

## NEVADA COMMISSION FOR WOMEN

### OPERATIONAL GUIDELINES

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) the Governor is required under existing law to designate 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 of 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.

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)

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### **SPECIAL MEETINGS**

1. Special meetings of the Commission may be called by the Chair.
2. If business is to be conducted requiring a vote, a quorum must be present.
3. A special meeting may be conducted by telephone conference in compliance with NRS 241.010.

### **REGULAR BUSINESS MEETINGS**

1. The purpose of regular meetings of the Commission is to fulfill the legal responsibility as a Commission appointed by the Governor and recognized by the Nevada Legislature.
2. Regular meetings shall be held monthly, unless otherwise determined by the Chair. Additional meetings may be held as determined by the Chair.

#### **Agenda Inclusions:**

The agenda for any regular or special meeting of the Commission may include, without limitation:

1. Approval of minutes of previous meeting(s);
2. Results of any fundraising efforts;
3. Budget updates;
4. Allocation of funding for events or committees;
5. Committee reports and actions; and
6. Other business, as necessary.

### **COMMUNICATIONS**

#### **Minutes:**

Copies of minutes will be distributed electronically or mail to Commission members within thirty (30) days after a Regular, Called or Special meeting. Upon request, a copy of the minutes from a specific meeting may be sent to the public in accordance with the Nevada Public Records Act.

#### **Information Report:**

A report will be distributed to Commission members and the general public annually, to include, without limitation:

1. A statement of the Commission's financial status;
2. Committee reports and any new assignments;
3. A statement of any donations received; and

4. A description of the Commission's Legislative activities.

#### **Media Press Reports:**

Once approved by the Chair or his/her designee, a media or press release may be posted on the Commission's website. **Report(s)** on Nevada Commission for Women activities including forums, workshops and special events shall be distributed to newspapers and other media as necessary, and once approved by the Chair or his/her designee, may be posted on the Commission's website.

#### **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, to the general public.

#### **GENERAL FINANCIAL PROCEDURES**

**After discussion and approval, any member of the Commission may request donations from any non-governmental person or entity, including without limitation: corporations, non-profit or for-profit organizations, financial institutions, foundations, philanthropists, and charities.**

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 laws and regulations governing the Nevada Commission for Women.
2. Any donations or gifts, whether restricted or unrestricted, may be accepted or refused by the Nevada Commission for Women upon a majority vote of the Commission.
3. If a person or entity wishes to donate for a specific project, the Commission will determine by a majority vote if accepting the donation is reasonable and feasible. A definite budget will be prepared prior to making any expenditure from or in reliance on the donation.
4. Any restricted donation will require a written statement from the donor indicating how the donation may be spent.
5. If donations received for a named fund are insufficient to fulfill the designated 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 will not accept donations from any political organization.

7. The Nevada Commission for Women may accept donations not specifically addressed by this section by majority vote and in accordance with state and federal law.

**FINANCIAL OPERATIONS**

1. A minimum of **\$2,000** will be held in reserve in the Commission’s state budget account as working capital for each year.
2. All donations will be deposited to the Women’s fund at the Community Foundation of Western Nevada. When approved by the Commission by a majority vote, funds will be transferred to the Commission’s state budget account for disbursement.
3. The Chair is authorized to make expenditures of up to \$100 without prior approval of the Commission membership. The Commission will be advised of any such expenditures at the next regular meeting and may ratify such expenditures by majority vote. All such expenditures will include purpose and receipts.

**PRIVATE POLICY**

- a. The Nevada Commission for Women will keep members’ email addresses, telephone numbers, and addresses confidential to the extent permitted by law.
- b. The use of Commission members’ information for non-Commission purposes is strictly forbidden except by approval of the Chair.
- c. The Commission member roster shall be distributed to the membership **ONLY**.
- d. [REDACTED]

[REDACTED]

[REDACTED]

**OFFICERS, SPECIFIC**

**CHAIR**

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

**VICE CHAIR**

The Vice Chair shall preside at a meeting in the absence of the Chair.

**Minutes**

1. The Department of Administration shall be responsible for the Commission’s audio visual materials.

2. The Department of Administration shall oversee maintenance of a database of the Commission's contacts, including addresses, for official Commission business. When requested, copies will be provided to Commission members.
3. The Department of Administration shall oversee maintenance of a current membership roster and membership data and provide updated copies to the Commission from time to time.

#### FUNDRAISING AND SPECIAL EVENTS COMMITTEE

1. The Fundraising and Special Events Committee may create, plan and budget for all Fundraising and Special Events for review and approval by a majority vote of the Commission members.
2. The Fundraising and Special Events Committee will coordinate as necessary with the Commission to implement such events.
3. All flyers, letters, and other publicity measures must have approval from the Chair or his/her designee prior to public distribution.

#### ISSUES AND LEGISLATION

1. The Committee on Issues and Legislation 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 set forth in the Commission's Mission Statement and Objectives.
2. The Committee 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 policies and will supply names, addresses and telephone numbers of elected or appointed officials for contact.
3. The Committee 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. The Committee shall recommend organizations to the Commission that would assist in forming coalitions to more effectively educate the public about issues.

Approved: \_\_\_\_\_