

STANDARDS OF OPERATION FOR WHITE PINE COUNTY ADVISORY BOARDS

(Revised April 2016 Edition)

The following standards of operation are adopted by the White Pine County Commission to provide a guide for all County Advisory Boards to ensure that the Boards are in compliance with the Nevada Revised Statutes and function effectively in relation to the needs of County government and the citizens of White Pine County.

Membership:

1. Recruitment:

The County Commission may recruit County Advisory Board members through any or all of the following methods:

- a) advertisement;
- b) posting a vacancy notice on County Bulletin Boards or on the County's website;
- c) requesting nominations from the Advisory Board in question
- d) accepting applications submitted by interested citizens

2. Appointment: Members of County Advisory Boards shall be appointed by the County Commission as an action item under "Resignations and Appointments" at a regularly scheduled or special County Commission Meeting.

3. Appointment Procedure:

- a) Applicants for membership on any County Advisory Board must submit a written application (see Exhibit A) verifying that they reside in White Pine County, that they fulfill the requirements set forth for the specific County Advisory Board, the area of representation they are qualified to fill, and their interest and background in the area of concern for the specific County Advisory Board.
- b) Selection of Advisory Board members shall be based on the applicant's ability to fulfill the requirements and desired representation outlined in the Resolution/NRS/Ordinance defining each Advisory Board, and may take into consideration the applicant's experience, previous participation in County Advisory Boards and other related activities, and professional education and background
- c) The County Commission may elect not to select an applicant for an Advisory Board vacancy if the members of the Commission determine that the applicant does not fulfill the requirements or provide the representation desired for that board.

4. Resignations, Removal, and Vacancies:

- a) Any County Advisory Board member wishing to resign from the Board prior to the end of his/her term must provide a written notification to the County Commission.
- b) The County Commission may declare any County Advisory Board position vacant if the incumbent no longer meets the basic qualifications outlined in the Board's Resolution and Bylaws or fails to attend three or more consecutive meetings.
- c) In the event that a County Advisory Board requests that the County Commission declare a board membership vacant, the Commission will notify the board member in writing at his/her last known address that he/she has thirty (30) days to submit a letter of resignation or provide a response showing that they have not vacated the position. If the board member fails to respond to the notification within thirty (30) days, the Commission may declare the position vacant. A Board member receiving notice that his/her position has been declared vacant may request a Public Hearing to review the decision.
- d) Removal: Any Board member may be removed from membership on a County Advisory Board by the County Commission for failure to carry out the duties of an Advisory Board member. The Board member may request a public hearing to review the decision to remove him/her from a County Advisory Board. The request must be made in writing and submitted to the White Pine County Clerk within fifteen (15) days of the date on the written Notice to the Board member.
- e) Vacancies shall be filled in the same manner outlined for appointment

5. Records and Notice of Appointment, Acceptance of Resignation, Vacancy, and Removal:

- a) The White Pine County Clerk shall maintain the official County record of County Advisory Board appointments, acceptance of resignations, and removal of members from County Advisory Boards.
- b) The White Pine County Clerk shall notify each Advisory Board member and the Chairman of the Advisory Board of appointment, acceptance of resignation, or removal of a member of a County Advisory Boards.
- c) The White Pine County Clerk shall notify each Advisory Board member and the Chairman of the Advisory Board thirty days prior to expiration of his/her term on a County Advisory Board.

6. Orientation/Training:

- a) Each newly appointed County Advisory Board member will be provided with orientation by the Board's Chairman/Chairwoman.
- b) Orientation will include a Board Member's Manual (provided by the County Clerk), introduction to the members of the Advisory Board, and *if appropriate*, a tour of the County Facilities and Programs the Advisory Board addresses.
- c) Training or E-Learning opportunities will be made available for all Board members regarding the Nevada Open Meeting Law. It is the responsibility of the Board member to take advantage of this training when it becomes available. Contact the Clerk for more information.
- d) Training opportunities at regional and state meetings will be provided to County Advisory Board members whenever possible.

Board Members' Responsibilities:

1. Each County Advisory Board member shall take an Oath of Office administered by the County Clerk or his/her designees.
2. Each County Advisory Board member has an obligation to:
 - a) Attend regular and special meetings of the Advisory Board
 - b) Review information provided, participate in discussions, and vote on Advisory Board recommendations in a manner that represents the best interests of White Pine County and its citizens
 - c) Disclose and refrain from discussing, and refrain from voting on any recommendation that may represent a conflict of interest
 - d) Disclose any ex parte contact and refrain from discussion and voting on any recommendation made subsequent to a Public Hearing where ex parte contact has been identified
 - e) Comply with the provisions of NRS 241, Nevada Open Meeting Law and all other statutes pertaining to the operation of the specific Advisory Board and County functions
 - f) Conduct Advisory Board business in a manner that is consistent with Standards established by the White Pine County Commission
3. All Advisory Board members serve without compensation for their services. The County Commission may approve compensation for travel required to attend regional or state meetings and training. Compensation for travel must be approved in advance and will not include travel to and from Board meetings.

