

**City of Sparks
GROUP HEALTH CARE COMMITTEE
RULES OF PROCEDURE**

Effective January 25, 2021

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A. PURPOSE

The purpose of the Group Health Care Committee (GHCC) is to discuss cost containment measures and to recommend to the City Council any benefit changes to the City’s self-insured group health and life insurance plan.

B. APPLICATION

This document shall be known as the City of Sparks Group Health Care Committee (GHCC) Rules of Procedure and shall apply to all meetings of the GHCC. The purpose of these rules is to adopt a Parliamentary Authority and to establish supplemental rules of procedure for the conduct of meetings and members of the GHCC where such rules are not inconsistent with the Sparks Municipal Code, state or federal law. When consistent with state law and not otherwise provided in the City of Sparks Group Health Care Committee Rules of Procedure, the conduct of meetings of the GHCC shall be governed by the most recent edition of Robert’s Rules of Order then in effect.

C. POLICY

The City of Sparks Group Health Care Committee Rules of Procedure are not intended to legally bind the City of Sparks, are only for the benefit of the GHCC, and do not confer any rights upon third persons.

D. ORGANIZATION

Three (3) constituencies comprise the GHCC:

1. Voting Groups

Operating Engineers Local 3, the Sparks Police Protective Association, and International Association of Firefighters Local 1265 are the “Voting Groups” on the GHCC. One “voting member” and one “alternate” represent each Voting Group and are appointed to their positions by the membership of their respective recognized bargaining units.

2. Represented Groups

Operating Engineers Local 3 Supervisory Unit; Classified Chief Officers; Confidential Employees; Management, Professional, Technical and Appointed Employees; and Retirees are the five non-voting “Represented Groups” on the GHCC. One “primary member” and one “alternate” represent each Represented Group. Operating Engineers Local 3 Supervisory Unit and Classified Chief Officers select and appoint their own representatives. The City Manager selects and appoints the representatives for Confidential Employees; Management, Professional, Technical and Appointed

Employees; and Retirees. The application process for Retirees follow the application process for other City boards and commissions.

3. Chair and Vice Chair

The Chair and Vice-Chair of the GHCC are selected and appointed by the City Manager and need not otherwise be members or alternates on the GHCC.

E. AGENDAS

1. Preparation of the Agenda and Meeting Materials

The Chair shall arrange a list of matters according to the Order of Business and prepare an agenda for each meeting of the GHCC. The Chair will post the meeting agenda seven (7) calendar days prior to the meeting. The meeting materials for any meeting of the GHCC should be distributed as soon thereafter as is reasonably practicable. GHCC members and relevant staff should read the agenda materials in preparation for a GHCC meeting. If a member requires clarification on an issue prior to the meeting, he or she may contact the Chair prior to the meeting.

a. Order of Business

- i.** Call to Order
- ii.** Roll Call
- iii.** Public Comment
- iv.** Approval of the Agenda
- v.** Minutes
- vi.** Announcements from the Chair
- vii.** Presentations and Reports
- viii.** General Business
- ix.** Voting Group Announcements
- x.** Represented Group Announcements
- xi.** Public Comment
- xii.** Adjournment

b. Meeting Item Requests

Request by Voting or Represented Group

Any Voting Group or Represented Group may place an item on the agenda by so requesting the addition of such item to a future agenda, either during a regular meeting of the GHCC or in writing to the Chair. All such requests must explain with

specificity whether the item is a cost saving measure or a recommended benefit change.

If an agenda item request is denied by the Chair, an appeal may be made to the City Manager. If agenda item request is denied by the City Manager, an appeal may be made to the City Council (see flow chart – Attachment A). An appeal must be submitted in writing within ten (10) calendar days of the decision being appealed.

The Chair will provide an update on any pending agenda items during Announcements from the Chair.

In case of inclusion of an agenda item pursuant to this Section, the proposing group is responsible for preparing the agenda item and presenting the matter to the GHCC. Groups will work through the Chair for recommendations and assistance in preparing and presenting such matters.

1. City Staff

City Staff supports the GHCC as a courtesy and to facilitate the purpose of the GHCC. GHCC members, Voting Groups or Represented Groups may not request any project of the Chair, Vice Chair, or other city staff that entails over two (2) hours of staff work without first obtaining written approval from the City Manager. In addition to those items requested by a Group pursuant to subsection 1, the Chair, Vice Chair, and City Manager or designee may direct items to be placed on the GHCC agenda.

F. MEETINGS

1. GHCC Meetings

Regular meetings of the GHCC shall be held at 8:30 am on the third Thursday of every odd-numbered month (January, March, May, July, September, November) in the Downstairs Training Room in Sparks City Hall unless a different location is required due to a scheduling conflict. Seating for meetings of the GHCC shall be styled in the same fashion as seating for a City Council Workshop with each Group being afforded two seats, one each for such Group's primary and alternate members.

a. Meeting Cancellation

In the event that there is no business for the GHCC to conduct, the GHCC members and alternates shall be notified in writing and a cancellation notice posted as required by law.

b. Scheduling a Special Meeting

The Chair may call a special meeting of the GHCC when he/she deems it necessary. Members and alternates of the GHCC must be notified at least three (3) days prior to any special meeting.

2. Open to the Public

All meetings of the GHCC shall be open to the public. All meetings of the GHCC will comply with Nevada's Open Meeting Law.

