



N E V A D A

AGENDA

Regular Meeting

Senior Advisory Committee

Friday, March 11, 2022 • 9:00 AM

Members

Jewell McCullar Chairman
Jacqueline LaVoie - Vice Chair
Sharon Holley - Board Member
Sheryl Cobb - Board Member
Thomas Burrous - Board Member

Fernley City Council Chambers, 595 Silver Lace Boulevard, Fernley, NV 89408

Zoom information:

Please click the following link to join the webinar: <https://us02web.zoom.us/j/83631254660>, or one tap/mobile: 12532158782, Dial: 669 900 9128, Webinar ID: 836 3125 4660

Public Notice: This agenda has been physically posted in compliance with 241.020 at Fernley City Hall, 595 Silver Lace Blvd. In addition, this agenda has been electronically posted in compliance with NRS 241.020(3) at www.cityoffernley.org and NRS 232.2175 at <https://notice.nv.gov/>. To obtain further documentation regarding posting, please contact the City Clerk's Office at (775) 784-9830 or cityclerk@cityoffernley.org

Public Comment: Those wishing to address the City Council may submit public comment through the online public comment form found at <https://www.cityoffernley.org/forms>, or by sending an email to cityclerk@cityoffernley.org. Comments received prior to 4:00 pm the day of the meeting will be provided to City Council and added to the record but will not be read during the live meeting. Public comments received after 4 pm the day of the meeting will be included in the record but may not reach council members before action is taken. Public comment, whether on action items or public comment, is limited to three (3) minutes per person. Unused time may not be reserved by the speaker, nor allocated to another speaker. The public may comment on any matter that is not specifically included on an agenda as an action item or comment on a specific agenda item. Items not included on the agenda cannot be acted upon other than to place them on a future agenda. Additionally, if you wish you can comment in person at the meeting or use the Raise your Hand feature in Zoom (*9 if you are participating via phone).

Accommodations: City Council and staff will make reasonable efforts to assist and accommodate individuals with disabilities desiring to attend the meeting. Please contact the City Clerk's Office at (775) 784-9830 in advance so that arrangements can be made.

Supporting Material: Staff reports and supporting material for the meeting are available at the City Clerk's Office, and on the City's website at www.cityoffernley.org. Pursuant to NRS 241.020(6), supporting material is made available to the general public at the same time it is provided to the City Council.

Order of Business: The presiding officer shall determine the order of the agenda. The Fernley City Council may combine two or more agenda items for consideration; remove an item from the agenda; or delay discussion relating to an item on the agenda at any time. All items are action items unless otherwise noted. Items scheduled to be heard at a specific time will be heard no earlier than the stated time but may be heard later.

1. INTRODUCTORY ITEMS

1.1. Roll Call

1.2. Public Forum

1.3. (For Possible Action) Approval of Agenda

1.4. (For Possible Action) Approval of Minutes

2. REPORTS

3. PRESENTATIONS

3.1. Presentation from businesses and organizations in the City of Fernley who offer services and benefits to senior citizens.

4. STAFF REPORTS

4.1. (For Possible Action) Discussion to establish a Lyon County Sheriff's Office Liaison for the Senior Citizens Advisory Committee and possible appointment of LCSO Liaison for the Senior Citizen Advisory Committee.

4.2. (For possible action) Discussion to determine the process to allow Fernley community members to participate in the Senior Citizen Advisory Subcommittees.

4.3.

A. (For Possible Action) Discussion to Adopt Resolution #22-010 establishing the rules of Decorum for the Senior Citizen Advisory Committee.

B. (For Possible Action) Discussion to Adopt Resolution #22-011 establishing the rules of Parliamentary Procedure for the Senior Citizen Advisory Committee.

