

## NEVADA COMMISSION FOR WOMEN

September 15, 2017

For the purposes of this document the following definitions apply

**DRAFT**

### **Policy:**

Policies are a consistent clear and complete guide to thinking and decision-making. Policy is not a rule or procedure. They define the area within which a decision should be made, and they assure decisions made will be in line with overall plans and goals.

### **Procedure:**

A way of performing or affecting something. A course of action. A set of established forms or methods for carrying on the affairs of the Nevada Commission for Women.

## NEVADA COMMISSION FOR WOMEN

### OPERATIONAL GUIDELINES PER Nevada Revised Statute (NRS)

Assembly Bill No. 258-Assemblymen Frierson, Carlton, Monroe-Moreno, Benitez-Thompson, Carrillo, Araujo, Bilbray-Axelrod, Brooks, Bustamante-Adams, Cohen, Daly, Diaz, Flores, Flores, Fumo, Jauregui, Jointer, Miller, Neal Ohrenschall, Spiegel, Sprinkle, Swank, Watkins and Yeager

#### CHAPTER

AN ACT relating to the Nevada Commission for Women; revising provisions governing the members, officers and powers of the Commission; and providing other matters properly relating thereto.

#### **Legislative Counsel's Digest:**

Existing law creates the Nevada Commission for Women and provides for the membership, officers, powers and duties of the Commission. (Chapter 2331 of NRS) **Section 1** of this bill declares the legislative intent for the creation of the Commission as the advancement of women toward full equality in all areas.

Existing law requires that the members appointed to the Commission reflect varied political philosophies regarding issues of concern to women and that not more than five members of the Commission be from the same political party. (NRS 2331.020) **Section 1** expands the qualifications for membership to require that, insofar as practicable, the membership of the Commission reflect the diversity of the state.

Under existing law, members of the Commission serve terms of 3 years and are eligible for reappointment to an additional consecutive term. (NRS 2331.030) under existing law the Governor designates a Chair and Vice Chair of the Commission. The term of the Chair, Vice Chair and any other officer of the Commission is 1 year. (NRS 2331.020) **Section 1** authorizes the Governor to reappoint a Chair, Vice Chair or other officer of the Commission to an additional term of 1 year.

Existing law: (1) requires the Commission to study the changing roles of women in society and recommend proposed legislation; and (2) authorizes the Commission to collect and disseminate information on activities, programs and essential services available to women in this State. (NRS 2331.060) **Section 2** of this bill grants the Commission additional powers toward its declared mission of advancing women toward full equality in all areas.

Existing law authorizes the Commission to engage the services of volunteers and consultants without compensation. (NRS 2331.080) Under existing law, the Commission is authorized to apply for and receive gifts, grants, contributions and other money from public and private

sources to be used for the costs to carry out its powers and duties. (NRS 2331.090 **Section 3** of this bill authorizes the Commission to pay for the services of consultants as independent contractors for specific projects from money received by the Commission.

79<sup>TH</sup> Session (2017)

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN  
SENATE AND ASSEMBLY ENACT AS FOLLOWS:

**Section 1.** NRS 2331.020 is hereby amended to read as follows:

- 2331.020 1. The Legislature hereby finds and declares that the creation of the Nevada Commission for Women is necessary to advance women toward full equality in all areas.
2. The Nevada Commission for Women consisting of 10 members appointed by the Governor, is hereby created.
3. The members appointed to the Commission must, insofar as practicable, reflect the diversity of this State, including, without limitation, the varied political philosophies regarding issues of concern to women.
4. The Governor shall designate one member of the Commission to serve as Chair and one member of the Commission to serve as Vice Chair.
5. Each Chair, Vice Chair and other officer of the Commission shall serve for a term of 1 year and may be reappointed for one additional term.
6. No more than five members of the Commission may be from the same political party.

**Section 2.** NRS 2331.060 is hereby amended to read as follows:

1. The Commission shall study the changing and developing roles of women in society, including, without limitation, the recognition of socioeconomic factors that influence the status of women, and recommend proposed legislation.
2. The Commission may:
  - (a) Collect and disseminate information on activities, programs and essential services available to women in Nevada.
  - (b) Advise executive and legislative bodies on the effect of proposed legislation on women.
  - (c) Inform the news media, educators, governmental officers, professional, business and labor leaders, and other persons in positions of authority or influence about issues pertaining to women.
  - (d) Provide referrals and serve as a resource for information on issues pertaining to women.
  - (e) Identify and recommend qualified women for positions in all levels of government.
  - (f) Promote and facilitate collaboration among commissions and organizations for women at the local, state and national levels.
  - (g) Recognize and promote the contributions that women in this State make at the local, state and national levels.
  - (h) Enter into any contract or other agreement appropriate to carry out the provisions of this chapter, subject to the prior approval of the Director of the Department of Administration.

