

**2013 ORDER AND DECORUM FOR BUSINESS OF ALL
BOARD-APPOINTED BODIES**

1. ROLE OF CHAIR AND VICE CHAIR

- The Chair runs the meeting and associated duties within meeting.
- The Chair approves the agenda.
- In absence of the Chair, the Vice Chair runs the meeting and associated duties within meeting and approves the agenda.

2. INDIVIDUAL BOARD MEMBER AGENDA REQUESTS

All individual panel items should be discussed with the Chair and staff before being placed on the agenda. All items will be reviewed for completeness. Sufficient supporting documents must be provided in a timely manner before being placed on the agenda so that appropriate staff may become involved. Items must meet the established scheduling requirements. An action taken at a prior meeting should not be considered without consent by a member who voted in the majority at that prior meeting.

3. AGENDA ITEMS

No issues shall be placed on the agenda that are beyond the jurisdiction of the panel's authorization.

4. LAST MINUTE SUPPORTING DOCUMENTS

Last minute supporting documents put panel members at a disadvantage by diluting the opportunity to study the documents. All late submission of supporting documents must be justified in writing stating the reasons for the late submission.

5. PROMPTNESS AT MEETING TIME

Members are requested to observe timely appearance at panel functions in respect to the public, staff and other members. Members are requested to notify staff relative to their absence or anticipated late arrival as soon as such situation is known.

6. REQUEST FOR INPUT OR DIALOGUE

Requests by members during a meeting for the opportunity to speak, for public input, or for additional staff input, should be made through the Chair.

7. CONSENT CALENDAR PROCEDURE

All consent items will be considered as the first order of business.

If someone requests an item be pulled from consent, it will be addressed at that time to the best ability of those present.

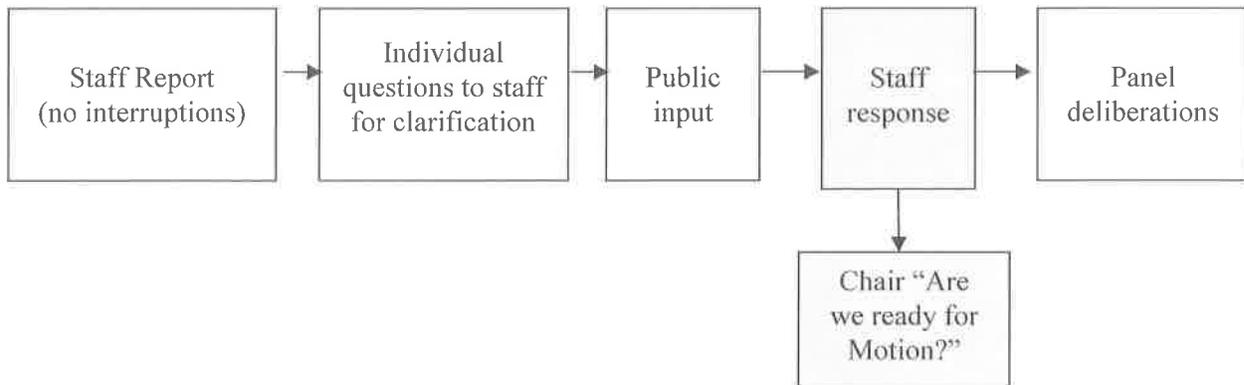
8. INTRODUCTION OF ITEMS REQUIRING ACTION

All items will be introduced and staff will be requested to highlight supporting information verbally. Ample time will be provided for members to request additional information from staff advancing the action item. If supporting information is incomplete or inaccurate, the item, with the consent of the members, will be referred back for reevaluation and reintroduction. If sufficient information to support an action is presented and all members have had an opportunity to examine and question staff relative to the facts supporting the merits, then action is appropriate.

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9. CONDUCT OF PRESENTATIONS AND ROLES

- Procedure for presenting agenda items.



10. MOTIONS

After a motion is made and seconded, further discussion may take place to determine the relative benefit of the motion. Once the benefits are assessed through discussion, the Chair will call for the vote, or the majority calls for the question. If the information necessary to support the question of relative benefit is insufficient, a motion to continue would be in order. Once a motion is made, seconded, and under discussion, no other motion shall be made on the subject matter until a vote on the main motion has occurred.

11. AMENDMENT OF MOTIONS

Once a motion has been made and seconded, it may only be amended by the motion maker with the concurrence of the second.

12. VOICE VOTE

The Panel shall act by voice vote on all matters before it with the exception of actions which require a roll call vote. A panel member may ask for a roll call vote on any voting matter. Any member present who does not vote or abstain audibly shall be recorded as voting "yes."

13. VOTE

A majority vote, unless otherwise required by law, is required to constitute an action. A tie vote on a motion affecting the merits of any matter shall be deemed to be a denial of the matter.

