

RULES OF PROCEDURE FOR JOINT REGIONAL MEETINGS OF
WASHOE COUNTY, THE CITY OF RENO AND THE CITY OF SPARKS
Approved January 2007

1. **General Rules**

- 1.1 **Applicability:** The following Rules of Procedure shall be used for joint meetings of the City of Reno, City of Sparks and Washoe County. They may be suspended or modified by action of all three agencies.
- 1.2 **Meetings to be Public:** All joint meetings shall be open to the public and shall be posted in accordance with the Open Meeting Law. The agenda will be completed and posted by the City Clerks and County Clerk.
- 1.3 **Journal of Proceedings:** An account of all proceedings of the joint meeting shall be kept by the City and County Clerks of each agency. The County Clerk is asked to prepare the meeting minutes. The minutes of all meetings shall be entered into the official records of each agency.
- 1.4 **Attendance:** The City Attorney of each city, or his/her representative, and the County District Attorney, or his/her representative, shall attend all meetings. The City Clerks and the County Clerk, or their representative, shall attend all meetings. The City Managers and the County Manager, or their representative, shall attend all meetings. The elected officials shall attend the meetings, and action may only be taken if a quorum of the body is present. Additionally, one member of the Washoe County School District Board of Trustees shall be invited to attend the meetings.
- 1.5 **Location of Meetings:** Joint meetings shall be held at the Washoe County Commission Chambers unless a change is made by a majority vote of the Mayors and Commission Chair. A retreat or workshop may be held at an alternate location approved by the Mayors and Commission Chair.
- 1.6 **Meetings:**
- Quarterly Meetings:** Quarterly meetings will be held the first Monday of the second month of each calendar quarter, except as modified by the Mayors and Commission Chair to avoid conflicts with other regularly scheduled meetings, conflicts with attendance, holidays, and/or the standing rules of procedure of each agency. Quarterly meetings shall begin promptly at 8:30 a.m. and every attempt will be made to adjourn no later than 11:00 a.m.

Special Meetings: All special meeting dates, times, and agenda items will be determined by consensus of the Mayors and Commission Chair. Special meetings may be called to meet with the members of other agencies or governmental entities as determined by consensus of the Mayors and Commission Chair. The Mayors and Commission Chair may also call for a retreat as a special meeting.

- 1.7 **Rotation of Meeting Chair:** The Meeting Chair will rotate, with Washoe County chairing the first quarterly meeting. The Chair will then rotate to the City of Sparks and then to the City of Reno. The rotation will then follow in succession unless modified by a majority vote of the Mayors and Commission Chair.
- 1.8 **Security:** Washoe County will provide security during the meetings, and security personnel shall be present in the Chambers at all times during the meeting.

2. *Agenda Rules*

- 2.1 **Submission and Number of Agenda Items:** The City of Reno, City of Sparks and Washoe County will each be allowed to submit two agenda items. Of the two items submitted, only one item may be an action item requiring a vote. The maximum number of agenda items will be six. Items on the agenda will be identified by name of the entity requesting the item. Items from other agencies or the public must be submitted as an agenda item by Reno, Sparks or Washoe County.
- 2.2 **Order of Business:** The order of the items shall be rotated, with the Chair determining the first item to be heard. All action items shall be heard before other items. Every attempt will be made to hear all action items. If an action item is not heard due to time constraints, the entity submitting the item will have the option to have this item heard first at the next quarterly meeting or call for a special meeting.
- 2.3 **Order of Agenda:** The agenda for quarterly meetings shall be in the following sequence, unless modified by a vote to amend the agenda:
 1. Call to Order at 8:30 a.m.
 2. Pledge of Allegiance - to be led by a person designated by the Chair
 3. Roll Call - separately by Reno, Sparks and Washoe County
Comments from the Public on any agenda item or comments not related to items appearing on the agenda
 4. Approval of the Agenda
 5. Approval of any Minutes

6. Action Items -maximum of three
7. Non-action Items - maximum of six total agenda items
8. Adjournment - no later than 11:00 a.m.

3. ***Public Comment and Citizen Rights***

- 3.1 **Public Comment:** Public comment shall be provided at all joint meetings as a specific time for any member of the public to comment on any agenda item or make any general comment. Any person desiring to address the meeting shall first secure the permission of the Chair to speak. This will be done by completing a "Request to Speak" form available at the entrance to the Chamber or from the County Clerk. When called by the Chair, the speaker shall give his/her name and begin speaking in a audible tone to the Chair. The speaker will have three minutes to present any comments to the Chair. Additional Public Comment on specific agenda items will be limited to a three-minute time limit per person after each agenda item and must be related to the specific agenda item.
- 3.2 **Written Comment:** Interested parties are encouraged to submit written communications for the joint meetings. Written comments are needed seven days prior to the meeting to allow for distribution of the materials to the bodies. Written materials shall be directed to the City and County Clerks.
- 3.3 **Disruptive Behavior:** Any person who willfully disrupts the meeting to the extent that its conduct is made impractical may be removed from the meeting by order of the Chair, providing the person has been warned by the Chair to stop the disruptive behavior and told the continuance of the conduct will subject the person to removal from the Chamber.

4. ***Duties of the Mayors, Commission Chair and City/County Managers***

- 4.1 **Agenda Setting Meeting:** A quarterly Chair meeting of the Mayors and Commission Chair will occur not less than three weeks prior to the date of the joint meeting. At this meeting, the City and County Managers will present proposed agenda items and reports for consideration by the Mayors and Commission Chair. All items will be determined by the entity manager, with input from elected Council and Commission members; the items will indicate action or non-action status. The Mayors and Commission Chair will select the agenda items for inclusion in the agenda by consensus. Items failing to win consensus will not be included in the agenda. A preliminary meeting agenda will be prepared within five days of the agenda-setting meeting for final approval by the Mayors and Commission Chair. The agenda shall be considered final upon a consensus vote of the Mayors and Commission Chair. The final agenda will be distributed to the

City and County Managers and City and County Clerks for posting and processing of the agenda and all agenda materials.

- 4.2 **Distribution of Agenda Materials:** The final agenda and all written materials and reports shall be distributed to all City Council and County Commission members at least seven days prior to the posted meeting date. The agenda materials will also be available to the public. The agenda will be prepared and distributed by the staff of the current Chair.

5. *Duties of the Chair*

- 5.1 **Duties of the Chair:** The Chair shall be the presiding officer for the meeting. The Chair shall determine all Rules of Order and manage the conduct of the meeting.

- 5.2 **Motions and Legislative Actions:** The Chair will accept motions from the members present and obtain a second on all motions. Following the successful motion the Chair may call for discussion. Discussion is limited to each elected official speaking once, if necessary; to question or understand the motion before the body. The Chair will then refer the motion to the presiding members of each body individually for voting. Individual action by each body is required for approval of the item. All three agencies must agree to the motion or the effect of the motion will affect only those approving the motion. Following the voting, the Chair will again preside over the agenda.

6. *Changes to Rules*

- 6.1 **Rule Changes:** Rule changes may be suggested by any elected official, City or County Manager, City Attorney, or the District Attorney. The changes requested shall be in writing to the City and/or County Managers. The Mayors and Commission Chair will meet to consider and/or amend the requested change(s). Rule changes will be presented at a joint meeting for formal action prior to becoming effective. Rule changes shall only be made upon the approval of all three entities of a written agenda item.