

**BYLAWS  
OF THE WASHOE COUNTY SENIOR SERVICES  
ADVISORY BOARD**

**ARTICLE 1 – NAME**

The name of this organization shall be: the Washoe County Senior Services Advisory Board hereinafter referred to as “the Board.”

**ARTICLE II – PURPOSE AND OBJECTIVE**

The following are definition of terms used throughout this document:

- “Seniors,” the client-base of the Washoe County Senior Services are defined as people who reside in Washoe County and are sixty years of age or older.
- “Department,” the Department of Senior Services, Washoe County.
- “Director,” the current appointed Director of Washoe County Senior Services
- “Commission” The Washoe County Commission.
- “Chairperson,” the elected chair of the Board.

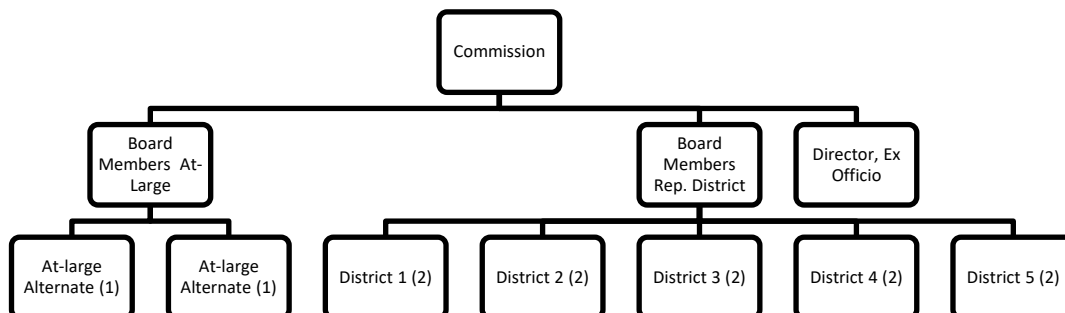
The Board is constituted to advise the Department and the Commission on meeting the current and future needs of Seniors, including

- the development of long and short range departmental goals;
- recommending and evaluating programs and policies;
- reviewing the quality of department services;
- providing input to county manager regarding performance of director;
- providing technical assistance, as applicable;
- reviewing and making recommendations regarding the department's proposed budget; and,
- reviewing and providing input to director regarding community trends and needs.

This may include recommending programs for seniors; to make specific recommendations to the Commission on the needs of seniors; and to help sustain the purposes of services for seniors, and to:

- A. Participate in the development evaluation and annual review of the *Master Plan for Aging Services*.
- B. Identify and prioritize issues with critical impact on seniors. This includes identifying barriers to services for seniors and making recommendations on how to serve the Department's client population.
- C. Advise the Department in identifying and developing resources, as appropriate to meet the needs of Seniors, so they can live safely and independently in the community and in the least restrictive way;
- D. Assist with the dissemination of information about services for seniors so there is a broad community understanding of the interests and needs of seniors and how to access services that assist them;
- E. Advise the Director on cooperation with other agencies in order to develop and maintain services that seniors find feasible, helpful and necessary;
- F. Support the Department's development of relationships with other agencies and other government entities so that funds and sponsors may be secured—in addition to regularly appropriated monies—for projects which will provide services, places, and activities adopted in *Master Plan*;
- G. Advise and support the Department's use of best practices and innovative strategies that support independent living and aging in place;
- H. Advise and support the Department's creation of partnerships and collaborative relationships with social services agencies, health care providers educational institutions and others;
- I. Advise and support the Department in creating places where seniors can meet, eat, learn, socialize, and have access to services;
- J. Encourage the participation of seniors in Washoe County's sponsored programs and services;
- K. Help coordinate community efforts directed toward serving seniors and be a resource for other senior groups in the community; and
- L. Advocate on behalf of seniors with elected and appointed public officials and the public on the needs of seniors.

## ADVISORY BOARD ORGANIZATIONAL CHART



### ARTICLE III – ADVISORY BOARD MEMBERSHIP

#### SECTION 1- MEMBERSHIP STRUCTURE AND VACANCIES

- A. The Board shall consist of not less than 7 or more than 11 members with full privileges of making motions, and of voting, and 2 Alternate At-Large Members. Board members must be competent volunteers who are residents of Washoe County; of whom it is preferred that more than 50% are over the age of sixty or are an unpaid caregiver for a person over the age of 60; while varied experiences desired, the main requirement is that the applicant is knowledgeable about seniors and about services provided for them, and, if appointed, the applicant will continue to be actively involved with seniors.
- B. The Chart above describes the makeup of the Board and the number of appointed members by Commission district.
- C. The three principal government entities of Reno, Sparks, and Washoe County shall each be invited to appoint a non-voting representative and a delegated alternate to the Board who may or may not be an elected official of the respective entity.
- D. When a vacancy exists, Alternate Members, if they reside in the District where the vacancy exists, will be considered first for recommendation to the Commission for appointment.

