

**Carson City
Agenda Report**

Date Submitted: April 10, 2012

Agenda Date Requested: April 17, 2012

Time Requested: 10 mins

To: Charter Review Committee

From: Lawrence Werner, City Manager

Subject Title: For Possible Action: To elect a chair and a vice chair.

Staff Summary: Pursuant to Carson City Charter Sec. 1.090(1) The Charter Committee shall elect a chairman and vice chairman from among its members who serve for a term of 2 years.

Type of Action Requested: (check one)

(☒) Formal Action/Motion (☐) Other (Specify)

Recommended Committee Action: I move to elect _____ as Chair and _____ as Vice Chair of the Charter Review Committee.

Supporting Materials: Carson City Charter Sec. 1.080 - 1.100 and Charter Review Committee Bylaws.

Prepared By: Janet Busse, Office Supervisor

Reviewed By:


(City Manager)

Date:

4/11/12

Committee Action Taken:

Motion: _____

1) _____

Aye/Nay

2) _____

(Vote Recorded By)

Sec. 1.080 - Charter committee: Nomination; appointment; terms; qualifications; compensation.

1. The candidates for membership on the charter committee must be nominated as follows:
 - (a) Each supervisor shall nominate at least one candidate; and
 - (b) Each member of the senate and assembly delegation representing the residents of the city shall nominate at least one candidate.
2. The board shall:
 - (a) Determine the appropriate number of members of the charter committee from the candidates nominated; and
 - (b) Appoint the members of the charter committee.
3. Each member of the charter committee must:
 - (a) Be a registered voter in Carson City;
 - (b) Serve a term concurrent to the term of the public officer by whom he was nominated;
 - (c) Reside in Carson City during his term of office; and
 - (d) Serve without compensation.

(Added-Ch. 341, Stats. 1999 p. 1406)

Sec. 1.090 - Charter committee: Officers, meetings; duties.

The charter committee shall:

1. Elect a chairman and vice chairman from among its members who each serve for a term of 2 years;
2. Meet at least once every 2 years before the beginning of each regular session of the legislature and when requested by the board or the chairman of the committee;
3. Meet jointly with the board on a date to be set after the final biennial meeting of the committee is conducted pursuant to subsection 2 and before the beginning of the next regular session of the legislature to advise the board with regard to the recommendations of the committee concerning necessary amendments to this charter; and
4. Assist the board in the timely preparation of such amendments for presentation to the legislature on behalf of the city.

(Added-Ch. 341, Stats. 1999 p. 1406; A-Ch. 68, Stats. 2003 p. 451)

Sec. 1.100 - Charter committee: Removal; vacancies.

1. A member of the charter committee may be removed by the board for:
 - (a) Missing three consecutive regular meetings; or
 - (b) Other good cause.
2. The board shall fill any vacancy that occurs on the charter committee for the unexpired term.

(Added-Ch. 341, Stats. 1999 p. 1406)

CARSON CITY CHARTER REVIEW COMMITTEE

BYLAWS

1. **Meetings.** The language of section 1.090(2) and (3) of the Carson City Charter is incorporated herein by reference. Meeting times will be designated by the committee. All meetings, whether regular or special, shall be made public. A majority of members shall constitute a quorum for the transaction of business.

2. **Special Meetings.** Special meetings may be called at any time by the chairperson or by any three (3) members of the committee. The purpose of the meeting shall be stated and shall be delivered to each member indicating the time, date, and place of the meeting. Non-decision making workshops may be called by the chairperson or by any three (3) members of the committee.

3. **Notice of Meetings.** Notices shall conform with the Nevada Open Meeting law, NRS Chapter 241. Notices of the meetings are to be posted at least three (3) working days prior to the scheduled meeting and in at least four (4) locations.

4. **Officers.** The language of section 1.090(1) of the Carson City Charter is incorporated herein by reference. In the absence of the chairperson and vice chairperson, the quorum present shall appoint a chairperson *pro tempore* by majority vote.

The city shall provide a secretary to act as recorder, vote counter, and to take roll.

5. **Duties of the Chairperson.**

- a. The chairperson shall be responsible for the conduct of all committee meetings;
- b. The chairperson shall confer with city staff on the matters scheduled for the agenda;
- c. The chairperson may request that items be scheduled for a committee meeting. If other committee members wish to schedule an item, such request shall be made to the chairperson or by three members of the committee;
- d. In the absence of the chairperson, these duties shall be assumed by the vice chairperson, then the chairperson *pro tempore*.

6. **Resignation.** Any committee member may resign at any time by sending written notification to the Carson City Clerk-Recorder, and to the public officer or elected official who recommended the member's appointment to the committee.

7. **Amendment.** An amendment to these bylaws introduced at any regular meeting shall be voted on at the next meeting and require an affirmative vote of two-thirds (2/3) of the total committee membership in order to pass.

8. **Attendance.** The language of Section 1.100 of the Carson City Charter is incorporated herein by this reference. Regular attendance at meetings shall be expected of all members. Timely contact with the chairperson or city staff is required in the event of a committee member's absence from a scheduled meeting.

9. **Quorum.**

a. A quorum shall be a simple majority of the committee;

b. To be considered an approval motion, a vote of a simple majority of the committee present shall be required.

10. **Conduct of the Meetings.**

a. Committee members shall attend the meetings in appropriate attire to represent the image and authority of the committee;

b. Committee members shall arrive in a timely manner prior to the opening gavel.