

BY-LAWS OF THE CITY OF RENO CHARTER COMMITTEE

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(Adopted: May 6, 2024)

ARTICLE I - RECOGNITION

The Charter Committee is created and governed by Sections 1.140 through 1.160 of the Reno City Charter.

ARTICLE II - PURPOSE AND GOALS

The purpose of the Charter Committee is to meet and consider necessary amendments to the Charter for recommendation to the Reno City Council or to otherwise present the necessary amendments to the Charter to the Legislature for consideration as permitted in the Charter.

ARTICLE III - MEMBERSHIP

Section 1: The Charter Committee shall consist of thirteen members and shall be appointed as set forth in Charter Section 1.140, which establishes the appointment process, terms, and qualifications of its membership.

Section 2: Members desiring to resign shall submit in writing a resignation to the appointing authority with a copy to the Chair of the Charter Committee and the City Manager. The resignation shall be effective upon receipt by the Chair of the Charter Committee.

Section 3: Members shall have one vote each to be cast during attendance at any general or special meeting.

Section 4: Members who change their address shall notify the Chair and the City Manager or designee in writing of such change.

ARTICLE IV - OFFICERS

Section 1: The officers of the Charter Committee will consist of a Chair and a Vice Chair.

Section 2: The members of the Charter Committee shall elect their officers from among its members every two years in January. In the event of a vacancy of any officer, the Charter Committee shall elect such an officer from its members to fill such vacancy for the remainder of the unexpired term.

Section 3: The Chair shall preside at all Charter Committee meetings. The Chair may call regular and special meetings under these by-laws, sign documents duly approved by the Charter Committee and see that the Charter Committee's actions are properly taken.

Section 4: The Vice Chair shall assist the Chair in all of the Chair's duties and functions and shall serve as the Chair in the absence of the elected Chair. In the absence of both the Chair and the Vice Chair, the members of the Charter Committee shall elect a temporary Vice Chair to carry out the duties of the Chair.

Section 5: Secretarial duties, including the taking of the minutes, shall be provided by the Clerk of the City of Reno.

ARTICLE V - MEETINGS

Section 1: All regular and special meetings of the Charter Committee shall comply with Chapter 241 of the Nevada Revised Statutes, commonly known as the Open Meeting Law.

Section 2: The Charter Committee shall have authority to establish a regular time and place for its meetings and assure compliance with the Open Meeting Law.

Section 3: The Charter Committee shall meet as often as it deems appropriate to accomplish its purpose but shall not hold less than the minimum number of meetings required by the City Charter.

Section 4: Special meetings may be held at the call of the request of the Chair or if unavailable, the Vice Chair, with at least three days written notice to each member of the Charter Committee. A special meeting is held at a time different from a regular meeting and is convened to deal with important matters that may arise between regular meetings that require discussion or action. Special meetings must comply with the Open Meeting Law.

Section 5: Anyone may attend any regular or special meeting. At each meeting, a time for public comment as required by the Open Meeting Law will be placed upon the agenda.

Section 6: Quorum: Action of the Charter Committee will be taken in accordance with NRS 241.015, as applicable.

Section 7: Teleconference attendance at meetings by members of the Charter Committee will be permitted without further approval when a member is unable to attend a meeting and desires to participate via the use of teleconferencing and/or videoconferencing. If more than one member requests the use of teleconferencing for a particular meeting, it will require the approval of the Chair to do so. When teleconferencing is used, facilities will be utilized which permit the public to hear and/or observe all telephonic and/or video conferencing.

Section 8: Notice of regular and special meetings will include the time, place and agenda and will be posted in accordance with the Open Meeting Law.

Section 9: The Charter Committee shall identify future agenda items at each meeting. If any member of the Charter Committee or staff desires to otherwise add an item to the agenda, it shall make such a request to the Chair. Prior to each meeting, staff shall prepare a draft agenda containing the requested agenda items for review and approval by the Chair. If the Chair is not available, the Vice Chair shall have authority to review and approve the draft agenda. If both the Chair and Vice Chair are not able to complete the approval of the draft agenda, then staff shall have authority to post the agenda.

