

**STAFF REPORT**

February 10, 2014

To: Washoe County Commission, Reno City Council, Sparks City Council  
From: Cadence Matijevich, City of Reno Assistant City Manager  
Through: Andrew Clinger, City of Reno City Manager  
**Re: Rules of Procedure for Joint Regional Meetings of Washoe County, the City of Reno and the City of Sparks (Informational Item Only)**

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**Summary:** On February 5, 2007, the Washoe County Commission, Reno City Council and Sparks City Council each took action to adopt amendments to the Rules of Procedure for Joint Regional Meetings of Washoe County, the City of Reno and the City of Sparks (Rules). The Rules are included with this report as Attachment A. Given the length of time since the last action taken with respect to the Rules, staff felt it appropriate to bring them forward as an informational item. Staff wishes to ensure that each member of the three governing bodies is aware of the existence and content of the Rules.

**Background:** The Rules were first adopted **February 4, 2004** and were last amended February 5, 2007.

**Discussion:** In accordance with Section 6 of the Rules, *Changes to Rules*, changes to the Rules may be suggested by any elected official, City or County Manger, City Attorney or 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.

Three Regular Sessions of the Nevada Legislature have been held since the last review of the Rules. In each of those Session changes to Nevada Revised Statutes Chapter 241 – Meetings of State and Local Agencies (Open Meeting Law) were enacted. As a best practice, the Rules should be reviewed for compliance with Open Meeting Law following each Regular Session of the Legislature and/or upon release of any new edition of the Attorney General’s Nevada Open Meeting Law Manual.

Joint Meetings are permitted. Section 5.12 of the 2012 Nevada Open Meeting Law Manual entitled “Meetings held with another public body” states:

Whenever a quorum of a public body gathers and collectively discusses, deliberates or takes action on mattered over which the body has supervision,

control, jurisdiction, or advisory power, a meeting of that body takes place within the meaning of NRS 241.015(2) even if the public body is meeting with another public body at the same time and place. A meeting of two or more public bodies must be conducted in accordance with the Open Meeting Law and each public body must give notice of its meeting even if the meeting is also publicly noticed as a meeting of another public body. *See* Op.Nev. Att’y No. 2001-05 (March 14, 2001). Notice of meeting of each public body may utilize one agenda, combined to indicate to the public that two or more public bodies are meeting and may take action separately.

It is recommended that governing bodies holding meetings with another public body determine if they desire to hold joint meetings or concurrent meetings, governing procedures and preferred agenda format, including how public comment will be heard under the options provided by the Open Meeting Law.

**Fiscal Impact:** None at this time.

**Recommendation:** This is not an agenda item for action and is provided as an informational item. Should one or more of the governing bodies wish to request that a review of the Rules be conducted they would need place an action item on a future agenda for purposes of providing direction to their Manager or City Attorney/District Attorney (as applicable). Such direction and/or request(s) should be made in accordance with each governing body’s respective processes and procedures for providing such direction/making such a request.