- E. When any other vacancy occurs, the Department shall request that the County Manager recruit members in accordance with the existing District or At-Large vacancies.
- F. Applications will be forwarded to the Department, which will ensure that all members of the Board have a copy of all applications at least 5 business days before the next regularly scheduled meeting. The Boards consideration of applicant recommendations will be included as an Action Item on the Agenda for said meeting.
- G. The Board will discuss the applications at the scheduled meeting, and the Board will vote for recommended applicants to fill each vacancy. The Director will forward the list of recommendations to the Commission for approval and seating on the Board.
- H. No voting member may be appointed to the Board for more than two consecutive four year terms, however, if they so wish, they may remain on the Board as an Associate Member (as defined in Section 4, below):
- I. The Commission may remove any County appointed member who fails, without cause, to attend three consecutive meetings of the Board. If this occurs, the Chairperson of the Advisory Board will notify the member of possible removal and copy the District Commissioner. If the member misses another meeting without cause, The Commission may remove the appointed member and the Chairperson may fill the position as per the procedures for vacancies above.
- J. Resignation from the Board shall be in writing and submitted to the Board of County Commissioners through the Chairperson of the Board. Resignation from a committee of the Board or from an office of the Board may be made orally to the Board.

## **SECTION 2- ALTERNATE MEMBERS**

- A. Alternate Members shall serve the Board in the same capacity as the Voting Board member whenever there as an absence of regular members.
- B. Alternate members shall meet all of the qualifications and be subject to all of the requirements of voting members.

- C. If a voting member is absent, the Chairperson shall designate an attending alternate member to vote in the absent member's place.
- D. If more than one alternate member is in attendance, the Chairperson will choose the Alternate who resides in the District of the absent member.
- E. If there are no Alternates residing in the absent member's district, the Alternate will be chosen at the discretion of the Chairperson
- F. Alternate members are not eligible to hold office.

### **SECTION 3 – ASSOCIATE MEMBERS**

The Board, solely at its own discretion and by a majority vote of the Board, may designate Associate Members. The Associate Member will either be a Member who has served their term-limit or a professional or expert who can provide the Board advice and assistance. Associate Members shall have none of the obligations of membership on the Board, but shall be entitled to all of the privileges except those of making motions, of voting, and of holding office.

### **ARTICLE IV – OFFICERS**

- A. The officers of the Board shall be a Chair, Vice-Chair, and a Secretary. These officers shall perform the duties prescribed by these bylaws and the parliamentary authority adopted by the Board.
- B. The officers shall be elected by the Board at its meeting in December to serve for two years or until their successors are elected, and the term of office shall begin at the close of the meeting at which they are elected.
- C. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.
- D. The Director shall appoint a Staff-person to assist the Secretary in discharging the duties of that office, namely to record minutes of all meetings, prepare and publish all notices required by these bylaws and applicable statutes, and prepare whatever correspondence is authorized by the Board.

## **ARTICLE V – THE EXECUTIVE COMMITTEE**

- A. The officers of the Board shall constitute the Executive Committee.
- B. The Executive Committee shall be subject to the orders of the Board, and none of its acts shall conflict with actions taken by the Board.
- C. The Executive Committee shall meet monthly with the Director to plan the Agenda in a timely manner so that it may be posted and distributed within the time-frame of the Open Meeting Law.

## **ARTICLE VI – MEETINGS**

- A. All meetings of the Board are public meetings and shall comply with the provisions of N.R.S. Chapter 241, the Nevada Open Meeting Law.
- B. Annually, a review of the Open Meeting Law will be included as an Agenda item.
- C. Regular meetings of the Board shall be held on the first Wednesday of every month unless otherwise ordered by the Board Executive Committee, with proper notice to the public.
- D. Special meetings can be called by the Chair, the Executive Committee, or upon the written request of a two-thirds majority of a member then serving on the Board.
- E. A simple majority of the members, shall constitute a quorum.
- F. All matters coming from before the Board shall be disposed of in accordance with a majority vote of the voting members present.
- G. Except in the case of emergencies, all Board members representatives, and directors of projects will be notified (no less than seven days in advance), of all meetings by email, telephone, mail or in person.
- H. In accordance with N.R.S. 241, Emergency is defined as unforeseen circumstances which requires immediate action and includes, but is not limited to:
  - (a) Disasters caused by fire, flood, earthquake or other natural causes; or
  - (b) Any impairment of the health and safety of the public.

## **ARTICLE VII – COMMITTEES**

- A. Committees may be appointed by the Board, as desired, and shall meet at least quarterly if on-going. Special Project Committees will meet as needed until the project is completed. A report of all active Committees shall be presented to the Board as a regularly scheduled item on the Agenda.
- B. At their regular meeting time, the Board will meet quarterly with the City of Reno Senior Citizens Advisory Committee and a representative group designated by the Sparks City Council. They will collaborate on service strategies, special events, advocacy and informing public officials of the needs of seniors.

## **ARTICLE VIII – GENERAL POWERS**

- A. The Board shall take an active role in defining need for, selection of, and monitoring performance of the Department's subcontractors.
- B. Assist in the evaluation of the Department's programs, including customer satisfaction surveys.

## **ARTICLE IX – PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of "Robert's Rules of Order Newly Revised" shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Board may adopt and any status applicable to the Board; usually, informal rules shall apply (Section 48 and 49, Robert's Rules of Order).

## **ARTICLE X – AMENDMENT**

These bylaws can be amended at any regular meeting of the Board by a majority vote of the regular members of the Board present and voting, provided that the proposed

amendment(s) has been recorded in the minutes of the last previous Board meeting and that a copy has been submitted in writing to all members of the Board no later than the last previous meeting.