

NORTHERN NEVADA WATER PLANNING COMMISSION

ADMINISTRATIVE POLICIES AND PROCEDURES

INTRODUCTION:

These Administrative Policies and Procedures shall govern the conduct of affairs of the Northern Nevada Water Planning Commission (the "Commission") created by Section 36(1) of the Western Regional Water Commission Act (the "Act"), Chapter 531, Statutes of Nevada 2007.

SECTION I – PROCEDURES AND MINUTES:

The Commission shall determine, in accordance with the provisions of the Act, its own policies, procedures, order of business, and conduct of public meetings, and shall provide for minutes of its proceedings, which shall be a public record.

SECTION II – MEETINGS:

Regular Meetings shall be held on the first Wednesday of each month, at 1:30 p.m., in a location properly noticed in accordance with the Open Meeting Law. [Act, 40(1)]

Special Meetings may be called by the Chairman or any three Members with at least three days written notice to each Member served personally or left at each Member's usual place of residence or business so long as the legal notice is in accordance with the Open Meeting Law, and action is required before a regular meeting would occur. [Act, 40(1)]

SECTION III – COMPLIANCE WITH OPEN MEETING LAW:

The Commission shall comply in all respects with the Open Meeting Law, Chapter 241, Nevada Revised Statutes.

SECTION IV – AGENDA:

Agendas shall contain the following order of business:

- Roll Call and Determination of Quorum
- Approval of Agenda
- Approval of Minutes
- Public Comment
- Business Items
- Public Comment
- Future Meeting(s) Agenda Items
- Adjournment

SECTION V – SELECTION OF CHAIRMAN AND VICE-CHAIRMAN

The Commission shall select a Chairman for a term of one year, in rotation, from among the voting Members, and a Vice-Chairman, annually at the first meeting of the second quarter (in April) until such time that a change in that schedule is desired. Any voting member of the Commission may serve as Chairman or Vice-Chairman. [Act, 39]

SECTION VI – CALL TO ORDER:

The Chairman, or in the Chairman's absence, the Vice-Chairman, shall call the Commission to order at the scheduled meeting time and preside over the meeting. In the absence of the Chairman or Vice-Chairman, the Members of the Commission present shall elect a temporary presiding officer. If the Chairman or Vice-Chairman arrives during the meeting, the temporary presiding officer shall relinquish the chair when the item immediately before the Commission is concluded.

SECTION VII – PRESIDING OFFICER DUTIES:

The Presiding Officer shall preserve strict order and decorum at all regular and special meetings of the Commission. The Presiding Officer shall state every question coming before the Commission, announce the recommendation or decision of the Commission on all subjects, and decide all questions of order. Any decision or ruling of the Presiding Officer may be appealed to the full Commission in attendance by request of any Member. The Presiding Officer shall conduct a hand vote or roll call to determine if the decision or ruling is upheld; if not, the Presiding Officer's ruling or decision is reversed.

SECTION VIII – ORDER OF BUSINESS:

The Presiding Officer shall determine the order of business at meetings. The Presiding Officer on his or her own initiative, or the Commission by vote of the Members, may consider items out of sequence from the printed agenda. A time certain for particular items may be set in the agenda as posted, or by request of the Chairman or vote of the Members at the beginning of the Commission meeting, during the item for Approval of the Agenda.

Obtaining the floor – improper reference to be avoided: Every Member desiring to speak shall address the Presiding Officer and, upon recognition by the Presiding Officer, shall confine himself or herself to the question under debate, avoiding all personal references and indecorous language.

Interruptions: A Member, once recognized, shall not be interrupted when speaking unless by the Presiding Officer to call the Member to order. If a Member, while speaking, is called to order, the Member shall cease speaking until the question of order is determined, and, if in order, shall be permitted to proceed.

SECTION IX – ADDRESSING THE COMMISSION:

Citizens attending the meeting may address the Commission at the proper time as provided herein. Petitions, remonstrances, communications, comments or suggestions from citizens, which are not related to an item included in the agenda, must be heard under Public Comment.

Each person desiring to address the Commission shall submit a speaker information card. Each person addressing the Commission shall read his or her name and the city or county of his or her residence into the public record. Oral presentations given during the Public Comment section of the agenda or for any agenda item shall not be repetitious and shall be confined to three minutes maximum duration, unless the Presiding Officer, or the Commission by vote of the Members, grants additional time. No person other than the individual speaking shall enter into the discussion without the permission of the Presiding Officer. No question shall be asked of a Member except through the Presiding Officer. No action shall be taken on issues raised under the Public Comment section of the agenda.

After a motion is made, no person shall address the Commission without first securing the permission of the Presiding Officer to do so.

SECTION X – DECORUM:

By Members: While the Commission is in session, the Members must preserve order and decorum. A Member shall neither by conversation or otherwise delay nor interrupt the proceedings or the peace of the Commission nor disturb any Member while speaking, nor refuse to obey the orders of the Commission or its Presiding Officer, except as otherwise herein provided.