3. Presiding Officer

The Chair shall preside at meetings of the GHCC. In case of the Chair's absence or temporary disability, the Vice-Chair shall act as the Chair during the Chair's period of absence. In case of the absence or temporary disability of both the Chair and Vice-Chair, an Acting Chair shall be designated by the City Manager and shall act as the Chair during the period of those absences.

4. Quorum

At all meetings of the GHCC, a quorum shall be declared by the attendance of the Chair or Vice Chair and either the primary member or alternate member from at least two of the three Voting Groups.

5. Motions and Discussion

- a. All General Business items considered by the GHCC and requiring action shall be acted upon in the form of an affirmative motion. A failed negative motion is not the equivalent of an affirmative motion.
- b. All General Business items considered by the GHCC and requiring action must have a motion by one Voting Group and a second by another Voting Group to continue and be complete with an action. No member of a Represented Group may make a motion or a second, but Represented Groups may engage in discussion regarding any agenda item or motion, including suggesting a possible motion for a Voting Group to make.
- c. When possible, members of the GHCC should direct questions primarily to the Chair. Legal questions and issues may be directed to the representative of the City Attorney's Office in attendance at any meeting.

- d. Following the presentation of any General Business item, but prior to any motion, each Group will be afforded ten (10) minutes for comments and questions. Additional time may be granted to any Group, at the sole discretion of the Chair, once every other group desiring to use its designated period for comments and questions has had an opportunity to so participate.

6. Voting

- a. Each Voting Group has one (1) vote. The votes of any two (2) of the Voting Groups shall bind all of the Voting Groups and Represented Groups to a recommendation for cost saving or benefit change proposed to the City Council.
- b. All votes shall be made by roll call vote taken by the Chair or presiding member. The votes shall be recorded, and the Chair will announce whether the motion carried or failed.
- c. In case of a tie vote on any proposal, the motion shall be considered failed.
- d. Members must comply with NRS Chapter 281A regarding disclosure and abstention from voting.

7. Administration

a. No Suspension of Rules

These rules may not be suspended except in the case of an emergency. Determination of an emergency shall be at the sole discretion of the Chair and must receive City Manager or designee approval.

b. Amending Rules

These rules may be amended by a majority vote of the Voting Groups as described in these rules and with approval of City Council. Any possible amendment shall be included on a meeting agenda in compliance with Nevada's Open Meeting Law.

c. Reconsideration

A motion to reconsider any action taken by the GHCC may be made only during the meeting at which the action was taken or the next regularly scheduled meeting. A motion to reconsider must be made by a Voting Group that voted on the prevailing side of the motion being reconsidered, but a motion to reconsider may be seconded by any Voting Group. A previous motion failing

by virtue of a tie vote may be reconsidered upon the motion of any Voting Group. If a motion to reconsider relates to an item requiring legal notice, only the motion to reconsider itself may be debated and, if passed, reconsideration of the item shall be continued to a future date to allow for the provision of sufficient legal notice.

d. Attendance

All Groups of the GHCC are expected to have at least one representative (member) attend scheduled meetings. Members may be excused from meetings by complying with this section. If a member is unable to attend a scheduled meeting of the GHCC, the member must contact the Chair prior to the meeting to inform Chair of his or her inability to attend. Members appointed to Represented Groups by the City Manager with two or more unexcused absences in any twelve-month period or who miss two consecutive meetings of the GHCC may be removed from their position and a replacement will be appointed before the next regularly scheduled meeting of the GHCC.

e. Remote Appearance

A Voting Group or Represented Group may participate via telecommunication in all or part of GHCC meeting if:

- i. Prior approval is given by the Chair or presiding officer for good cause, which approval shall not be unreasonably withheld.
- ii. All persons participating in the meeting are able to hear each other at the same time by the use of speaker phone or video conferencing equipment.
- iii. Any group or person participating via telecommunication must comply with all rules and procedures as if they were physically present at the meeting.
- iv. Voting Groups participating via telecommunication may participate and vote during the meeting as if they were physically present at the meeting, provided all other requirements of this section are met.

G. PUBLIC PARTICIPATION

1. Any member of the public so desiring shall be afforded three (3) minutes during any specified time on an Agenda to express his or her opinions as provided in Nevada's Open Meeting Law, so long as order is maintained according to these rules.

2. Comment by the public or members of the body must be addressed to the Chair, presiding officer, or to the body as a whole, and not to any individual member of the GHCC or the public.
3. Members of the public must be acknowledged by the Chair or presiding member before speaking.
4. If a member of the public has already spoken on a topic or during a period of public comment, he or she may not be recognized again until all others have first been given the opportunity to comment. Additional time for comment may be awarded at the sole discretion of the Chair or presiding member.
5. Order and decorum must be observed by all persons present at the meeting. Neither members of the GHCC nor members of the public shall delay or interrupt the proceedings or the peace of the meeting or interrupt or disturb any member while speaking. Members of the GHCC and members of the public are prohibited from making personal, impertinent, threatening, or profane remarks.
6. Members of the GHCC and members of the public must abide by the orders of the Chair or presiding officer. The Chair or presiding officer should adhere to the following process to restore order and decorum of a meeting, but may bypass any or all steps when he or she determines in his or her sole discretion that deviation from the process is warranted:
 - a. Call the meeting to order and remind the members of the applicable rules of procedure.
 - b. Declare a recess or table the issue.
 - c. Order the disorderly person(s) removed from the meeting.
 - d. Adjourn the meeting until a time and date certain.

Attachment A Process for GHCC Agenda Request

