

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.

Zoom Video Communications:

The Nevada Commission for Women’s Zoom account is to be used by Nevada Commission for Women Commissioners, Director of Department of Administration or his/her designee only. Prior approval by Nevada Commission for Women Commissioners is required for all presentation on Zoom. An on-line record/list or log needs to be created for use by Commissioners.

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~~ should review and approve 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 should be approved~~ requested by the Chair or his/her designee ~~to be reviewed approved~~ before distribution and/or posting to the Commission's website.

Commented [MW1]: Suggested change by Director Freed

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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.

2. 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.
3. 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.
4. 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.
5. 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.
6. Any restricted donation will require a written statement from the donor indicating how the donation may be spent.
7. 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.
8. The Nevada Commission for Women will not accept donations from any political organization.

9. 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/budgetnvgov/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: _____ Date: _____

Laura FreedPatrick Cates, Director

State of Nevada Department of Administration

Appendix A

Nevada Revised Statute Chapter 233I – Nevada Commission for Women

<u>NRS 233I.010</u>	“Commission” defined.
<u>NRS 233I.020</u>	Creation; membership; designation of Chair and Vice Chair; terms of officers.
<u>NRS 233I.030</u>	Members: Terms of office; reappointment; vacancies.
<u>NRS 233I.040</u>	Members: Reimbursement for certain expenses.
<u>NRS 233I.050</u>	Meetings; quorum.
<u>NRS 233I.060</u>	Powers and duties.
<u>NRS 233I.070</u>	Appointment of committees.
<u>NRS 233I.080</u>	Department of Administration to provide staff assistance; volunteer workers and consultants.
<u>NRS 233I.090</u>	Gifts, grants and contributions.
<u>NRS 233I.010</u>	“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 2331.040 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 2331.090](#).

(Added to NRS by [1991, 1910](#); A [1995, 1921](#))

NRS 2331.050 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 2331.060 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 2331.070 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 2331.080 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 2331.090 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](#))

Appendix B

State of Nevada Assembly Bill 258

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.

79th 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:

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:

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.

79TH Session (2017)