5. ADDRESS REQUEST(S) FOR FUTURE AGENDA ITEMS:

6. PUBLIC FORUM

7. ADJOURNMENT

Next Meeting:



CITY OF FERNLEY

Senior Advisory Committee AGENDA REPORT

Meeting Date: March 11, 2022

REPORT TO: Mayor and City Council

REPORT THRU: Daphne Hooper, City Manager

REPORT FROM: Trisha Conner

FINANCIAL IMPACT:	CURRENTLY BUDGETED:	FUND/ACCOUNT:
Yes: No: x	Yes: No: x	None.

ACTION REQUESTED: Motion

AGENDA ITEM: (For Possible Action):

(For Possible Action) Discussion to establish a Lyon County Sheriff's Office Liaison for the Senior Citizens Advisory Committee and possible appointment of LCSO Liaison for the Senior Citizen Advisory Committee.

AGENDA ITEM BRIEF:

The Senior Citizen Advisory Committee envisions a community that is senior friendly where residents are aware of the services and programs for Senior Citizens and that includes the safety of senior residents. It is, also, the goal of the Committee to partner with local government entities who serve the senior population to help promote their services available to seniors. The Committee would like to establish and possibly appoint a Lyon County Sheriff's Office Liaison for the Committee to assist in reaching their goals and vision.

RECOMMENDED MOTION:

I motion to establish a Lyon County Sheriff's Office Liaison for the Senior Citizen Advisory Committee and appoint _____ as this Liaison.

BUSINESS IMPACT (per NRS Chapter 237):

A Business Impact Statement is not required because this is not a rule (term excludes vehicles by which legislative powers are exercised under NRS Chapters 271, 278, 278A, or 278B).

See attached report for background, analysis, alternatives.

ALTERNATIVES:

The Committee can:

- Request more information
- Determine not to establish the LCSO Liaison.

BACKGROUND:

The Senior Citizen Advisory Committee envisions a community that is senior friendly where residents are aware of the services and programs for Senior Citizens and that includes the safety of senior residents. It is, also, the goal of the Committee to partner with local government entities who serve the senior population to help promote their services available to seniors. The Committee would like to establish and possibly appoint a Lyon County Sheriff's Office Liaison for the Committee to assist in reaching their goals and vision.

The LCSO Liaison would be the Committee's point of contact for issues and concerns affecting the lives of Senior Citizens of Fernley. The Liaison would also update the Committee quarterly on programs, services, projects, events, issues and concerns affecting our Fernley senior community.

LEGAL IMPLICATIONS:

None.

FINANCIAL IMPLICATIONS:

None.

ATTACHMENTS:

None



CITY OF FERNLEY

Senior Advisory Committee AGENDA REPORT

Meeting Date: March 11, 2022

REPORT TO: Mayor and City Council

REPORT THRU: Daphne Hooper, City Manager

REPORT FROM: Trisha Conner

FINANCIAL IMPACT:	CURRENTLY BUDGETED:	FUND/ACCOUNT:
Yes: No: x	Yes: No: x	None.

ACTION REQUESTED: Motion

AGENDA ITEM: (For Possible Action):

(For possible action) Discussion to determine the process to allow Fernley community members to participate in the Senior Citizen Advisory Subcommittees.

AGENDA ITEM BRIEF:

The SCAC established three subcommittees: the communications subcommittee, the events subcommittee, and the community partnerships subcommittee. Each subcommittee has been assigned tasks with deadlines and each SCAC member has been appointed and confirmed by majority of vote to at least one subcommittee. The SCAC would like to open the subcommittees to community members in Fernley to join as volunteers or as appointed subcommittee members. This item will establish the process to open the subcommittees to Fernley community members.

RECOMMENDED MOTION:

"I motion to open the Senior Citizen Advisory Subcommittees to the residents of Fernley to volunteer."

OR

"I motion to begin the process of appointing Fernley community members to the Senior Citizen Advisory Subcommittees."

BUSINESS IMPACT (per NRS Chapter 237):

A Business Impact Statement is not required because this is not a rule (term excludes vehicles by which

legislative powers are exercised under NRS Chapters 271, 278, 278A, or 278B).