The agenda for the Charter Committee shall include an item for approval of the agenda by the Charter Committee. Minutes shall be kept in accordance with the Open Meeting Law.

ARTICLE VI - COMMITTEES

If the Charter Committee desires to create a subcommittee of its members, it may do so in compliance with the Open Meeting Law, and such subcommittee shall be required to properly post agendas, record, and take minutes.

ARTICLE VII - ADDRESSING THE CHARTER COMMITTEE

Section 1: Every member desiring to speak shall address the Chair and, upon recognition by the presiding officer, shall confine the discussion to the question under debate.

Section 2: A member, once recognized, shall not be interrupted when speaking unless it is to call the member to order. If a member, when 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 3: Any person wishing to address the Charter Committee shall first secure permission of the presiding officer to do so.

Section 4: Interested parties, or their authorized representatives, may address the Charter Committee by written communications directed to the Chair with regards to matters under discussion. A copy of any written communications also shall be provided to the City Clerk.

Section 5: During the proper time on the agenda, members of the public may provide general public comment or address the Charter Committee on any item duly posted on an agenda. Comments relating to a particular agenda item must be made when the item is heard by the Charter Committee. Other communications, comments or suggestions from the public which are not related to an item included in the agenda elsewhere shall be heard by the Charter Committee under public comment.

Section 6: 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 Chair or a quorum of the Charter Committee grants additional time. No action shall be taken on issues raised under the public comment section of the agenda.

ARTICLE VIII - USE OF STAFF

Section 1: Charter Committee members will make all requests for staff time through the Chair to the City Manager, or designee, who is authorized to approve or disapprove such requests.

Section 2: An informal system of direct communication with employees of the City of Reno is discouraged and should be used with discretion.

ARTICLE IX - DECORUM

By Charter Committee Members: While the Charter Committee is in session, the members must preserve order and decorum. A member shall not unreasonably, by conversation or otherwise, delay nor interrupt the proceedings or the peace of the meeting nor disturb any member while speaking nor refuse to obey the orders of the Charter Committee or its presiding officer, except as otherwise herein provided.

By Staff Members: Employees of the City shall observe the same rules of order and decorum as those which apply to Charter Committee members.

By Persons: Each person who addresses the Charter Committee shall do so in an orderly manner so as to not disrupt the orderly business of the Charter Committee. Any person whose behavior or disorderly conduct disrupts, disturbs, or otherwise impedes the orderly

conduct of any Charter Committee meeting, after being requested to cease such conduct, may at the discretion of the presiding officer or a majority of the Charter Committee, be barred from further audience before the Charter Committee during that meeting. The Chair may recess to seek the assistance of security or the police department to maintain proper order of the meeting.

Members of the Audience: No person in the audience at a Charter Committee meeting shall engage in disorderly or boisterous conduct, including the utterance of loud language, whistling, stamping of feet or other acts which disturb, disrupt, or otherwise impede the orderly conduct of any Charter Committee meeting. Any person who conducts oneself in the aforementioned manner shall, at the discretion of the presiding officer or a majority of the Charter Committee, be barred from further audience before the Charter Committee during that meeting. The Chair may recess to seek the assistance of security or the police department to maintain proper order of the meeting.

ARTICLE X - CONFLICTS OF INTEREST

Conflicts of interest are governed by the Nevada Ethics in Government Code set forth in NRS Chapter 281A, as applicable.

ARTICLE XI - PARLIAMENTARY AUTHORITY

Roberts Rules of Order (Newly Revised) 11th Edition, or its successor edition, will be used when applicable and when they are not inconsistent with these by-laws.

ARTICLE XII - AMENDMENT OF BY-LAWS

These by-laws may be amended at any regular meeting of the Charter Committee by a majority vote.