14. DISQUALIFICATION/ABSTENTION

Any member may abstain from voting on any matter. A disqualification/abstention from voting on the merits of any matter shall be announced by the member audibly. The member may state the reason for disqualification/abstention. However, any member disqualifying due to a conflict of interest shall state the reason and shall completely abstain from participating in discussion on the matter.

Abstention shall not count as a vote for or against a matter for which a vote is taken. This section applies to all elected and appointed officials serving on any board, committee or commission of the County of Nevada. (Ord. 1558, 2/14/89)

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15. ABSENCE FROM HEARING

A member who is absent from all or a part of a public hearing, or where actions require findings or are quasi judicial, may vote on the matter heard if the member states he or she has reviewed all evidence received during the absence and has also listened to the recording or minutes of the proceedings.

16. ABSENCE OF A CONTROLLING RULE

In the absence of a controlling rule, and after inquiring of counsel, the Chair or acting Chair may give procedural directions to accommodate conduct of the business of the panel.

17. MOTION FOR RECONSIDERATION

When additional information has surfaced at a meeting after a motion has duly passed or failed, a motion for reconsideration may be accepted only if the motion for reconsideration is advanced or seconded by a member who was in the majority vote on the motion for which reconsideration is being requested. The new or additional information should be presented during discussion after the motion for reconsideration has been duly seconded.

The Chair may reschedule an item if the participating public was present when originally considered and departed before reconsideration.

18. PUBLIC PARTICIPATION IN MEETINGS

Even though items on the agenda may not be noticed as public hearings, the public's participation in the affairs of government assists in keeping the public educated through the governing process and has value. Consideration will be given to this value while the Chair reserves the privilege to recognize members of the public. Members' assistance in calling attention to public members they desire to be recognized is encouraged.

19. WORKSHOPS

Study sessions in the form of workshops will be held as needed. The goal will be to gain in-depth information, allow full discussion and assist the panel in a clear understanding of the complex issues of County government.

20. CHAIR AND VICE CHAIR YEARLY SELECTION PROCEDURE

Selection of the Chair and the Vice Chair will be by a majority vote of the panel. The Chair's leadership will reflect the will of the majority. The Chair will not serve consecutive terms unless all other members decline to serve as Chair.

21. EXPECTATIONS REGARDING ORGANIZATIONAL CULTURE

Expectations of Members

- A. Always focus on what's best for the County, and represent the entire County.
- B. Maintain good relationships and visibly demonstrate respect for, and fairly represent, each other.
- C. Be sensitive to your public image and conduct at all times.

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- D. Be respectful, open, candid, honest, and fair:
 - 1. Explain your perspective, rationale, and reasoning.
 - 2. Remember that respect for debate, differing opinions, and reasoning mitigates polarization.
 - 3. Demonstrate that it is fine to disagree but not to be disagreeable.
 - 4. Don't be inhibiting or limiting.
 - 5. Value the staff as individuals, and demonstrate mutual respect.
 - 6. Let staff know of questions you have on an agenda item or staff's recommendations with grace.
 - 7. Always treat staff with respect and courtesy.
- E. Do your homework, be prepared when bringing an item to a meeting, be as concise as possible, and don't repeat comments previously made by another member. Do not dominate the discussion. Allow others to have their say.
- F. Recognizing that the staff works for the County:
 - 1. Provide clear recommendations to the staff.
 - 2. Prioritize the level of importance of issues.
 - 3. Go to the assigned staff liaison for clarification.
 - 4. Ask questions, but let staff know the difference between an informational or rhetorical question.
 - 5. Think carefully before recommending a new program or changing a policy.
 - 6. Recognize that venting to staff is welcome but does not constitute a recommendation to staff or the Board of Supervisors.
 - 7. Personnel matters are not in the purview of the advisory body.
 - 8. Personnel matters should be referred to Human Resources or the County Executive Officer.
- G. Keep each other informed – no surprises, with each other or staff.
- H. When interacting with individuals or other agencies:
 - 1. Clarify that you are one of several decision makers.
 - 2. Respectfully refer a member of the public with an issue to the appropriate staff.

Expectations of Staff

- A. Provide good service and show respect to the public.
- B. Accept full ownership for your Department or work area.
- C. Present good staff reports:
 - 1. Give pros, cons, alternatives, and a recommendation.
 - 2. Present accurate, quality visuals.
 - 3. Don't raise more questions than you can answer during a staff report.
 - 4. Stay well organized and manage the time.
- D. Set realistic deadlines, be proactive with regard to issues that need resolving, and produce timely documents.

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- E. Work cooperatively, demonstrate cooperation among staff, support each other, and be sensitive to each other's workloads.
- F. Be loyal to the County and be sensitive to your public image and conduct at all times.
- G. Do not participate in political activity while on duty.

Approved: 5-14-2013

Hank Weston

Chair of the Board