

**APPLICATION FOR APPOINTIVE POSITION: DOUGLAS COUNTY ADVISORY BOARD TO MANAGE WILDLIFE**

Name: \_\_\_\_\_

LAST

FIRST

MI

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Are you a resident of Douglas County? Yes \_\_\_\_\_ No \_\_\_\_\_

Occupation: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I. QUALIFICATIONS: \_\_\_\_\_

II. EXPERIENCE IN COMMUNITY SERVICE: \_\_\_\_\_

III. AFFILIATION WITH TECHNICAL/PROFESSIONAL SOCIETIES: \_\_\_\_\_

IV. BACKGROUND AND EDUCATION:

A. NUMBER OF YEARS RESIDENCE IN DOUGLAS COUNTY: \_\_\_\_\_

B. EDUCATION BACKGROUND AND DEGREES HELD, IF ANY: \_\_\_\_\_

V. DO YOU ANTICIPATE ANY POTENTIAL CONFLICTS OF INTEREST? YES\* \_\_\_\_\_ NO \_\_\_\_\_

\*Please Explain \_\_\_\_\_

VIII. ADDITIONAL COMMENTS: \_\_\_\_\_

*The following questions may be asked by the Board of County Commissioners.*

- What Qualifications do you have that make you a candidate to sit on the Advisory Board to Manage Wildlife?
- The Advisory Board to Manage Wildlife meets the Tuesday before the State Board of Wildlife Commissioners' meetings at 5:30 pm (approximately 8-10 meetings per year). Members are expected to become familiar with agenda items and topics before these meetings. Advisory Board Members are expected to take turns traveling to wherever the Wildlife Commission meets. This can include remote areas of Nevada down to the Las Vegas areas. Can you meet this time commitment?
- Often wildlife decisions can be viewed as controversial to certain segments of the population, meaning non-hunters or anti-hunters. How would a candidate take that into account when making recommendations to the Wildlife Commission?

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

A resume or additional information may be attached.  
Please return applications to Douglas County Manager, P.O. Box 218, Minden, NV 89423  
(775)782-9821 Telephone (775)782-6255 FAX A Poole@DouglasCountyNV.us  
Please Note: Names of all applicants for appointed positions may be made public.



**BOARD OF COMMISSIONERS**

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

**COMMISSIONERS:**  
Steven J. Thaler, CHAIRMAN  
Barry Penzel, VICE-CHAIRMAN  
Nancy McDermid  
Larry Walsh  
Dave Nelson

**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 ADVISORY BOARD TO MANAGE WILDLIFE

Per NRS, the prospective Board member must meet the following qualifications and guidelines:

- Appointed by the Douglas County Board of County Commissioners.
- Appointed for a 3 year term.
- Appointment is without salary or compensation.
- A resident of Douglas County and a citizen of Nevada.
- A sportsman or engaged in ranching or farming.
- Required to meet 8-10 times per year before each of the State Commission meetings.
- Can be removed if absent from 3 or more consecutive meetings.

The responsibilities of the Board member include:

1. Being a willing participant in Board business.
2. Attending at least one or possibly two state wildlife commission meetings per year. These meetings are held across the state. Travel and expenses will be reimbursed per State of Nevada allowances.
3. Being able to advise the state commission on matters relating to the management of wildlife within Douglas County. These matters include but are not limited to seasons and bag limits.

**COUNTY ADVISORY BOARD TO MANAGE WILDLIFE****NRS 501.260 Creation; number of members; officers.**

1. There is hereby created a county advisory board to manage wildlife in each of the several counties.
2. In a county whose population:
  - (a) Is less than 400,000, each board consists of three or five members, at the discretion of the board of county commissioners.
  - (b) Is 400,000 or more, each board consists of five or seven members, at the discretion of the board of county commissioners.
3. A chair and vice chair must be selected by each board.  
[Part 13:101:1947; A 1949, 292; R 1953, 676; added 1953, 676]—(NRS A 1969, 1554; 1977, 1230; 1985, 1350; 1989, 2192; 2005. 457)

