

CULTURAL COMMISSION STAFF REPORT

Meeting Date: March 15, 2016

Agenda Item Number: 3A

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 2016 calendar year.

General Discussion: As per the Cultural Commission's bylaws, the Commission shall elect at its first meeting of each calendar year a Chairperson and Vice-Chairperson for the upcoming year (Exhibit A). According to the Board of Supervisors' Policies and Procedures manual for Boards, Committees, and Commissions (BCC), amended February 4, 2016 (Exhibit B – Terms for Chairperson) Chairperson Bugli and Vice-Chair McBride are each eligible to serve one more term in their respective positions, if the Commission would chose to re-elect them.

As the District Attorney's Office pointed out for clarification during their review of the staff report, the Board of Supervisors discussed this policy issue on December 3, 2015. It was determined at that time the City's BCC should aspire to rotate the chair. But, the final authority rests with each BBC and they should decide who they think is their best leader. So, in the future it will be fine if someone is voted in to serve more than two years in a row.

Recommended Action: I move to nominate _____ as Chairperson and _____ as the Vice-Chairperson of the Carson City Cultural Commission for the 2016 calendar year.

Exhibit A

II. MEETINGS OF THE COMMITTEE

A. Regular Meetings

1. Regular meetings shall be held quarterly, on the third (3rd) 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.

Exhibit B

meetings shall be forwarded to the assigned City department, City Manager and Board of Supervisors consistent with the Open Meeting Law.

Terms for Chairperson



It is the aspirational goal of the Board of Supervisors that leadership will regularly rotate among the members of the boards, committees and commissions. As such, a member should only serve as chairperson for two consecutive years and should be nominated for chairperson only when two or more years have passed since the member last served as chairperson. A board, committee or commission may deviate from this aspirational goal if it determines that compliance would be detrimental to its purpose or function.

Legal Counsel

The District Attorney's Office serves as legal counsel to the boards, committees, and commissions created by the Board of Supervisors and for those where state statute identifies the District Attorney as legal counsel. The District Attorney advises and represents the City departments and employees as they fulfill their official duties, expresses legal opinions, and defends city officials and employees for actions performed in good faith in their official capacities.

The District Attorney can provide valuable information and advice regarding statutes, ordinances and legal issues. A board, committee, or commission that follows the advice of the District Attorney increases its defenses from liability and is more likely to avoid legal problems. Members may request the following kinds of information from the District Attorney:

- Assurance that the board, committee, or commission's decisions and actions fall within statutory authority.
- Input about conflicts of interest.
- Input about compliance with the Nevada Open Meeting Law requirements.

Requests for formal legal opinions must be directed through the appropriate department director for review and to the City Manager or appropriate elected official for approval prior to sending the request to the District Attorney's Office.

Staff Liaisons

As liaisons to boards, committees, and commissions, City staff members provide a variety of professional assistance and administrative functions; these include preparing and distributing meeting notices, record keeping, providing professional guidance and analysis, and serving as the communication link between boards, committees, and commissions or counsel. Staff liaisons will consult with board, committee, or commission chairperson on the preparation of agendas.

The liaisons are staff professionals with significant responsibilities in addition to their liaison activities. The liaison role is one of communications to assist boards, committees, and commissions in their work. It is important for the orderly working of the City to be