

**BY-LAWS OF THE COMMUNITY ASSISTANCE CENTER TRANSITIONAL
GOVERNING HOMELESSNESS ADVISORY BOARD**

(Approved by Community ~~Assistance Center Transitional Governing Board~~ Homelessness
Advisory Board on XX, 2018)

ARTICLE I – NAME

The name of this advisory board shall be the Community ~~Assistance Center Transitional
Governing~~ Homelessness Advisory Board (TGBCHAB).

ARTICLE II – PURPOSE

The purpose of the TGB-CHAB shall be to adhere to:

- The Interlocal Cooperative Agreement for ~~Operation of the Community Assistance
Center Homeless Services~~, entered among the City of Reno, City of Sparks, and Washoe
County, ~~and the City of Sparks~~.
- Reno City Council Resolution No. _____ (Resolution ~~of the Reno City Council~~
creating the TGBCHAB.)
- Sparks City Council Resolution No. _____ (Resolution creating the TGBCHAB.)
- Washoe County Board of County Commissioners Resolution No. _____ (~~resolution~~
Resolution creating the TGBCHAB).

The Board ~~shall~~ may also review and provide recommendations on regional issues related to
homelessness issue(s) in the Truckee Meadows, as may, from ~~time time to to~~ time, be
delegated to it by the Reno City Council, Sparks City Council, and Washoe County Board of
County Commissioners. The Board CHAB will may also receive regular updates from the
Leadership Committee of the Washoe County Continuum of Care, and will also provide
recommendations and guidance to the Leadership Committee of the Washoe County
Continuum of Care on matters related to homelessness; including funding allocations;
community-wide homeless strategies and initiatives; and any other matters deemed pertinent
by the CHAB.

ARTICLE III – MEMBERSHIP

Section 1: The TGB-CHAB shall be composed as set forth in the agreements and resolutions
listed in Article II. Membership shall include ~~one (1)~~ two (2) voting members each from the Reno
City Council, Sparks City Council, and Washoe County Board of County Commissioners, ~~or~~

~~their respective successors or assigns. Each of the appointing bodies shall designate an alternative member to attend meetings.~~

Section 2: Pursuant to NRS 241.025, each Board membership agency may designate a ~~proxy~~ alternate as defined in Article III, Section 1 to attend a meeting of the ~~Board-CHAB~~ in ~~his or her place~~ the absence of a member. Such proxy shall have the authority to exercise all ~~authority-member rights~~ granted herein.

Section 3: The ~~TGB-CHAB~~ shall not meet without ~~all a quorum of~~ voting members, or ~~their proxy~~ appropriate alternates, present.

Section 4: The term of service for a ~~TGB-CHAB~~ member shall be determined at the discretion of the appointing governing body. Vacancies occurring must be filled through appointment by the appropriate governing body.

Section 5: Voting members desiring to resign should submit a letter of resignation to the appointing governing body, copied to the Chair of the ~~TGB-CHAB~~ and ~~Clerkstaff liaison as defined in Article IV, Section 4~~. If a verbal resignation is provided to the Chair, the Chair shall have authority to send a confirming letter of resignation to the member verifying such resignation, copied to the appointing governing body and ~~Clerkstaff liaison~~. The resignation shall be effective upon the date of the letter of resignation.

Section 6: Voting members shall have one vote each to be cast during attendance at any general or special meeting.

ARTICLE IV – OFFICERS

Section 1: The members of the ~~TGB-CHAB~~ shall annually elect a Chair from among its voting members at the first meeting following July 1. The Chair's term of office will be for one (1) year and will commence no later than at the next regular meeting of the ~~TGB-CHAB~~. In the event of a resignation of the Chair, the ~~TGB-CHAB~~ shall elect an interim Chair from its voting members to fill such vacancy pending the annual election of officers.

Section 2: The duties and powers of the Chair shall be as follows:

- Preside at all meetings of the ~~Board~~CHAB;
- Call special meetings of the ~~Board~~CHAB in accordance with the by-laws;
- Sign documents on behalf of the ~~Board~~CHAB; and
- Notify, in writing, the ~~Clerk~~staff liaison of a resignation or termination of membership.

Section 3: The City or County Manager of the jurisdiction of the current Chair ~~Clerk or Clerk's designee~~ shall arrange for the taking of the minutes for meetings of the ~~TGB~~CHAB, arrange for distribution of the minutes, and give or serve all notices required by law or by the by-laws.

~~Section 3.1: The Clerk of the appointing governing body of the Chair shall act as the Clerk to the Board during the Chair's term of office.~~

Section 4: The staff liaison to the ~~TGB~~CHAB Chair shall arrange for the posting of agendas, distribution of the agenda and other information, ~~and~~ inform the ~~Board~~CHAB of correspondence relating to business of the ~~Board~~CHAB, and be responsible for such correspondence.

