



BOARD OF COMMISSIONERS

1594 Esmeralda Avenue, Minden, Nevada 89423
775-782-9821

COMMISSIONERS:
Barry Penzel, CHAIRMAN
Larry Walsh, VICE-CHAIRMAN
Dave Nelson
John Engels
Wesley Rice

**ACKNOWLEDGEMENT AND RELEASE OF PUBLIC INFORMATION AND
WAIVER OF NOTICE**

The undersigned acknowledges that he or she has been selected as a candidate for a Douglas County advisory board. The undersigned further acknowledges that he or she is hereby advised and accepts that:

(1) Douglas County is a public entity and is subject to the Nevada Public Records Law (NRS Ch. 239) and the Nevada Open Meeting Law (NRS Ch. 241);

(2) Pursuant to Nevada Law, the name of the applicant, cover letter, resume, and any other information you have provided as a part of the application process will be released as part of public meeting agendas and supporting materials. This information is a public record and will be available to the members of the public and the media throughout this process. A candidate may request redactions, in writing to the Douglas County Human Resources, as may be allowed under Nevada law, prior to the release of the information to the Board.

The undersigned hereby waives any and all rights to further notice of the above referenced public posting of information and any notice that may be required by the Nevada Public Records Law or Nevada's Open Meeting Law, and hereby consents to these actions.

Please Initial One:

_____ I authorize the release and do not request redaction of any information.

_____ I authorize the release and request the following be redacted prior to public release:

Date

Printed Name

Signature

**Douglas County Senior Services and Public Transit
Advisory Council
Bylaws**

I. PURPOSE AND AUTHORITY

Boards, committees, and commissions are created under the authority granted to the County by the Nevada Revised Statutes Chapter 244 and the Douglas County Code Title 2. They are intended to gather and parse information for the purpose of presenting options and recommendations to the Douglas County Board of Commissioners. These commissions and advisory boards are advisory in nature and retain no official independent authority or responsibility. The Senior Services Advisory Council was formed in 1997 under Resolution #97R-032 and received additional oversight concerning DART Transportation as the designated Transit Committee in 2005 from Resolution #2005R-001.

II. MISSION STATEMENT

To recommend and advise Douglas County Board of Commissioners in senior programs and services throughout Douglas County where each senior's independence and fitness options are preserved through home and community programs in nutrition, educational programs, recreation programs, supportive services and public transportation.

III. EQUAL OPPORTUNITY

The goal of Douglas County is to encourage a diverse membership and participation on its boards. Equal opportunity is good business and applies to all areas of citizen involvement. Douglas County does not discriminate in its selection decision based on race, religion, color, national origin, gender, gender identity or expression of a person, sexual orientation, age, political affiliation, pregnancy, military status, disability, genetic information or any other basis. The selection of members of a board is based solely on merit and fitness.

IV. CODE OF CONDUCT

It is expected that appointees to the Senior Services and Public Transit Advisory Council shall conduct themselves in a manner befitting their position. Courtesy, honesty, and respect for others are important attributes for all public servants. Everyone who serves will treat others in a professional manner being mindful of the fact that they are expected to represent and be accountable to the residents of Douglas County.

V. MEMBERSHIP

The Council shall consist of seven (7) total members. Six (6) of these seven (7) members shall be appointed by the Chairman of the Douglas County Board of Commissioners. The Council shall consist of one (1) Douglas County resident living in the Lake Tahoe Township, six (6) Douglas County residents at large and (1) elected by the Young-at-Heart Senior Citizen's Club.

VI. QUALIFICATIONS AND RESIDENCY REQUIREMENTS

The qualifications for a resident sitting on the Senior Services and Public Transit Advisory Council should have the ability to contribute and have a desire to serve, demonstrate a strong desire to collaborate, work well with staff, assure time availability and have experience in the community. The residency requirements for a community member seeking to serve on the Senior Services and Public Transit Advisory Council will be as follows: Provide proof of residency of Douglas County, NV and registered to vote in Douglas County, NV.

1. Application must be provided to the County Manager for appointment and re-appointment.
2. Residency must be reviewed and approvals will be limited to residents of Douglas County.
3. The application form shall contain a provision for a statement under oath that the candidate is eligible to serve on the Senior Services and Public Transit Advisory Council.

VII. APPOINTMENT- TERM- VACANCIES- REMOVAL- COMPENSATION

1. Six (6) members of the Senior Services and Public Transit Advisory Council shall be appointed by the Chairman of the Board of Commissioners, with approval of the Board.
2. The term of each member shall be two (2) years, and total terms are limited pursuant to the Policies and Procedures for Douglas County, Nevada Boards, Committees, and Commissions adopted April 5, 2018, which may be amended from time to time.
3. Appointments to the Senior Services and Public Transit Advisory Council shall be staggered, three (3) in odd years, three (3) in even years.
4. Vacancies which occur other than through the expiration of term shall be filled for the unexpired term in the same manner as set forth above.

