

BY-LAWS OF THE COMMUNITY HOMELESSNESS ADVISORY BOARD

(Approved by Community Homelessness Advisory Board on XX, 2018)

ARTICLE I – NAME

The name of this advisory board shall be the Community Homelessness Advisory Board (CHAB).

ARTICLE II – PURPOSE

The purpose of the CHAB shall be to adhere to:

- The Interlocal Cooperative Agreement for Homeless Services, entered among the City of Reno, City of Sparks, and Washoe County, .
- Reno City Council Resolution No. _____ (Resolution creating the CHAB.)
- Sparks City Council Resolution No. _____ (Resolution creating the CHAB.)
- Washoe County Board of County Commissioners Resolution No. _____ (Resolution creating the CHAB).

The Board may also review and provide recommendations on regional issues related to homelessness, as may, from time-to-time, be delegated to it by the Reno City Council, Sparks City Council, and Washoe County Board of County Commissioners. The CHAB will also receive regular updates from the Leadership Committee of the Washoe County Continuum of Care, and will 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 CHAB shall be composed as set forth in the agreements and resolutions listed in Article II. Membership shall include two (2) voting members each from the Reno City Council, Sparks City Council, and Washoe County Board of County Commissioners. 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 an alternate as defined in Article III, Section 1 to attend a meeting of the CHAB in the absence of a member. Such proxy shall have the authority to exercise all member rights granted herein.

Section 3: The CHAB shall not meet without a quorum of voting members, or appropriate alternates, present.

Section 4: The term of service for a 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 CHAB and staff 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 staff 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 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 CHAB. In the event of a resignation of the Chair, the 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 CHAB;
- Call special meetings of the CHAB in accordance with the by-laws;
- Sign documents on behalf of the CHAB; and
- Notify, in writing, the staff liaison of a resignation or termination of membership.

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

Section 4: The staff liaison to the CHAB Chair shall arrange for the posting of agendas, distribution of the agenda and other information, inform the CHAB of correspondence relating to business of the CHAB, and be responsible for such correspondence. The staff liaisons for this CHAB, or their designees, will be as listed below:

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

ARTICLE V – MEETINGS

Section 1: Regular meetings of the 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 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.

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 CHAB on at least three (3) days written notice to each member of the 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 if necessary for the expeditious conduct of business:

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

Section 7: Quorum: A majority vote of the quorum shall be necessary for any act of the 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.

Section 8: Teleconference attendance at meetings by any member of the 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 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. In case of absence, the voting member shall notify the Chair prior to the scheduled meeting that they will not be able to attend. A member who may be absent for a regular or special meeting may have an alternate attend in their stead provided that individual meets the requirements for membership.

ARTICLE VI – USE OF STAFF

CHAB members may and should seek clarifying information from the staff liaisons to the Board. Direct contact with other employees is not allowed unless specifically approved and coordinated through the staff liaisons.

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 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 CHAB by a majority vote.

Approved and adopted the ____ day of _____, 2018, by the Community Homelessness Advisory Board.

Chair,
Community Homelessness Advisory Board