~~Section 4.1:~~ The staff liaisons for this ~~Board~~CHAB, or their designees, will be, ~~or their designees~~, as listed below:

- Reno City Manager
- Sparks City Manager
- Washoe County Manager

ARTICLE V – MEETINGS

Section 1: Regular meetings of the ~~TGB~~CHAB shall comply with Nevada Revised Statute Chapter 241, Meetings of State and Local Agencies, commonly referred to as Open Meeting Law.

Section 2: The ~~TGB~~CHAB shall establish a regular time and place for its meetings and assure compliance with the Open Meeting Law. Meeting locations shall provide reasonable access and accommodations for the public.

Section 3: There shall be a minimum of one (1) regular meeting per quarter. Additional regular meetings may be held at the discretion of the Chair.

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Section 4: Special meetings may be held at the call of Reno City Council, Sparks City Council, Washoe County Board of County Commissioners, or upon request of the Chair of the ~~TGB~~ CHAB on at least three (3) days written notice to each member of the ~~TGB~~ CHAB. A special meeting is held at a time different from a regular meeting and is convened to deal with important matters that may arise between regular meetings that require discussion or action. Special meetings must comply with the Open Meeting Law.

Section 5: Any individual may attend any regular or special meeting. At each meeting, a time for public comment will be placed upon the agenda in accordance with Open Meeting Law requirements.

Section 6: The following procedure for order of consideration of agenda items will normally be observed; however, it may be rearranged by the Chair ~~for individual items~~ if necessary for the expeditious conduct of business:

- Approval of the agenda
- Approval of minutes ~~of previous meeting~~
- Work plan reports
- Old business
- New business

Section 7: Quorum: A majority vote of the quorum shall be necessary for any act of the ~~TGB~~CHAB. A quorum of the CHAB shall be defined as four (4) members present at the call of the roll or during the duration of the meeting. A quorum consists of a majority of the voting membership roll at the time of the meeting.

Section 8: Teleconference attendance at meetings by any member of the ~~TGB~~CHAB will be permitted with approval from the Chair when a member ~~or alternate~~ is unable to attend the meeting and desires to participate via the use of teleconferencing and/or video-conferencing. When teleconferencing is used, facilities will be utilized which permit the public to hear and/or observe all telephonic and/or video conferencing.

Section 9: Notice of regular and special meetings shall be in accordance with NRS 241, Open Meeting Law. In case of an emergency meeting, in accordance with Open Meeting Law, notice will be as long as is reasonable under the circumstances, but no less than six (6) hours prior to the meeting.

Section 10: The staff liaison to the Chair, or his/her designee, shall prepare the agenda. Members of the ~~TGB~~CHAB may request topics be placed upon the agenda. Minutes shall be kept in accordance with Open Meeting Law requirements.

Section 11: Regular attendance is expected from all voting members of the ~~CHAB~~TGB. In case of absence, the voting member shall notify the Chair prior to the scheduled meeting that ~~he/she~~ they will not be able to attend. A member who may be absent for a regular or special meeting may have an ~~designee~~proxy alternate attend in their stead. ~~The designee must meet~~ provided

that individual meets the ~~the appointment~~ requirements for membership and will enjoy full rights of membership during the meeting.

ARTICLE VI – USE OF STAFF

~~Section 1: TGB-CHAB~~ members may and should seek clarifying information from the staff liaisons to the Board. ~~An informal system of direct communication with other employees is discouraged, and should be used with discretion.~~ Direct contact with other employees is not allowed unless specifically approved and coordinated through ~~by~~ the staff liaisons.

~~Section 2: TGB members will make all requests for staff time to the staff liaisons, who are authorized to approve or disapprove such requests.~~

ARTICLE VII – CONFLICTS OF INTEREST

Conflicts of interest are governed by the Code of Ethical Standards in Government as set forth and as applicable under NRS 281A.400 et. seq.

ARTICLE VIII – PARLIAMENTARY AUTHORITY

Roberts Rules of Order are hereby adopted for the government of the ~~Board-CHAB~~ in all cases not otherwise provided for in these rules.

ARTICLE IX – AMENDMENT OF BY-LAWS

These by-laws may be amended at any regular meeting of the ~~TGB-CHAB~~ by a majority vote.

Approved and adopted the ____ day of _____, 2018, by the Community ~~Assistance Center~~ ~~Transitional Governing~~ Homelessness Advisory Board.

Chair,
~~Transitional Governing Board~~ Community Homelessness Advisory Board