YOU THINK YOU MAY HAVE A CONFLICT OF INTEREST TO DISCLOSE AT A PUBLIC MEETING, ASK YOURSELF THE FOLLOWING IMPORTANT QUESTIONS TO DETERMINE WHETHER TO DISCLOSE THE CONFLICT OR BOTH DISCLOSE AND ABSTAIN FROM PARTICIPATING IN THE MATTER. See NRS 281A.420

DOES THE MATTER BEFORE ME HAVE TO DO WITH:

1. MY ACCEPTANCE OF A GIFT OR A LOAN?
2. MY PECUNIARY (any economic) INTEREST? OR
3. THE INTERESTS OF A PERSON TO WHOM I HAVE A COMMITMENT IN A PRIVATE CAPACITY? That's defined as a person who is:
 - A. A MEMBER OF MY HOUSEHOLD (someone who lives with me),
 - B. A PERSON RELATED TO ME within the third degree of blood or marriage (namely: a spouse, child, grandchild, great grandchild, great grandparent, grandparent, parent, brother, sister, niece, nephew, aunt, or uncle),
 - C. MY EMPLOYER; or the employer of a member of my household,
 - D. A PERSON WITH WHOM I HAVE A SUBSTANTIAL AND CONTINUING BUSINESS RELATIONSHIP, OR
 - E. A PERSON SUBSTANTIALLY SIMILAR to one of the people described in this paragraph 3, items A, B, C, or D above.

If my answer to any of the above is YES, then, when the matter is being considered,
 I **must disclose**, on the record, sufficient information to fully inform or put the public on notice of the potential effect of my acting on the matter, or of the effect of my disclosing and then abstaining from acting on the matter, due to my conflict of interest. My disclosure must describe the nature and extent of the relationship.
AND
 I **must abstain only in a clear case** where the independence of judgment of a reasonable person in my situation would be materially affected by the conflict just disclosed. I should undertake the abstention analysis on the record immediately after a disclosure.

WHAT YOU MIGHT SAY: "Mr./Madam Chair, NRS 281A.420 requires me to disclose a conflict of interest. The matter before this body affects my acceptance of a gift or loan / my pecuniary interest / my commitment in a private capacity to the interests of Daisy Duchess, my foster mother. (Next, you must take time to describe the potential conflict between your interest and the matter before the body or board on which you serve.) Ms. Duchess' doughnut business will be financially enhanced if we approve building the new police station next door to her shop, and she will likely face financial ruin if we don't. Ms. Duchess is everything to me even if she isn't my biological mother. She raised me in her home from age 3 until I turned 19. Our relationship is substantially similar to a blood relation, probably closer, and therefore, I conclude that the independence of judgment of a reasonable person in my situation would / would not be materially affected by this relationship, and because this is / is not a clear case of a disqualifying conflict of interest, I am going to be voting / abstaining from voting in this matter." (If you decide to abstain, you must refrain from advocating for or against the matter in any way.)

REMEMBER, YOU MAY DISCLOSE EVEN AN APPEARANCE OF IMPROPRIETY, THOUGH YOU ARE NOT REQUIRED TO DO SO. THIS TYPE OF DISCLOSURE ASSISTS IN YOUR DUTY TO AVOID CONFLICTS OF INTEREST AND TO ENHANCE AND MAINTAIN THE PUBLIC TRUST. SEE NRS 281A.020.

DISCLAIMER: THIS DOCUMENT IS INTENDED AS A GENERAL GUIDE AND IS NOT TO BE CONSTRUED AS PROVIDING LEGAL ADVICE. IN ADDITION, IT DOES NOT FULLY ADDRESS THE DISCLOSURE AND ABSTENTION REQUIREMENTS OF THE ETHICS IN GOVERNMENT LAW AND OFFERS YOU NO PROTECTION FROM LIABILITY EVEN IF YOU FOLLOW ITS PROVISIONS.
 If you are a public officer or employee presented with a potential conflict of interest, please consult with the attorney for the body on which you serve, seek other legal advice, or contact the Commission on Ethics.