See attached report for background, analysis, alternatives.

ALTERNATIVES:

The Committee may decide to:

- Open some subcommittees and not others
- Request more information, or
- Not open the subcommittees to community members.

BACKGROUND:

The SCAC established three subcommittees, including the communications subcommittee, the events subcommittee, and the community partnerships subcommittee. Each subcommittee has been assigned tasks with deadlines. The SCAC would like to open subcommittees for community members of Fernley to join.

Communications subcommittee

- Senior Citizens Advisory Committee Newsletter - published quarterly
- Fernley Senior Citizen Resource Guide - published annually
- Website and social media communications - update monthly
- Establish talking points for the SCAC - update quarterly, or as needed

Events subcommittee

- Identify possible community events the SCAC may attend and present - ongoing.
- Create/develop a Senior Community Resource Fair - annually

Community Partnerships subcommittee

- Identify and develop partnerships with local businesses, organizations, and public entities that provide services and programs for seniors to help promote their services - ongoing.

FORMAL SUBCOMMITTEE APPOINTMENT PROCESS:

The process begins by advertising the subcommittee appointment opportunity to the Fernley community for a specified period of time. Interested persons will complete a Volunteer Application and submit it by an established deadline. A formal notice must be given in person to the interested volunteer applicants five days prior to the public meeting of possible appointment or 21 days if by certified mail. The item will be agendaized with the volunteer applications attached. The Committee will review the applications and make appointments at a SCAC public meeting. The Committee must also set Subcommittee appointment terms must also be established.

In addition, appointed SCAC subcommittee members' names and volunteer time must be tracked and submitted to the City Clerk's Office. All appointed members of the Senior Citizen Advisory Subcommittee will

not be compensated for their work.

SUBCOMMITTEE VOLUNTEER PROCESS:

The volunteer process does not include a formal appointment of subcommittee members. Instead, the staff will advertise or publicize the volunteer opportunities for each SCAC subcommittee.

In addition, City of Fernley volunteers name and volunteer time must be tracked and submitted to the City Clerk's Office. All volunteers from the Senior Citizen Advisory Subcommittees will not be compensated for their work.

LEGAL IMPLICATIONS:

NRS 241.033

FINANCIAL IMPLICATIONS:

Senior Citizen Advisory Subcommittee members will not be compensated.

ATTACHMENTS:

None



CITY OF FERNLEY

Senior Advisory Committee AGENDA REPORT

Meeting Date: March 11, 2022

REPORT TO: Mayor and City Council

REPORT THRU: Daphne Hooper, City Manager

REPORT FROM: Trisha Conner

FINANCIAL IMPACT:

Yes: No: x

CURRENTLY BUDGETED:

Yes: No: N/A

FUND/ACCOUNT:

None.

ACTION REQUESTED: Motion

AGENDA ITEM: (For Possible Action):

A. (For Possible Action) Discussion to Adopt Resolution #22-010 establishing the rules of Decorum for the Senior Citizen Advisory Committee.

B. (For Possible Action) Discussion to Adopt Resolution #22-011 establishing the rules of Parliamentary Procedure for the Senior Citizen Advisory Committee.

AGENDA ITEM BRIEF:

This item brings forward to the Senior Citizen Advisory Committee resolutions regarding both decorum and parliamentary procedure for the Committee's consideration and adoption.

RECOMMENDED MOTION:

A. "I move to Adopt Resolution # 22-010 establishing the rules of Decorum."

B. "I move to Adopt Resolution #22-011 establishing the rules of Parliamentary Procedure."

BUSINESS IMPACT (per NRS Chapter 237):

A Business Impact Statement is not required because this is not a rule (term excludes vehicles by which legislative powers are exercised under NRS Chapters 271, 278, 278A, or 278B).

See attached report for background, analysis, alternatives.

