

**NEVADA COMMISSION FOR WOMEN  
OPERATIONAL GUIDELINES  
2018**

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**NEVADA COMMISSION FOR WOMEN  
OPERATIONAL GUIDELINES**

**I. PURPOSE**

This document describes the purposes and procedures agreed upon by the members of the Nevada Commission for Women. It has been drafted to help the Nevada Commission for Women meet its legislatively assigned tasks in a timely, deliberate, and constructive manner.

**II. 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; per NRS 233I.
2. Regular meetings shall be held no less than quarterly, unless otherwise determined by the Chair. Additional meetings may be held as determined by the Chair.
  - Commission for Women meetings fall under the State of Nevada Open Meeting Law.

**III. 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.

**Meeting**

**Agenda Inclusions:**

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

1. Call the meeting to order;
2. Public Comment;
3. Approval of minutes of previous meeting(s);
4. Results of any fundraising efforts;
5. Budget Updates;
6. Business motions - allocation of funding for events, committees, and/or working groups;
7. Working Groups reports and actions;
8. Other business, as necessary; and
9. Adjournment

**Presenting Motions:**

1. Make a motion.
2. Wait for someone to second the motion; Chairman may call for a second—if there is no second to the motion; the motion is lost.
3. Discussion of the motion.
4. Vote is taken when discussion of the motion has ended.

**Voting on a Motion:**

1. The Chairman will ask for those in favor to say, “Aye”, those opposed to say “no”. A ballot vote may take place if requested by a member.
2. For most motions, a majority vote is needed for a motion to pass.

**IV. COMMUNICATIONS**

**Minutes:**

Unless good cause is shown, the Commission shall approve the minutes of a meeting within 45 days after a Regular, Called or Special Meeting or at the next meeting of the Commission, whichever occurs later. 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 made available to the public annually, to include, without limitation:

1. A statement of the Commission’s financial status;
2. Working Groups 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:**

All media advisory, press releases, and communication for public consumption must be reviewed by the Director of Department of Administration or his/her designee Department of Administration.

Once approved by the Director of Department of Administration or his/her designee, the Chair or his/her designee may request to review the material before distribution and/or 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, once approved by the Director of the Department of Administration or his/her designee and may be requested by the Chair or his/her designee to be reviewed before distribution and/or posting to 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. All “White Papers” and such other position papers must be reviewed by the State of Nevada Department of Administration Nevada Commission for Women Staff. 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.

**V. GENERAL FINANCIAL PROCEDURES**

**All members of the Commission members are expected to use good judgement, to adhere to high ethical standards, and to act in such a manner as to avoid any actual or potential conflict of interest. Please refer to NRS 281A.420.**

1. Commission Members must disclose any interests in a proposed transaction or decision that may create a conflict of interest. After disclosure, the Commission member(s) may not be permitted to participate in the transaction or decision.

**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. Requests may be made for specific projects the Commission is pursuing or to fund the general operating costs of the Commission. All formal requests made by a Commissioner must be reviewed by the State of Nevada Department of Administration Nevada Commission for Women staff prior to the request being made.
2. 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.
3. 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.
4. 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.
5. Any restricted donation will require a written statement from the donor indicating how the donation may be spent.
6. 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.
7. The Nevada Commission for Women will not accept donations from any political organization.

8. 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.

## **VI. FINANCIAL OPERATIONS**

1. A minimum of **\$2,000** will be held in reserve in either the Commission's state budget or Community Foundation of Western Nevada account as working capital for each year.
2. All donations will be deposited to either the Commission's account at the Community Foundation of Western Nevada or the Commission's State of Nevada account. If donations are deposited to the Commission's account at the Community Foundation of Western Nevada, funds may be transferred to the Commission's state budget account when approved by the Commission by a majority vote.
3. The Chair is authorized to request an expenditure of up to \$500 from the State of Nevada Department of Administration Nevada Commission for Women staff without prior approval of the Commission membership. The Commission will be advised of any such expenditure(s) at the next regular meeting and may ratify such Expenditure(s) by majority vote. All such expenditure(s) will include purpose and receipts.
4. An expenditure more than \$500 for the purchase of a single item should have bids or quote from three (3) suppliers if possible. These bids or quotes will be reviewed by the State of Nevada Department of Administration Nevada Commission for Women staff and the bid or quote award must be specifically approved in advance by majority vote of Commission members.
5. All suppliers, contractors, and/or vendors must be registered with the State of Nevada Controller's office prior to completing contract.

## **VII. PRIVACY POLICY**

1. The Nevada Commission for Women will keep members' email addresses, telephone numbers, and addresses confidential to the extent permitted by law.
2. The use of Commission members' information for non-Commission purposes is strictly forbidden except by approval of the Chair.
3. The Commission member roster shall be distributed to the membership ONLY.

## **VIII. 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.

## **IX. STATE OF NEVEDA DEPARTMENT OF ADMINISTRATION**

1. The State of Nevada Director of Department of Administration or his/her designee must approve all Commissioner speaking engagement invites, formal presentations, printed documents, and/or media advisory, press releases, and communication for public consumption a Commissioner will be delivering on behalf of the Nevada Commission for Women prior to delivering and/or distribution.
2. The Department of Administration shall be responsible for the Commission's audio-visual materials.
3. 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.
4. 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.

## **X. FUNDRAISING AND SPECIAL EVENTS WORKING GROUP**

1. The Fundraising and Special Events Working Group shall not consist of more than 4 Commissioners at one time.
2. The Fundraising and Special Events Working Group may create, plan and budget for all Fundraising and Special Events for review and approval by a majority vote of the Commission members.
3. The Fundraising and Special Events Working Group will coordinate as necessary with the Commission to implement such events.
4. All flyers, letters, and other public material must have approval from the State of Nevada Director of Department of Administration or his/her designee prior to distribution. The Chair or his/her designee may request to review and approve prior to public distribution.

## **XI. TRAVEL EXPENSES**

1. **When traveling on behalf of the Nevada Commission for Women, all Commission members must adhere to the State Administrative Manual:**  
<http://budget.nv.gov/uploadedFiles/budgetnv.gov/content/Governance/SAM.pdf>.

## **XII. ISSUES AND LEGISLATION WORKING GROUP**

1. All formal written and/or oral communication to be sent or voiced to legislators on behalf of the Nevada Commission for Women must have prior approval from the State of Nevada Director of Department of Administration or his/her designee.
2. The Issues and Legislation Working Group shall develop the policy viewpoints of the Commission by seeking input from members and assessing the vital issues of the day considering the principles and purposes set forth in the Commission's Mission Statement and Objectives.
3. The Issues and Legislation Working Group 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 Working Group 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.
4. The Issues and Legislation Working Group shall always respect the variety of opinions among Commission members. The Working Group will not support candidates or engage in any partisan politics on behalf of the Commission unless there is a two-thirds (2/3) majority vote in support of, or opposition to, legislation.
5. The Issues and Legislation Working Group shall recommend organizations to the Commission that would assist in forming coalitions to more effectively educate the public about issues.

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

Patrick Cates, Director  
State of Nevada Department of Administration

Date: \_\_\_\_\_