

DEBT MANAGEMENT COMMISSION BY-LAWS, RULES, POLICIES AND PROCEDURES

GENERAL POLICIES - COMMISSION DETERMINES POLICIES

The Debt Management Commission, under Chapter 350 of the Nevada Revised Statutes has the responsibility for determining whether to approve or disapprove a proposal to incur debt or to levy a special elective tax, and for initiating a determination as to whether the proposed debt or special elective tax is sought to accomplish a public purpose or to satisfy a public need. (See attached Chapter 350 of NRS for further explanation).

DUTIES, RESPONSIBILITIES, ATTENDANCE, AND ALTERNATE MEMBERS

1. Any member of the Commission shall fully inform themselves concerning Chapter 350 NRS, the governing law for this Commission.
 - a. Members shall be prompt and diligent in attendance. In the case of any member who misses three (3) consecutive meetings without an excused absence (an excused absence is a call to the Chairman or County Clerk that they will be absent) the Chairman shall contact the entity represented by the member and request another representative be chosen to sit on the Commission. The seven (7) Commission member shall express concern for, and represent, the best interest of local government, and the public at large.
 - b. Each appointing body shall maintain a procedure for appointing alternate members.
 - c. Except as otherwise provided herein, Robert's Rules of Order as amended shall govern Commission meeting procedures when a question or controversy arises.

PREJUDICIAL ACTIONS - COMMISSIONERS

It is the policy of the Commission that each member shall endeavor to be as completely informed as possible on each matter to be considered by the Commission. Therefore, ex parte (outside of noticed meeting) contact shall not automatically result in the disqualification of a contacted Commission member from discussion and voting on an item under consideration by the Commission.

Any member who has financial interest in any matter under discussion by the Commission shall disclose the full nature and extent of such interest and shall declare his/her ability to fairly discuss, deliberate, and vote on the subject. A financial interest means any ownership interest, either directly or through a household member, in a matter to be considered by the Commission.

QUORUM AND VOTING - NUMBER OF COMMISSIONERS REQUIRED TO CONDUCT BUSINESS

1. Four (4) Commissioners shall constitute a quorum necessary to consider general matters of business.
2. Not less than two-thirds (2/3) of the full Commission, which is five (5) members, must be present to consider a matter requiring a two-thirds vote.
3. Per NRS 350.003, the County Clerk is the Ex Officio Secretary of the Commission.
4. In the absence of the Chairman, the ex officio Secretary will open the meeting and then turn the meeting over to the Vice Chairman.

VOTING

1. For the purpose of approving a statement of policy, not less than five (5) Commissioners must vote in the affirmative to adopt said motion.
2. An affirmative vote by a majority of the Commissioners present is required to approve all other matters.
3. The Chair shall be a voting member.
4. The Chair may call for, or a Commissioner may request, a roll call vote on any issue.
5. A tie vote on a matter shall automatically result in reconsideration per Chapter 350 of the Nevada Revised Statutes of the matter at the next scheduled meeting of the Commission unless a member of the Commission makes a motion, which is approved by a two-thirds (2/3) vote of the Commission, to reconsider the matter at the same meeting.
6. Voting shall be in reverse order with the Chairman voting to break ties.

MEETINGS GENERAL

1. Except in an emergency, written notice of all meetings will be given at least three working days before the meeting. The public notice will consist of the agenda and include date, time, place and location.
 - a. Agenda shall be approved by Chairman and Legal council prior to sending of packets to Commissioners and posting for public.
 - b. The public notice will include the following statements: "In accordance with NRS 241.020, this agenda closes three (3) days prior to the meeting date. Only items of interest and not requiring Commission action may be added to the agenda within the three-day period." The chosen place of meeting, shall be accessible to the handicapped. With 24-hour advance request a sign language interpreter may be made available (call 328-3600).
 - c. A copy of the public notice will be posted in at least three (3) other separate prominent places within the County, readily available to the public.
 - d. A person requesting notification will be advised that the request will lapse after six (6) months unless continuance is requested in writing.
2. Regular and called meetings of the Commission shall be open to the public.
3. Meetings shall not be scheduled prior to fifteen (15) days of mailing of packets to the Commissioners.
4. Regular, special, workshop, caucus, and administrative meetings of the Debt Management Commission shall be open to the public, unless properly noticed and closed pursuant to NRS 241.030 or other applicable statute.

REGULAR MEETINGS

1. Meetings will be held in accordance with Chapter 350 of NRS. Meetings will be held quarterly, four (4) times a year or five (5) times a year on odd numbered years per Chapter 350 of the Nevada Revised Statutes, or if called by a government entity, to discuss a tax levy for debt service or special elective tax to accomplish a public purpose or to satisfy a public need.

