

RESOLUTION NO. _____

INTRODUCED BY COUNCIL

A RESOLUTION FORMALIZING THE SPARKS SENIOR CITIZEN'S ADVISORY COMMITTEE FOR THE CITY OF SPARKS, NV

WHEREAS, informed citizen input is considered essential to the making of laws and the carrying out of public policy; and

WHEREAS, the Sparks City Council recognizes the city's senior population is growing; and

WHEREAS, the Sparks City Council desires to learn and understand issues related to its senior population and thereafter gather information relating to the quality of life for seniors; and

WHEREAS, the Sparks City Council desires to afford more formal recognition to the creation of the structure and operation of a new Sparks Senior Citizens Advisory Committee (SSCAC).

1. Purpose:

The creation of the SSCAC may develop citizen input to the City Council engaging in and promoting information transfer related to the quality of life of the senior population within the city of Sparks.

The SCAC is to perform in a positive and collaborative manner to gather information and provide constructive feedback and suggestions to the Mayor and the City Council of Sparks on city programs, initiatives and any matter referred to the SSCAC by the City Council.

While the SSCAC may receive updates from city departments and divisions periodically, the SSCAC acts in an advisory capacity to the City Council and shall not advise or otherwise engage in matters involving land use, zoning matters, city services, political races or matters not deemed appropriate by the City Council.

2. Membership:

- A. The Mayor and City Council members will make appointments to the SCAC. Members shall be residents of the city of Sparks preferable over the age 55, who have a desire to learn more about interactions between the city's senior population and city government and a willingness to share their collective knowledge with others.
- B. A total of 8 members will make up the SSCAC. Membership to the SSCAC is appointed in the following manner:
 1. Two members from the Mayor, and an alternate
 2. One member from Ward 1, and an alternate
 3. One member from Ward 2, and an alternate
 4. One member from Ward 3, and an alternate
 5. One member from Ward 4, and an alternate
 6. One member from Ward 5, and an alternate
 7. One City Council member to participate ex officio for purposes of being the liaison with the other elected officials of the city.
- C. While it is the general practice the Sparks City Council members make appointments from their respective Wards, there may be circumstances, which prevent that practice.
- D. Members shall serve a term that is coterminous with their appointing elected official, subject to reappointment every two years.
- E. Membership on the SSCAC shall be voluntary and without compensation.

- F. Three unexcused absences from meetings of the SSCAC during a calendar year by a member without the approval of the Chair will result in automatic termination of membership.
- G. If a member files as a candidate for election for any federal, state, county or city public office, such member shall take a leave of absence from the SSCAC. Election to any public office shall result in automatic termination of membership with the SSCAC.
- H. SSCAC members shall serve at the pleasure of the appointing elected official. The appointing elected official may, therefore, remove their appointee from the SSCAC for any reason or for no reason at all.

3. SSCAC Recommendations:

- A. The SSCAC may provide, in writing to the City Council, constructive input, guidance or feedback on city programs and initiatives brought before the SSCAC for discussion.
 - 1. The SSCAC Chair shall provide an update of the committee's activities to the Sparks City Council, at least annually.
 - 2. The SSCAC and their members are not Agents of the city and shall not engage in any activity which attempts to commit the city to expend monies in the form of a contract, new program or service being provided by the city.
- B. Formal SSCAC recommendations to the City Council shall be made in the form of a Resolution and must include a tabulation of the number of members present and number of votes in support and opposition to the motion, along with members' names.

4. Officers:

- A. The SSCAC will elect a Chair, Vice Chair and Secretary who will perform the customary duties of their office. These officers shall be elected at the first meeting of the calendar year and shall each hold office for a term of one year or until their successors are duly elected. A special election may be held at any meeting to fill the time remaining in the term of an officer where there has been a resignation or other termination of membership of the SSCAC.
- B. The SSCAC Chair or, in her/his absence, the Vice Chair shall preside over the SSCAC and act as the official representative of the SSCAC to the City Council and present to the City Council the official opinions, advice, recommendations and Resolutions of the SSCAC. In the absence of both the Chair and Vice Chair, the SSCAC Secretary will perform these functions, or the SSCAC may designate another member to perform these functions.
- C. The SSCAC Secretary is responsible for the orderly preparation and support of the committee including but not limited to the preparation and posting of an agenda in conformance with the Nevada Open Meeting Law (NRS 241) and the recording and preparation of summary meeting minutes.

5. Subcommittees:

- A. The SSCAC may create such subcommittees as it deems necessary to adequately assess and evaluate issues coming before it and affecting the city. The Chair may appoint the members of any subcommittee, declare the scope of their activities and determine a deadline for the completion of their assigned tasks.
- B. Subcommittee reports shall be voted on by the SSCAC membership, as needed. Subcommittee action may be included in update reporting by the Chair to the Sparks City Council.

6. Meetings:

- A. The SSCAC meetings will be conducted by the Chair or, in her/her absence, by the Vice Chair or other designated person.
- B. Meeting are to be held quarterly, or as designated by the Chair.
- C. Meeting locations are determined by the Chair.
- D. Special meeting may be called by the Chair.
- E. The Chair shall identify the items to be brought before the SSCAC for discussion and cause to be prepared the agenda for any regular or special meeting.
- F. The Mayor, City Council or City Manager may direct items to be placed on the SSCAC agenda.
- G. Roberts' Rules of Order will be used to conduct all meetings to the extent not inconsistent with the terms and conditions of this Resolution.
- H. Meetings of the SSCAC are subject to the provisions of the Nevada Open Meeting Law (NRS 241).

7. Liaison:

- A. The City Manager's Office shall service as a liaison between the SSCAC and the Mayor, City Council and City Manager.

PASSED AND ADOPTED THIS _____ day of _____, 2019 by the following vote of the City Council:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

APPROVED this _____ day of _____, 2019, by:

Geno R. Martini
Mayor

Attest:

Teresa Gardner
City Clerk

Approved as to Form:

Chester H. Adams
City Attorney