Meetings:

1. All County Advisory Boards shall adhere to the provisions of NRS 241, Nevada Open Meeting Law.
2. All County Advisory Boards shall conduct their meetings according to Roberts Rules of Order. All meetings shall be conducted in a businesslike manner that adheres to the items on the agenda, provides a respectful and cooperative working environment, and invites public participation.
3. All County Advisory Boards shall meet as per the NRS, resolution or ordinance that established said Board OR a minimum of four (4) times per year, but may establish a schedule of more frequent regular meetings and may schedule special meetings as needed. Meetings shall be called by the Chairman/Chairwoman or by decision of the Board.
4. All meetings of County Advisory Boards shall be held in County facilities or other community public meeting rooms. Exceptions include tours of facilities or resources related to the functions of the Advisory Board.
5. Public Hearings: All Public Hearings held pursuant to the activities of a County Advisory Board shall comply with the provisions of the Administrative Procedures Act.
6. Records and Reports: All County Advisory Boards shall be responsible to maintain complete records of their meetings.
7. All County Advisory Boards are required to provide copies of audio recording files, agendas, minutes, correspondence, recommendations, materials provided for review, and reports to the County Clerk for retention and distribution to the County Commission within 30 days of the conclusion of the meeting, regardless if the materials have been approved or are in a draft form, pursuant to NRS 241.035(2). Minutes must be approved within 45 days of the conclusion of the meeting or at the next regularly scheduled meeting, whichever occurs later, pursuant to NRS 241.035(1)(e).

Actions of Advisory Boards: No action of any County Advisory Board is final or binding on the County Commission unless the Board is given specific authority by statute.

Officers:

1. At the first meeting of each Calendar year, Each County Advisory Board shall select the following officers: a Chairman and Vice Chairman from among its members.
2. Officers shall serve a one year term with eligibility to be re-elected to that office for a second one-year term
3. No Advisory Board member may serve more than two consecutive terms as an officer for any specific Advisory Board unless otherwise stated in the NRS or Ordinance that established said Board or by consent of the County Commission.
4. Duties of the Chairman: It is the primary duty of the Advisory Board Chairman to set the agenda for regular and special meetings of the Board, conduct meetings of the Board, and report to the County Commission on the Board's recommendations. The Advisory Board Chairman has an obligation to conduct meetings in accordance with NRS 241, Open Meeting Law, to adhere to the items on the agenda, and to conduct the meeting in an efficient and businesslike fashion.

5. Duties of the Vice Chairman: It is the primary duty of the Advisory Board Vice Chairman to carry out the duties of the Chairman in his or her absence.

Coordination with the County Commission:

1. Liaison: Each County Advisory Board shall be assigned a County Commissioner to serve as Commission Liaison.
 - a) Commission Liaison assignments are made on annual basis, generally at the first meeting in January of each calendar year
 - b) The responsibilities of a Commission Liaison shall be:
 - 1) to attend the meetings of the County Advisory Board on a regular basis,
 - 2) to request County Commission agenda items on behalf of the County Advisory Board,
 - 3) to report to the County Commission on the activities of the Advisory Board on a regular basis, and
 - 4) to work with the Advisory Board Chairman and/or Department Head to resolve issues that may arise.
 - 5) Commission Liaisons are not included as part of the quorum present to do business and do not vote on actions taken by County Advisory Boards unless specifically noted in the resolution, ordinance or NRS.

Evaluation:

Each Advisory Board shall conduct an annual evaluation of progress in meeting its goals, accomplishments, meetings and public participation, and effectiveness. The evaluation should include recommendations for the County's Strategic Plan. Each Advisory Board shall forward a report of its annual evaluation and recommendations to the County Commission by February 15th.

Personnel:

1. Wherever possible, the County Commission will provide each County Advisory Board with County staff assigned to post agendas and take minutes required for compliance with the Nevada Open Meeting law.
2. Staff services to County Advisory Boards are provided by County personnel serving under the supervision of the County Commission or their appointed representative
3. Where it is not possible to provide County staff to perform staff administrative functions (for example: town councils and area advisory boards meeting in outlying areas of the County) the Advisory Board may petition the County Commission to contract for staff services needed to conduct their meetings. Contracts for staff services shall be approved by the County Commission and placed on file in the White Pine County Clerk's office.

Exhibit A



White Pine County
Application to Serve on
Advisory Board, Town Council or Commission

Please note that all information contained in this application is considered public record and available for public review.