(i) Prepare an annual work program outlining the objectives and tasks of the Commission for the year.

**Section 3.** NRS 2331.080 is hereby amended to read as follows:

NRS 2331.080 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:

(a) Volunteer workers; and

(b) Consultants on specific project pursuant to **NRS 333.700** as is necessary from time to time, within the limits of money available to the Commission pursuant to **NRS 2331.090**.

**Section 4.** This act becomes effective on July 1, 2017.

79<sup>TH</sup> Session (2017)

## **SPECIAL MEETINGS**

1. May be called by the Chair as needed provided the meeting is properly noticed in compliance with NV Open Meeting Law.
2. If business is to be conducted requiring a vote, a quorum of one more than half of the membership body must be present to participate in the discussion and majority is considered one more than half of the members in attendance.
3. A special meeting may be conducted by telephone conference.

## **REGULAR BUSINESS MEETINGS**

### **Purpose:**

The Commission shall meet as often as required to fulfill its duties.

### **Time of year:**

Meetings shall be held at least quarterly, or by call of the Chair, provided public notice is given in compliance with NV Public Meeting Law.

### **Agenda Items:**

1. Approval of minutes of previous meetings(s).
2. Public comment periods as required by the Nevada Open Meeting Law
3. Financial Reports:
  - (a) Results of any fundraising.
  - (b) Budget update.
  - (c) Funding for events or committees.
  - (d) Committee reports and actions.
  - (e) Other business, as necessary.
4. Chair's Report
5. Old Business
6. New Business
7. Reminder of future meetings and events

Guest presentations to the Commission must already be approved and included on the meeting's agenda and will be limited to 15 minutes or less at the discretion of the Chair or a sitting majority of the membership. If several guests request to address the Commission relative to a single issue, the time allotment may be extended upon approval of members present. Public comment is held at the beginning and end of each meetings. Public comment is typically limited to 3 minutes per speaker.

Agenda items may be proposed to the Chair by any commission member.

If questions arise during a meeting regarding the most appropriate way to conduct business, the Commissioners will defer to the guidance of the assigned Deputy Attorney General.

#### **ATTENDANCE**

All Commissioners are expected to maintain regular attendance at meetings of the full Commission, and to participate fully and effectively in such meetings. The Commission shall maintain a record of attendance at each Commission meeting. After a commissioner's fourth unexcused absence from regularly scheduled meetings of the full Commission the chair will notify the appropriate appointing authority. This recording of the Commission's policy on attendance shall be distributed to each new Commissioner upon appointment.

#### **VOTING PRIVILEGES**

At any Commission meeting or committee meeting, each member of the Commission shall be entitled to one vote. The Chair shall not vote except in the event of a tie.

#### **AMENDMENTS TO THE BYLAWS**

The bylaws may be amended at any regular meeting of the Commission by a two-thirds vote of the Commissioners present provided that the proposed amendment has been submitted at the previous meeting.

#### **POLICY ADOPTION AND AMENDMENTS**

The Commission, as needed, shall adopt policies. Policies may be adopted, amended, or repealed by a majority of all votes cast by the Commissioners present and voting, provided that the proposed material has been submitted at the previous meeting.

#### **COMMUNICATIONS**

**NOTE – Policy Discussion Area: What is the procedure when talking to other Commissioner's outside of the public meeting about Commission Activities (When is it allowed? When is it prohibited? What is the approval process? Who can talk to the media about the Commission? What types of topics are acceptable? When is it ok to speak at public meetings about the Commission?)**

**Proposed policy to address one aspect of the communication possibilities: The Chair is the official representative for the Commission. The Vice-Chair may officially represent the Commission at the discretion of the Chair. Any Commissioner may be authorized by the Chair to officially represent the Commission at a particular function.**

**NOTE - Policy Discussion Area: Define lobbying on behalf of the Commission' activities; what is the difference between lobbying and advocating. When is it ok? What's the approval process? When is not ok?**

**Information Report:**

A report may be created by the Commission members and distributed to the general public annually, to include:

- Compilation of financial status.
- Committee reports and any new assignments
- Donations
- Legislative activities

**Media Press Reports:**

Press Releases on Nevada Commission for Women activities including forums, workshops and special events may be distributed to newspapers and other media as necessary. Once approved by the Chair or his/her designee, it may be posted on the Commission's web site.

**Positions Papers:**

The Nevada Commission for Women may create and distribute "White Papers" and such other position papers developed from research. The position papers will be posted on the web site and distributed to the Governor's office, Legislature, and upon request from organizations and the general public.

