

# Nevada Commission for Women

## By-Laws

2022

### I. Purpose

The Nevada Legislature authorized the Commission for Women with passage of NRS 233I. The Commission for Women is comprised of 10 members who reflect the diversity of Nevada and balanced political party representation. These By-Laws specify the Commissioners' roles, responsibilities, and duties as they dedicate their service to the State of Nevada.

The Commission is charged with studying the changing and developing roles of women in society, including the recognition of socioeconomic factors that influence the status and equality of women, and recommend proposed legislation for consideration. Staff support is provided to the Commission by the Department of Administration.

### II. Membership

#### A. Chair

The Governor designates one member of the Commission to serve as Chair for a term of one year who may be reappointed by the Governor for one additional term.

With approval of the Commission, the Chair may appoint committees from its members to assist with any functions or duties of the Commission. The Chair will remain knowledgeable of all Commission policies and Department of Administration policies. The Chair will maintain communication with the Department's assigned staff and will consult the Commission's assigned Deputy Attorney General on any legal matters. The Chair will also keep the Vice Chair apprised of any items involving the Commission.

## B. Vice Chair

The Governor designates one member of the Commission to serve as Vice Chair for a term of one year. The position may be reappointed by the Governor for one additional term. The Vice Chair will lead the meeting in the absence of the Chair and shall have all the powers and duties of the Chair during the Chair's absence. The Vice Chair will remain knowledgeable of all Commission policies and Department of Administration policies. The Vice Chair will maintain communication with the Chair, the Department of Administration's designated staff person and will consult the assigned Deputy Attorney General for all legal matters regarding the Commission.

## C. Commissioners

The Governor is responsible for appointing ten Commissioners for the Commission. Each appointee's term of office is three years, commencing on July 1 of the year of appointment, but will continue until such time a successor is officially appointed. A Commissioner may be reappointed but may only serve two consecutive terms. If a Commissioner chooses to resign from their position before the end of their term or before a successor is officially appointed, the individual may submit a written request to the Governor's office and inform the Chair, Vice Chair and Department of Administration's designated staff member of the request. Each Commissioner will remain knowledgeable of all Commission policies and Department of Administration policies and maintain all commission communication through the Chair, or in the absence of the Chair, the Vice Chair.

If any Commissioner has two consecutive unexcused absences from the regularly scheduled meetings during the fiscal year (July through June), the Chair will send a recommendation to the Department of Administration's designated staff person stating that the individual's membership should be terminated. The Director of the Department of Administration will review the recommendation and if in agreement, the Director will forward a response to the Governor's Office, which has the authority to remove any member of the Commission. If the Governor's office agrees, the Governor shall provide the member in writing of a forty-five days' notice of removal unless the Governor determines circumstances warrant an immediate removal.

It is the responsibility of each individual Commission member to be informed of all relevant laws, policies and procedures that pertain to the Commission. Any specific questions or inquiries are to be made through the Chair who may refer such to the Department of Administration's designated staff member.

### III. Meetings

Meetings are to be held in locations in either Carson City or Las Vegas and virtual meetings may be utilized at the direction of the Chair to facilitate attendance and participation by all members. The Chair must ensure meetings are held no less than once per quarter, though additional or special meetings may be held.

The Commission will adhere to the State of Nevada Open Meeting Law (Chapter 241 of Nevada Revised Statutes) when planning and or conducting meetings, or when members communicate with each other. There must be a majority of current Commissioners present to constitute a quorum. Once a quorum has been established, the Chair shall not entertain a quorum call until all business included in the agenda for the meeting has been transacted. Only when a quorum is present can action items be voted upon by the Commission. Information items may be considered by the Commission when a quorum is not present.

The Chair is responsible for preparing the agenda for the Commission. Items to be placed on the agenda for regular meetings must be on file with the Chair a minimum of thirty days before the scheduled meeting. Any Commissioner may request that an item be placed on the agenda after consultation with the Chair. The Chair must send the agenda to the Department of Administration for final approval of all agenda items. The Department's designated staff person will send the agenda to the Deputy Attorney General to receive legal approval. Once approved, the individual will prepare the agenda in compliance with the Americans with Disabilities Act and will ensure correct agenda posting in conformance with the Open Meeting Law.

### IV. Funding

The Commission may apply and receive gifts, grants, contributions, or other money for carrying out the duties outlined in NRS 233I. The Commission may designate one Commissioner as their fundraising lead. This person will coordinate fundraising strategies, activities and will facilitate fundraising efforts of the Commission. This person will provide regular updates to the Chair, Vice Chair, Commissioners, and the Department of Administration's designated staff person. All fundraising events and items require approval from the Department of Administration Director prior to release. Fundraising items may include, but are not limited to:

- Flyers;
- Letters; and
- Email or other digital communications.

All donations will be deposited to the Commission's budget account within the State's accounting system. Any purchase approved by a majority vote of Commissioners requires the approval of the Director of the Department of Administration before any withdrawal of available funding may be used. The Commission will adhere to the state's accounting policies and procedures and the state's procurement law and regulations. Any supplier, contractor, and/or vendor must be registered with the State Controller's office prior to any contract award. The Commission must maintain a minimum of \$2,000.00 in the state budget account as working capital for each year.

Commissioners receive no compensation for their services but are entitled to be reimbursed for all travel and other expenses that are necessary for them to perform their duties, within the limits of money available from gifts, grants, contributions, and other money received pursuant to NRS. Expenditures of money including in-kind donations must be approved by the Commission. Commissioners will read and follow the State Administrative Manual (SAM) before planning any travel or incurring any travel expenses or other expenses. The State Administrative Manual can be accessed at [budget.nv.gov](http://budget.nv.gov).

The Chair must receive permission from the Department of Administration's Director before the expenditure of funds or to provide reimbursement to a Commissioner. Neither the Commission nor its members may not be reimbursed for food or refreshments, pursuant to the SAM section 2636.

## V. Department of Administration

The Department of Administration's Director will provide staff assistance to the Commission in carrying out the duties and responsibilities of the Commission, as the Governor deems appropriate. The Commission may solicit volunteers or pro bono consultants for specific projects pursuant to the NRS.

The Department of Administration's designated staff will update all Commission websites and social media platforms. If the Commission wants to create a new online account or website, they must get prior approval from the Director's office. The designated staff member will maintain the confidential passwords for the Commission and will not provide such information to the public. Commissioners will review websites and social media platforms and contact the Chair regarding any updates that need to be made or with any social media content they would like the Commission to share. The designated staff member must seek review from the Department's Public Information Officer and/or the Director's final approval regarding all new or revised or additional public content.

All media advisory, press releases, communication for public consumption and political inquires must go through the Department of Administration for approval. Commissioners cannot represent the Commission to any of the listed entities without the Director's prior approval. No Commissioner may use her seat on the Commission to endorse or raise campaign funds in the name of the Commission for any candidate for public office.