**NRS 501.265 Appointment of members; vacancies.**

1. The board of county commissioners shall appoint qualified persons to the board who are residents of the county and are:
  - (a) Hunters, trappers or anglers; or
  - (b) Engaged in ranching or farming in the county.
2. Within 60 days after a vacancy occurs, the board of county commissioners shall appoint a member to the board upon the recommendation of the organized hunters, trappers or anglers and residents of the county.
3. Within 90 days after a vacancy occurs, the board of county commissioners shall report to the Commission the name and address of each member appointed.  
[Part 13:101:1947; A 1949, 292; R 1953, 676; added 1953, 676]—(NRS A 1961, 473; 1969, 1554; 1971, 856; 1977, 1231; 1985, 1350; 1989, 2192)

**NRS 501.270 Qualifications of members.** The members of the board must be citizens of Nevada and bona fide residents of the county from which appointed.

[Part 13:101:1947; A 1949, 292; R 1953, 676; added 1953, 676]—(NRS A 1969, 1555; 1985, 1351)

**NRS 501.275 Appointment and terms of members.**

1. The boards of county commissioners shall appoint members to the boards of their respective counties.
2. Each member appointed shall serve a term of 3 years.  
[Part 13:101:1947; A 1949, 292; R 1953, 676; added 1953, 676]—(NRS A 1961, 474; 1969, 1555; 1977, 1231; 1985, 1351)

**NRS 501.285 Compensation of members.** Members of the board shall serve without salary or compensation.

[Part 13:101:1947; A 1949, 292; R 1953, 676; added 1953, 676]—(NRS A 1985, 1351)

**NRS 501.290 Meetings.** The board shall meet before those meetings of the Commission at which seasons, bag limits or hours are to be established and at such other times as the chair may call or the Commission may request.

[Part 13:101:1947; A 1949, 292; R 1953, 676; added 1953, 676]—(NRS A 1969, 1556; 1985, 1351)

**NRS 501.293 Removal of member.** Members of boards may be removed by the boards of county commissioners of the counties served for cause, including, but not limited to, absences from three consecutive, duly called board meetings, unless excused by their respective board chairs.

(Added to NRS by 1969, 1559; A 1977, 1231; 1985, 1351)

**NRS 501.297 Duties: Evaluating local opinion and advising Commission.** The boards shall solicit and evaluate local opinion and advise the Commission on matters relating to the management of wildlife within their respective counties.

(Added to NRS by 1969, 1560; A 1985, 1351)

**NRS 501.303 Duties: Submission of recommendations; attendance of chair or other members at meetings of Commission.**

1. The boards shall submit recommendations for setting seasons for fishing, hunting and trapping, which must be considered by the Commission in its deliberation on and establishment of regulations covering open or closed seasons, bag limits, hours and other regulations or policies.
2. The chair or vice chair, or members of the board appointed by them:
  - (a) Shall attend the meetings of the Commission at which seasons are set or bag limits, hours or other regulations and policies are established; and
  - (b) Are entitled to receive such travel and per diem expenses as are allowed by law.  
(Added to NRS by 1969, 1560; A 1979, 893; 1985, 1351; 1989, 2192)

**NRS 501.310 Fund for advisory board.** There is hereby created in each of the counties of this State a fund for the advisory board. The fund must be kept in the county treasury, and all money received from the Department must be placed in the fund.

[Part 47:101:1947; 1943 NCL § 3035.47]—(NRS A 1969, 1556; 1985, 1351; 1993, 1655; 2003. 1524)

**NRS 501.320 Budgets.**

1. Annually, not later than May 1, each board shall prepare a budget for the period ending June 30 of the following year, setting forth in detail its proposed expenditures for carrying out its duties as specified in this title within its county, and submit the budget to the Commission accompanied by a statement of the previous year's expenditures, certified by the county auditor.

2. The Commission shall examine the budget in conjunction with the Director or a person designated by the Director, and may increase, decrease, alter or amend the budget.

3. Upon approval of the budget, the Department shall transmit a copy of the approved budget to the board, and at the same time withdraw from the Wildlife Account within the State General Fund and transmit to the board the money required under the approved budget for disposition by the board in accordance with the approved budget. All money so received must be placed in the fund for the advisory board.