**GENERAL FINANCIAL PROCEDURES**

1. Recognition of donors by use of a name (either the donor's name or another name requested by the donor) is permissible. However, it should be recognized that naming gifts, might not always be possible because of regulations in regard to the Nevada Commission for Women.
2. Any donations, gifts restricted or unrestricted, may be accepted or refused by the membership of the Nevada Commission for Women.
3. If an individual or corporation wishes to donate for a specific project the Commission will set up an appropriate procedure to decide if the donation is reasonable and feasible. A definite budget will be prepared prior to any expenditures from the donation.
4. Any restricted donation will require a written statement from the donor indicating how the donation will be spent.

5. If donations received for a named fund are insufficient to fulfill the designate purpose of the fund, the Commission may transfer the fund to another fund having a purpose related to the donor's original intent.
6. The Nevada Commission for Women may not accept challenge money.

The foregoing is by way of example and not by way of limitation.

### **FINANCIAL OPERATIONS**

1. A minimum of \$2,000 will be reserved in the general fund of the Nevada Commission for Women as working capital for the next year.
2. The Chair is authorized to make expenditures of up to (\$100) without prior approval of the Commission membership. The membership will be advised of any such expenditures at the next meeting. All such expenditures will include purpose and receipts.
3. The Department of Administration's Administrative Services Division provides accounting services for the Commission.

### **PRIVACY POLICY**

1. The Nevada Commission for Women will keep members' email address, telephone and address confidential.
2. The use of Commission member's information for non-member purposes is strictly forbidden except by approval of the Chair.
3. The Commission member roster shall be distributed to the membership ONLY.
4. All requests for electronic distribution communication/roster must have the approval of the Chair.

### **OFFICERS, SPECIFIC**

#### **CHAIR**

The incoming Chair is authorized to begin work immediately after appointment by



the Governor. The Chair shall be entrusted to act and carry out policies and decisions of the Commission in between meetings. The Chair shall present actions to the full Commission for approval. The Chair shall assure that the legislative mandates of the Commission are carried out as prescribed by the Legislature and as formulated in these procedures to:

- Call and preside at all meetings of the Commission;
- Call special meetings when deemed necessary or desirable;
- Set the agenda for Commission meetings;
- Coordinate with the work of the staff;
- Serve as spokesperson for the Commission or direct such representation before the public and governmental bodies. Oversee all recommendations and reports to the Executive and Legislative branches
- Perform such other duties as the Commission may prescribe from time to time.

## **VICE CHAIR**

The Vice-Chair shall perform all duties of the Chair in the event of the Chair's absence or inability to serve, or in the event of a vacancy in that office until it is filled and shall perform other duties as are designated by the Commission.

## **Minutes**

Per NRS 241.035, unless good cause is shown, the Commission shall approve the minutes of a meeting within 45 days after the meeting or at the next meeting, whichever occurs later. Minutes or an audio recording of the meeting must be made available for inspection by the public within 30 working days after adjournment of the meeting. A copy of the minutes or audio recording must be made available to a member of the public upon request at no charge. The minutes must be retained for at least 5 years.

Per NRS 233I, the Director of the Department of Administration shall provide staff assistance to the Commission as the Governor deems appropriate, (AB423 revisions) to carry out the duties and responsibilities of the Commission.

## **Fundraising/Special Events**

1. Create, plan and budget for all Fundraising and Special Events for review and approval of the Commission members.
2. Coordinate as necessary with the Commission to implement such events.
3. All events must have prior approval from the Commission.

4. All flyers, letters, publicity must have prior approval from the Chair or her designee.

#### Issues & Legislation

1. Shall develop the policy viewpoints of the Commission by seeking input from members and assessing the vital issues of the day in light of the principles and purposes of the Commission's Mission Statement and Objectives. Recommendations to the membership for approval by a Two-thirds (2/3) vote of voting members in attendance at a regular, special or called meeting.
2. Shall promote and provide education and information about current legislation of interest to the Commission and community, to encourage action on legislation and issues. The Committee will furnish sample letters and postcards to be sent in support of or in opposition to, bills and will supply names, addresses and telephone numbers of legislators, senators, congress members and other elected or appointed officials for contact.
3. Shall at all times respect the variety of opinions among Commission members. This Committee will not support candidates or engage in any partisan politics, nor lobby on behalf of the Commission unless there is a two-thirds (2/3) majority vote in support of, or opposition to, particular legislation.
4. Shall recommend organizations to the Commission that would assist in forming Coalitions to more effectively educate the public about issues.

#### Publicity/Public Relations

1. Develop a public relations communication strategy.
2. Aggressively work to establish an effective relationship with media personnel.
3. Prepare news releases, calendar, design press kits, and otherwise generate and coordinate press and media events.
4. Prepare news releases and be responsible for flyers brochures and (Commission newsletter?)