

**OPEN SPACE ADVISORY COMMITTEE
STAFF REPORT**

MEETING DATE: April 15, 2013

AGENDA ITEM NUMBER: 3G

STAFF: Roger Moellendorf, Parks and Recreation Director

REQUEST: For Discussion and Possible Action: Regarding the proposed Open Space Advisory Committee Bylaws

GENERAL DISCUSSION: According to the “Carson City, Nevada, Committees, and Commissions Policies and Procedures” adopted by the Board of Supervisors on September 5, 2012 all boards, commissions and committees operating under the auspices of the Board should have a set of bylaws and the bylaws should contain a mission statement. The Open Space Advisory Committee identified and adopted a mission statement in 2012 but does not have a set of bylaws. Staff believes that the proposed bylaws are in conformance with the Board’s new policy.

RECOMMENDED ACTION: I move to recommend to the Board of Supervisors approval of the Open Space Advisory Committee Bylaws.

CARSON CITY OPEN SPACE ADVISORY COMMITTEE BYLAWS

DRAFT

MISSION STATEMENT:

Reporting to the Board of Supervisors, the Open Space Advisory Committee will develop, oversee, and support the Open Space Program by working in concert with staff and the public to acquire, interpret, preserve, and enhance natural landscape, agriculture and cultural resources while balancing the needs of the public's opportunities for passive recreation.

1. MEETINGS:

It is the intent of the Open Space Advisory Committee to have regular meetings not less than once a month, unless otherwise determined by the committee, on the third Monday of the month. However, the Chair and the Open Space Manager together can decide to cancel a meeting if there is a lack of sufficient topics and agenda items in their opinion to warrant it.

Regular meetings may also be rescheduled in advance by a majority of Committee members at any regular meeting. If the meeting date is a legal holiday, the meeting may be rescheduled for another date in the same month if possible; the time 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 Chair or by a quorum 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 Chair or quorum of the Committee.

3. NOTICE OF MEETINGS:

Notices shall conform with the Nevada Open Meeting Law, N.R.S. Chapter 241. Notices of the meetings are to be posted at least three (3) working days prior to the scheduled meeting and in three locations.

4. OFFICERS:

At the first regular meeting of each calendar year, the Committee shall elect a Chair and Vice Chair for that year. In the absence of the Chair and Vice Chair, the quorum present shall appoint a Chair pro tempore by majority vote.

The City shall provide a Secretary to each and every meeting of the Committee to act as a recorder, vote counter, and to take roll.

OFFICERS: (Continued)

The terms of the office for the officers shall be one year, but any officer may be removed from office by a majority vote of the Committee. Any officer may resign his or her elected office at any time, with or without approval from the Committee. Except in circumstances where an officer is removed from the Committee for cause, an officer who is removed or resigns from an elected office may still remain on the Committee for the duration of his or her appointment as a Committee member.

The Chair can only serve a Chair for two consecutive years.

When an officer resigns his or her elected office, he or she shall communicate such resignation to the Committee. The Committee shall elect a new officer no later than the first regular meeting after an officer has been removed or has resigned from an elected office. The Committee may appoint an officer pro tempore to act during any interim period occurring after the removal or resignation of an officer and before any subsequent election of a new officer.

5. DUTIES OF CHAIR:

- a. The Chair shall be responsible for the conduct of all Open Space Advisory Committee meetings.
- b. The Chair shall confer with the Director of Parks and Recreation, or his designee, who places matters on the agenda.
- c. Any member of the Committee may request that items be scheduled for a Committee meeting.
- d. In the absence of the Chair, these duties shall be assumed by the Vice Chair, then the Chair pro tempore.

6. RESIGNATION:

Any Committee member may resign at any time by sending written notice of such resignation to the Parks and Recreation Department.

7. POWERS OF THE COMMITTEE:

The Committee shall have power as follows:

- a. Those powers written in the City Ordinance creating this Committee.
- b. To organize and dissolve subcommittee(s) of the Open Space Advisory Committee.
- c. To cooperate with other government agencies and civic groups in the advancement of sound open space planning and management.

8. 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 2/3^{rds} of the total Committee membership in order to pass.

9. ATTENDANCE:

Regular attendance at meetings shall be expected of all members. In any calendar year, Committee members shall attend a minimum of seventy-five percent (75%) of the scheduled regular Open Space Advisory Committee meetings, and shall exercise due diligence in attending special meetings, public hearings, workshops, and study sessions.

- a. Approval for excused absence may be granted to any member by a majority vote of the Committee. Should an absence be excused by the Committee for reasons of illness, death in the family, or an emergency, this will be recorded as an excused absence and will not reflect on the attendance record.
- b. Should a Committee member miss a meeting for other reasons, the Committee may find that this is an excused absence, and it will not reflect on the attendance record. This discretion of the Committee is based on the Committee member's overall attendance record.

10. QUORUM:

- a. A quorum shall be four (4) members of the Committee.
- b. To be considered an approval motion, a vote of a simple majority of the Committee present shall be required, unless a two-thirds vote is required for the action. A requirement for a two-thirds vote shall mean that five (5) Committee members vote aye on the motion.

11. CONDUCT OF THE MEETINGS:

- a. Committee members shall attend the meetings in appropriate attire to represent the image and authority of the Open Space Advisory Committee.
- b. Committee members shall arrive in a timely manner prior to the opening gavel.
- c. There shall be no smoking or consumption of alcoholic beverages in the Committee chambers during the Committee meeting.
- d. Committee meetings shall not take place without a representative of the Parks and Recreation Department present.
- e. It shall be the policy of the Committee that a representative of the District Attorney shall be present if the Chair or a Committee member in consultation with the Chair and Open Space Manager so request. Staff will always have the right to request District Attorney representation.

12. REPORTS AND MEETING PACKETS:

- a. The Open Space Manager shall prepare reports on behalf of the Parks and Recreation staff or Open Space Advisory Committee member for each item for which a public hearing is scheduled.
- b. Each staff report shall be in the form and style as determined by the Open Space Manager. At a minimum, the report shall recommend to the Committee the necessary findings required to consider an action on a project; recommend language for a motion supporting the proposed action; and recommend conditions to ensure conformance of the proposed project with City policy and regulations.
- c. The Open Space Manager may present reports either orally or with written background materials for any other topics that are not scheduled as public hearing before the Committee. Such items shall be identified on the meeting agenda.

13. PARLIAMENTARY AUTHORITY:

Roberts Rules of Order shall apply at any time that a matter under consideration is not covered by these bylaws.