2. All regular meetings of the Commission shall begin at 4:00 p.m. and shall be scheduled to last not more than three (3) hours. At the end of the three (3) hour time limit, the meeting can be extended by a simple majority vote of the Commissioners present.
3. Should the Chairman deem it necessary, the Commission may hold an open caucus on the day prior to the regular meeting or at any other time when called by the Chairman. The purpose of the caucus shall be for the Commission to inform itself on meeting items. If a caucus is to be called, it will be noticed as part of the regular meeting public notice.
4. The Chairman may call for an alternate meeting date and caucus dates when a conflict arises, including but not limited to holidays.
5. The Commission's secretary, shall keep, available for reference at meetings, a copy of Roberts Rules of Order, a current copy of the Nevada Open Meeting Law (NRS 241), and a current copy of Chapter 350 of the Nevada Revised Statutes.
6. Applicants shall apply for meeting dates, 30 days after submittal of a proposal.
7. Administrative or workshop meetings may be held at 3:00 p.m. prior to the regularly scheduled 4:00 p.m. meeting of the Commission.

SPECIAL MEETINGS

Special meetings may be held as required, upon call of the Chairman or Acting Chairman.

EMERGENCIES

1. An emergency or special meeting may be called or an emergency item may be added to any regular or special meeting when unforeseen circumstances require immediate action and include, but are 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.

ORDER OF BUSINESS

1. Roll call and determination of Quorum.
2. Approval of Agenda.
3. Review, possible amendment and approval of minutes.
4. Chairman and Commissioners' Items, (These are non-action items unless listed on the agenda for action).
5. Administrative items.
6. Business of the day (Public hearings, etc.). Old business previously considered by the Commission, will normally be considered before new business. Public hearings will normally be scheduled before items that do not require a public hearing.
7. Written communications. (These are non-action items unless listed on the agenda for action).
8. Public comments. (These are non-action items unless listed on the agenda for action).
9. Adjournment.

PROCEDURES FOR BUSINESS ITEMS

- A. General (for meeting items other than public hearings.)
 1. The Chairman shall introduce agenda items and then the Chairman call upon staff members for a presentation.
 2. Speakers wishing to testify before the Commission shall sign a Request to Speak slip and deliver the slip to the Recording Secretary.
 3. Speakers may present information to the Commission with the consent of the Chairman and shall limit their presentation to 5 minutes if representing a group and 3 minutes if speaking as an individual. Exceptions to this may be permitted if:
 - a. The Chairman establishes a different speaking time limit prior to opening a hearing to testimony; or
 - b. An individual requests permission to speak longer than the above-noted speaking limit and submits a written request to the Chairman at least 24 hours prior to the Commission

meeting. The Chair has the discretion to grant or deny such a request.

4. Persons addressing the board shall direct their comments to the Chairman and refrain from any personal, inflammatory or accusatory attacks toward any member of the Commission.
5. The procedure for presenting testimony at public meetings and public hearings shall be available at each regular and special meeting of the Commission.
6. Recesses, as necessary, may be called by the Chairman. In general, they should be taken at least every 2 hours.

PROCEDURES FOR THE CONDUCT OF PUBLIC HEARING

1. Chairman advises audience of general hearing procedures.
2. Chairman may request a show of hands of those in attendance for the agenda item under consideration and who wish to provide testimony.
3. Ex Officio (County Clerk) introduces the agenda item.
4. Chairman opens the public hearing for the presentation of testimony.
5. Speakers will be permitted to testify in the following order:
 - a. The agenda item advocate will speak first. Following this presentation, other speakers will be heard.
 - b. Initial speakers for the agenda item under consideration are requested to provide their name, address, and their reasons for support for the agenda item.
 - c. Subsequent speakers in favor are requested to provide their name, address, and any new pertinent information not covered by previous speakers.

- d. Initial speakers opposed to the agenda item are requested to provide their name, address and reasons for opposition to the agenda item.
 - e. Subsequent speakers against the agenda item are requested to provide their name, address, and any new pertinent information not covered by previous speakers.
 - f. Questions asked by speakers and dialogue addressed to individual Commissioners will be directed, and limited as necessary, by the Chairman.
6. Commission Chairman closes the public hearing to the presentation of testimony.
 7. Commissioners may ask questions of those who have testified or members of the audience.
 - a. At the discretion of the Chairman, any individual may be asked to comment on any factual or procedural issues discussed during the public hearing.
 8. The Chairman calls for Commission discussion leading to a motion. If a motion is made and seconded, it shall be voted on.
 9. If the original motion has been amended, the Chairman shall call for a vote on any amendments to the motion. Following votes on amendments, the original motion will be voted on.
 10. Any entity which presents a board proposal to the Commission for consideration shall first mail, or transmit by electronic facsimile, a copy of the proposal to any other taxing entity within Washoe County and must include all relevant debt requirements in the proposal.