5. Members may be removed, after public hearing by a majority vote of the Board of Commissioners for inefficiency, neglect of duty or malfeasance of office.
6. Members of the Senior Services and Public Transit Advisory Council shall serve without compensation.
7. The expected minimum standard of attendance at all meetings is 75%, regardless of whether absences are excused or unexcused.
8. Conflicts. Except as specifically required or allowed by law, County employees (including elected officials), persons who have been a County employee and/or an elected official during the previous twelve months, are not eligible for appointment by the Board of Commissioners.
9. Members of the Senior Services and Public Transit Advisory Council are allowed to serve only on one board/committee at any one time.

VIII. PARLIAMENTARY AUTHORITY

According to Roberts Rules of Order, bylaws define the primary characteristics of an organization, prescribe how it should function, and includes rules that are so important that they may not be changed without prior notice to members, a formal vote and agreement by a majority of the members appointed to the Senior Services and Public Transit Advisory Council.

1. Bylaws may only be changed by a two-thirds majority vote of the members appointed by the Board of Commissioners.
2. A quorum of 51% of voting members must be present for business to be conducted at a meeting of the Council.
3. When No Quorum Is Possible: If the chairman or department staff is aware that a quorum will not be present at any time during the scheduled public meeting, then the meeting shall be cancelled. When possible it shall be cancelled by providing an email notice to any applicable notification list and posting the cancellation notice at the door of the noticed meeting location.
4. If There Will Be a Late Quorum: If it is reasonably believed that one or more members will arrive late then no action can be taken until they arrive. The Chairman however may call for only non-action informational agenda items and public comment.
5. If There is a Loss of Quorum: If for any reason during a public meeting that has been convened the public body loses its quorum then the Chairman may call for only non-action informational agenda items and public comment or call for a recess until the quorum is present.

IX. COUNCIL OFFICERS

1. The Senior Services and Public Transit Advisory Council shall elect a chairman, vice-chairman and other such officers, as they may deem necessary.
2. Officers shall serve for a period of one (1) year commencing February of each year.
3. Elections will be held during the February meeting of each year with each officer elected by a simple majority of the members present.
4. Duties of officers shall be as follows:
 - i. The Council Chairman shall provide leadership to the Council, shall represent the Council to the community, and shall work with the Community Services Director to prepare an agenda for each meeting. The Chairman will preside at Council meetings. The Chairman will appoint the Committee Chairman of standing committees and other committees as deemed necessary by the Council. Chairman leadership must be regularly rotated among council members. As such, a member should only serve as chairman for two (2) consecutive years and should be nominated for chairman only when two (2) or more years have passed since the member last served as chairman.
 - ii. The Vice-Chairman shall serve in the absence of the Chairman and assume the duties of that office. The Vice-Chairman will assume all duties of the Chairman if it becomes necessary for the Chairman to leave that office permanently.

X. MEETINGS

1. Regular meetings of the Senior Services and Public Transit Advisory Council shall be held on the second Monday of each month at 8:15 a.m. The Chairman may dispense with meeting due to lack of a quorum or business.
2. Meeting site shall be the Douglas County Community and Senior Center in Gardnerville, Nevada.
3. The council shall conduct all meetings and keep a record of all council business in accordance with the Nevada Open Meeting law.

XI. AMENDMENTS

These By-Laws shall be reviewed annually, and may be revised or amended by a majority vote of the Council, by the following procedure:

- A. Revision, amendment, additions or deletions will be presented at a regular meeting of the Council and incorporated in the minutes of the meeting.
- B. Discussion and vote on proposed revision, amendments, additions or deletions will be conducted during the next scheduled meeting.

XII. DUTIES AND RESPONSIBILITIES OF THE COUNCIL

1. All Council activities shall be conducted in accordance with the Policies and Procedures for Douglas County, Nevada Boards, Committees, and Commissions adopted April 5, 2018, which may be amended from time to time.
2. To act in an advisory capacity to the Board of Commissioners in promoting, aiding, and encouraging Senior Services and Public Transit, including the development of senior facilities.
3. To act in an advisory capacity to the Board of Commissioners in promoting, aiding, and encouraging Senior Services and Public Transit including the development of senior facilities.
4. To review and recommend policies during the operation period of the Douglas County Senior Services and Public Transit Program.
5. To review and concur, in conjunction with the Manager, the facility use of the Community and Senior Center Senior programming.
6. To review and recommend, in conjunction with the Manager, all grant requests.
7. To act in an advisory capacity to the Douglas County Board of Commissioners and the coordinated routes and modes for Douglas Area Rural Transit (DART) Transportation.
8. To act in an advisory capacity making recommendations on the performance of the Douglas Area Rural Transit (DART) transit services to Douglas County.
9. To review and recommend policies regarding the operation of the Douglas Area Rural Transit (DART) and other federally funded transit programs.
10. To assist and recommend local fares, fees and rates for transit services.

11. To review and recommend bus stop locations and park and ride locations within Douglas County.
12. To assist staff and the Douglas County Commissioners in the overall operation of the Douglas Area Rural Transit (DART) services.
13. The Council shall adopt approved and annually review a set of bylaws approved by the majority of the Senior Services and Public Transit Advisory Council.
14. All actions of the Douglas County Senior Services and Public Transit Advisory Council shall be advisory only and subject to review and ratification by the County Board of Commissioners.

Presented to the Council for adoption and approval on _____ **(insert date)**

Approved by the Council on _____ **(insert date)**

Bob Cook, Chairman

Bruce Beamer, Vice-Chairman