[12:101:1947; 1943 NCL § 3035.12]—(NRS A 1959, 362; 1969, 1556; 1979, 893; 1985, 1352; 1993, 1655; 2003, 1524)

**NRS 501.325 Duties of county auditor and county treasurer.** The county auditors and county treasurers in the respective counties are responsible for the safety and preservation of the fund for the advisory board in their county to the same extent as they are in respect to all other money in the county treasury. They shall observe and are bound by the approved budget governing the disposition of the money and shall report their actions currently in connection therewith.

[12a:101:1947; added 1949, 292; 1943 NCL § 3035.12a]—(NRS A 1985, 1352)

## APPENDICES CONTINUED

### FREQUENTLY ASKED QUESTIONS (FAQs)

1. QUESTION: Is someone from each County Advisory Board to Manage Wildlife required to attend all the Wildlife Commission meetings?

ANSWER: Yes, NRS 501.303 and 501.290 requires that each County Advisory Board send a member or members to attend the Wildlife Commission meetings where the following occur: seasons for fishing, hunting, and trapping, and setting of regulations. The Wildlife Commission and Department consider input a valued resource, and over the years it has become expected for a representative of each County Advisory Board to attend all Wildlife Commission meetings and provide input on other matters that are up for the Commission's discussion and decision-making.

2. QUESTION: Do members of County Advisory Boards to Manage Wildlife get reimbursement for expenses attending Wildlife Commission meetings?

ANSWER: Yes, per NRS 501.303, members who are appointed to attend any Wildlife Commission meetings will receive payment for expenses in the form of State per diem and travel reimbursement. This should be included in your CAB budget. If you wish to have more than one member attend a Wildlife Commission meeting, please put that in your CAB budget request as well. Additionally, if a CAB member is on a Committee and there is travel involved, they will receive reimbursement. These expenses should be included in your CAB budget request.

3. QUESTION: Do members receive reimbursement for mileage and per diem or compensation for going to their own County Advisory Board meetings?

ANSWER: No, there is not reimbursement for attending County Advisory Board meetings, only for Commission meeting attendance. Further, per NRS 501.285 there is no salary or compensation of the board.

4. QUESTION: Is our County Advisory Board to Manage Wildlife required to take and post minutes of each meeting?

ANSWER: Yes, per Open Meeting Law and Public Records Law each County Advisory Board is required to post their agendas at least 3 days before the meetings, and distribute to any individuals requesting them. CABs must also prepare minutes from each meeting within 30 days of the meeting, and make them available for public viewing.

5. QUESTION: Do the County Advisory Boards to Manage Wildlife take and provide input on season-setting and wildlife management in just their county, or for other counties as well?

ANSWER: Per NRS 501.297, "the Boards shall solicit and evaluate local opinion and advise the Wildlife Commission on matters relating to the management of wildlife within their respective counties."

6. QUESTION: Can CAB members discuss and deliberate on issues outside of CAB meetings, such as at a social setting or community meeting? Can they have dinner together, etc.?

ANSWER: Open Meeting Law restricts members of public bodies from deliberating outside of a publicly noticed meeting, however, members can have dinner together or interact at social events so long as they are not deliberating on any issues.

7. QUESTION: May County Advisory Board members represent their County on wildlife issues, through such mechanisms as writing letters or attending hearings on the state or federal level?

## APPENDICES CONTINUED

ANSWER: No, there is no authority provided to County Advisory Boards beyond advising the Wildlife Commission within their respective counties per NRS 501.297.

8. QUESTION: Can a County Advisory Board have a joint meeting with another County Advisory Board?

ANSWER: After review by the Attorney General, NRS allows CABs to meet "at such other times as the chairman may call or the Commission may request" and therefore, CABs can meet jointly but not to take action outside their respective counties. The Open Meeting Law rules apply equally to all public bodies as defined in the Open Meeting Law Manual, so each still must prepare their own notice that a quorum of the body will be attending the presentation.

CABs have met jointly to interview and discuss Wildlife Commissioner Candidates to nominate to the Governor and jointly held a public comment period for the joint meeting. Although this was a joint meeting, they each had to notice their CAB meetings, and each board then individually took action for their CAB in a selection, and wrote letters to the Governor of their recommendations (see appendix documents).

Another example, if two or more CABs want to hear a presentation jointly for the convenience of the presenter, they may.