By Other Persons: Any person who willfully disrupts a meeting to the point where orderly conduct is impracticable may be barred by the Presiding Officer from further audience before the Commission at that meeting, unless permission to continue is granted by a majority vote of the Commission.

SECTION XI – QUORUM AND VOTING:

Quorum: A quorum shall consist of a majority of the voting Members of the Commission. The affirmative vote of a majority of the Members present is required to take action, unless a larger proportion is required by the Act for a particular action. [Act,40(2)]

Hand Vote or Roll Call: A hand vote or roll call vote must be taken upon the request of any Member. The Presiding Officer shall take roll call votes. The Presiding Officer shall endeavor to rotate the order of calling on Members on a roll call vote, except that the Presiding Officer shall always vote last on a roll call vote. It shall not be in order for Members to explain their vote during a roll call.

Precedence of Motions: When a motion is before the Commission, no motion shall be entertained except (1) to limit comment, (2) to adjourn, (3) to fix hour of adjournment, (4) to lay the motion on the table, (5) to call for the previous question, (6) to continue to a certain day, (7) to refer, (8) to amend, (9) to postpone indefinitely, or (10) to divide the question. These motions shall have precedence in the order indicated.

Amendments: No more than one amendment to an amendment is permitted. When an amended motion is before the Commission, the Commission shall vote first on the amended motion. After the amended motion has passed or failed, the Commission may vote on the main motion.

Motion to Table: The purpose of this motion is to temporarily by-pass the subject. A motion to lay the matter on the table is undebatable and shall preclude all amendments or debate of the subject under consideration. If the motion prevails, the matter may be "taken from the table" at any time prior to the end of the next regular meeting. A matter taken from the table cannot be acted upon if it does not appear on the published agenda.

Motion to Continue: The purpose of this motion is to delay consideration of a subject until a future time. A motion to continue shall include the specific date when the subject shall again be considered.

Motion for Previous Question: The purpose of this motion is to close debate on the main motion. It is undebatable, and no further discussion shall be permitted until the motion is acted upon. If the motion fails, debate is reopened; if the motion passes, then the Commission shall vote on the main motion.

Division of Question: If the question contains two or more divisible propositions, the Presiding Officer may, or upon successful motion of the Commission, shall divide the same.

Withdrawal of Motion: When a motion is made and seconded, it shall be so stated by the Presiding Officer before debate commences. A motion may not be withdrawn by the mover without the consent of the member seconding it.

Conflict of Interest: Any Member who has a financial interest in a matter under consideration by the Commission shall disclose the full nature and extent of such interest and shall declare his or her ability to fairly discuss, deliberate and vote on the subject.

Required Voting: Members are required to vote on all issues placed before the Commission unless prohibited by a conflict of interest which would impair their ability to impartially discuss, deliberate and vote on the issue; or, if a Member was absent from a meeting, he or she may abstain from voting on the minutes of that meeting. A vote to abstain does not affect the quorum necessary for action.

Recording Votes: The minutes of the proceedings of the Commission shall record each individual Member's vote on any vote that is not unanimous.

Motion to Reconsider: A motion for reconsideration of any matter or a request to have a matter placed on a subsequent agenda may be made at any time during the meeting when the matter was voted upon or during the next regularly scheduled meeting by a Member voting on a prevailing side of the matter or motion to be reconsidered. A question failing by virtue of a tie vote may be reconsidered by motion of any member of the Commission, which motion may be made at any time. A majority vote in favor of reconsidering the vote on a subject or motion shall automatically cancel the previous vote on that subject or motion and reopen the subject or motion for discussion and another vote. The procedures of regular business shall be in order. When a Member voting on the prevailing side requests the Presiding Officer to place a time for reconsideration on a subsequent agenda, the Member should specify his/her intent as to when the item itself should be heard if the Commission approves the request to reconsider it.

SECTION XII – BUSINESS ITEMS

Business items to appear on a meeting agenda shall be set at the preceding meeting during the agenda item for that purpose. A Member may place a business item on agenda after the close of the preceding meeting only with the approval of the Chairman. The Member shall deliver the item to the Commission's staff verbally or in writing. Staff shall contact the Chairman, or the Vice-Chairman if the Chairman is not available, and request approval. If approved, staff shall place the item on the agenda for the next meeting so long as the legal notice is in accordance with the Open Meeting Law.

SECTION XIII – MEETING CANCELLATION

If, after the business items for a meeting have been set as provided above, the Commission's staff determines, in staff's best judgment, that the items available for consideration and/or action do not require or justify the holding of a regular meeting, staff shall so advise the Chairman, or the Vice-Chairman if the Chairman is not available, who in his or her sole discretion shall determine whether the meeting will be cancelled.

SECTION XIV – AMENDMENT OF POLICIES AND PROCEDURES

These Administrative Policies and Procedures may be amended, pursuant to a properly noticed agenda item, by a majority vote of the Commission Members present.

SECTION XV – RULES OF ORDER

"Roberts Rules of Order Newly Revised" shall govern the proceedings of the Commission in all cases, provided they are not in conflict with these Administrative Policies and Procedures.