

**CULTURAL COMMISSION  
STAFF REPORT**

**Meeting Date:** March 17, 2015

**Agenda Item Number:** 3B

**Applicant:** Commission Members  
Vern L. Krahn, Senior Park Planner

**Request:** **For Possible Action:** To elect a Chairperson and Vice-Chairperson for the Carson City Cultural Commission for the 2015 calendar year.

**General Discussion:** As per the Cultural Commission's bylaws, the Commission shall elect at its first regular meeting of each year a Chairperson and Vice-Chairperson for the upcoming calendar year (Exhibit A). ✓

**Recommended Action:** I move to nominate \_\_\_\_\_ as Chairperson and \_\_\_\_\_ as the Vice-Chairperson of the Carson City Cultural Commission for the 2015 calendar year.

# Exhibit A ✓

## II. MEETINGS OF THE COMMITTEE

### A. Regular Meetings

1. Regular meetings shall be held quarterly, on the third (3<sup>rd</sup>) Tuesday of the month, and must be made public. A majority of Commissioners present at any regular meeting may reschedule regular meetings to another day in the same month, or another month or may cancel a regularly scheduled meeting.
2. Roberts Rules of Order shall apply at all times for matters under consideration.
3. If a meeting date is a legal holiday, the meeting will be scheduled for the next available date.

### B. Special Meetings.

1. The Chairperson may, at any time, call for a special meeting. Each commissioner must receive a timely written explanation of the purpose of the special meeting, the time, date and location of the meeting. Any special meeting must comply with the requirements of the Nevada Open Meeting Law.
2. The Chairperson or a quorum of the Commissioners may also call for "non-decision" making workshops subject to the requirements of the Nevada Open Meeting Law.

### C. Notice of Meetings.

Meeting notices must conform to the Nevada Open Meeting Law, Nevada Revised Statutes.

### D. Officers



1. At the first meeting of each calendar year, the Carson City Cultural Commission shall pursuant to a noticed agenda item elect a Chairperson who shall preside at meetings. The Commission shall then choose a Vice-chairperson. The Vice-chairperson shall preside in the absence of the Chairperson. In the absence or disability of the Chairperson and Vice-chairperson, the Commission may designate a Chairperson pro tempore with a quorum present by majority vote.
2. Officers may resign at any time, but must communicate the resignation to the Commission and the Parks and Recreation Department in writing. The

Commission will elect a new officer no later than the next regularly scheduled meeting, with an officer pro tempore serving in that interim capacity.

3. Officer terms will be for at least one year, but any officer may be removed by majority vote. Officers removed, except those removed for cause, and officers who resign may remain on the Commission for the appointed duration. Officers removed for cause may be removed from serving on the Commission by action of the Carson City Board of Supervisors.

E. Duties of Chair

1. The Chairperson conducts all the Commission meetings. Staff and the Chair confer on meeting agenda items. The chair shall place items on the agenda and additional items may be included, if requested by three or more Commissioners. The Vice Chairperson and the Chairperson pro tempore assume these duties, if necessary.
2. The Chairperson may only serve for two consecutive years. A Commissioner who has served as Chairperson will qualify to be nominated for Chairperson provided that two or more years have passed since the member last served as Chairperson.
3. The Board of Supervisor member appointed to the Commission shall not serve as Chairperson or Vice-Chairperson.

F. Attendance

1. In each calendar year, Commissioners are expected to attend a minimum of seventy-five percent of regularly scheduled meetings. In addition, Commissioners will make every reasonable effort to attend special meetings, public hearings, workshops and strategic planning sessions.
2. Commissioners may attend meetings by phone, if necessary.

G. Quorum

A majority of Commissioners shall constitute a quorum for the transaction of business. To be considered an approved motion, a vote of a simple majority of Commissioner's present is needed, unless two-thirds vote is required.

H. Resignation

Commissioners may resign at any time by providing written notice to the Parks and Recreation Department and the Carson City Board of Supervisors.