Name: _____

Check the Board or Commission for which you are applying (one per application):

- Ag District 13/Fair & Rodeo Board
- Airport Advisory Board
- Building & Planning Enterprise Fund
- Debt Management Commission
- Economic Diversification Council
- Board of Equalization
- Golf Advisory Board
- Industrial Park Review Board
- Local Emergency Planning Committee (LEPC)
- Library Board of Trustees
- White Pine County Planning Commission
- Public Lands Users Advisory Council (PLUAC)

Town Councils
(must complete Statement of Qualifications on page 3 for Town Councils ONLY)

- Baker Area Citizens Advisory Board (BACAB)
- Lund Town Council
- McGill Town Council
- Preston Area Citizens Advisory Board
- Ruth Town Council

- Regional Transportation Commission (RTC)
- Tourism & Recreation Board
- Water Advisory Committee
- Wildlife Management Board

Home Address:

Address: _____

Phone: _____ Email: _____

Cell Phone: _____

Occupation and Business Address (optional):

Job Title: _____

Business Name: _____

Address: _____

Phone: _____ Email: _____

Contact Information: if appointed, the address, phone number and email address you wish to use for your contact information?

Business Home

List boards or commissions you presently serve on or have served on in the past (include dates of service) _____

Education and/or training relevant to the position you are applying for: _____

Explain briefly why you would like to be appointed to this board or commission: _____

By signing this application you agree to attend training classes as scheduled.

I certify that, to the best of my knowledge, the information I provided in this application is true. If the information provided is false or incomplete, it shall be sufficient cause for disqualification or removal, if appointed.

Name: _____

Signature: _____

Date: _____

Please return the application to:

White Pine County Clerk
801 Clark Street, Suite 4
Ely, NV 89301
(775) 293-0103
(775) 289-2544 fax
wpclerk@whitepinecountynv.gov

Nichole Baldwin, County Clerk

Notice:
At the meeting to consider your application for appointment to the requested Board or Commission, the Board or Commission, or the County Commission, may consider your character, alleged misconduct, professional competence, or physical or mental health. This notice is provided pursuant to NRS 241.031 and 241.033. The topics of discussion will relate to your ability to serve in the position for which you have applied. If the Advisory Board of County Commission desires to close the meeting, they must allow you to: (a) attend the closed meeting or that portion of the closed meeting during which the character, alleged misconduct, professional competence, or physical or mental health of the person is considered; (b) have an attorney or other representative of the person's choosing present with the person during the closed meeting; and (c) present written evidence, provide testimony and present witnesses relating to the character, alleged misconduct, professional competence, or physical or mental health of the person to the public body during the closed meeting. You will not receive any additional notice, and by signing this application you hereby agree to waive any right to future notice pursuant to NRS Chapter 241.

STOP! The section below to be completed for Town Council/Board ONLY

STATEMENT OF QUALIFICATIONS

The White Pine County Commission and Nevada Law (NRS 269.017(2) & 269.0242(2)) require an individual be a "qualified elector" to serve on an Unincorporated Town Board/Council. Section 1 of the Nevada Constitution defines a "qualified elector" as: a U.S. citizen 18 or over who has actually resided in the state six months, and in the district or county thirty days next preceding any election, and has not been convicted of treason or felony in any state or territory of the United States, unless restored to civil rights, and not been adjudicated mentally incompetent, unless restored to legal capacity. NRS 269.0171 states that any person who is a resident, is a qualified elector and desires to become a candidate for the position of member of a town board must, within the time specified by subsection 3, file in the office of the county clerk a notice of intention to become a candidate. The notice of intention must show that the person possesses the qualifications required by this section.

In an effort to comply with these regulations and to ensure White Pine County places only qualified electors on our town boards, please read, initial each statement, and sign off on the following:

I am 18 years of age or older

I am a physical resident of the State of Nevada for at least 6 months prior to this date

I am a physical resident of _____ for at least 30 days prior to this date
(Baker/Lund/McGill/Ruth)

I have NOT been convicted of treason or a felony in any state or US territory

OR

I HAVE been convicted of treason or felony in any state or US territory, BUT my civil rights have been restored to me. Please list conviction(s), date(s) of conviction(s), State conviction(s) occurred in, date rights were restored, and provide copy of order or law regarding restoration of rights for that State.

I have NOT been adjudicated as mentally incompetent

OR

I HAVE been adjudicated as mentally incompetent, BUT I have been restored to legal capacity. Please list date of order, State where filed, and date or restoration of legal capacity and provide a copy of order restoring.

I declare under penalty of perjury that the foregoing is true and correct. Executed on this

_____ day of _____, 20_____.

Print Name

Signature