ALTERNATIVES:

The Committee may ask for more information, direct staff to revise the Rules of Decorum or Rules of Parliamentary Procedure, or not adopt the proposed Resolutions on Decorum and Parliamentary Procedure.

BACKGROUND:

The Rules of Decorum are a number of rules that are enforced by the Presiding Officer in order to ensure that debate proceeds in a civil and orderly manner. It also ensures the Committee meetings are conducted democratically and effectively, and so that all members of the public have a full, fair, and equal opportunity to be heard. Resolution #22-010 lays out the Rules of Decorum relating to Public Input and Committee member conduct.

The Rules of Parliamentary Procedure is to assist the Committee to conduct its business in the most efficient way possible while considering the rights of its members. The Senior Citizen Advisory Committee recognizes that Rules of Procedures will help to benefit and convenience the Committee and general public so the Committee can conduct its affairs in a timely and efficient manner. The Committee reserves the right to suspend or amend the Rules of Procedure whenever a majority of the Committee decides to do so.

LEGAL IMPLICATIONS:

Nevada Statutes: NRS 266
Fernley Municipal Code: Title 1, Chapter 11

FINANCIAL IMPLICATIONS:

None.

ATTACHMENTS:

1. 2022.03 SCAC DRAFT Resolution 22-010 Rules of Decorum
2. 2022.03. SCAC DRAFT Resolution 22-011 Rules of Procedure

RESOLUTION NO. 22-010

A RESOLUTION OF THE CITY OF FERNLEY SENIOR CITIZEN ADVISORY COMMITTEE PROVIDING FOR RULES OF DECORUM RELATING TO PUBLIC INPUT AND COMMITTEE MEMBER CONDUCT

WHEREAS, the City of Fernley Senior Citizen Advisory Committee recognizes the importance of protecting the rights of its citizens to express their opinions on the operation of City government and encourages their participation in the local government process; and

WHEREAS, the City of Fernley Senior Citizen Advisory Committee also recognizes that there is a significant governmental interest in conducting orderly, efficient meetings of public bodies; and

WHEREAS, it is the duty of the City of Fernley Senior Citizen Advisory Committee Chairperson to ensure that decorum is maintained at the meeting; and

WHEREAS, in order to conduct orderly and efficient meetings of the City of Fernley Senior Citizen Advisory Committee, order must be preserved, and

WHEREAS, the City of Fernley Senior Citizen Advisory Committee is composed of individuals with a wide variety of background, personalities, values, opinions and goals; and

WHEREAS, despite the diversity of the City of Fernley Senior Citizen Advisory Committee, all have chosen to serve in public Committee in order to improve the quality of life Senior Citizens in the City of Fernley; and

WHEREAS, in all cases, the common goal should be acknowledged even as Committee Members agree to disagree on contentious issues; now, therefore,

BE IT RESOLVED BY THE SENIOR CITIZEN ADVISORY COMMITTEE OF THE CITY OF FERNLEY, that the following is hereby adopted by the City of Fernley Senior Citizen Advisory Committee for the City of Fernley, Nevada:

1. Committee members shall:
 - A. Put constituents foremost at all times;
 - B. Treat each other, staff, and members of the public with dignity, courtesy, and respect;
 - C. Encourage and ensure that the public treats the City of Fernley Senior Citizen Advisory Committee, staff, and members of the public with dignity, courtesy, and respect;

- D. Maintain confidentiality of all closed session materials and discussion;
 - E. Be attentive to others, limiting interruptions and distractions;
 - F. Encourage diverse viewpoints in deliberations while being mindful not to prolong discourse or block consensus;
 - G. Agree to respectfully disagree;
 - H. Keep comments clear, concise and on-topic;
 - I. Start and end meetings on time, work from the agenda;
 - J. Present problems in a way that promotes discussion and resolution.
2. To ensure that decorum is maintained at the meeting, the Chairperson shall:
- A. Preserve order and decorum at all regular and special meetings of the City of Fernley Senior Citizen Advisory Committee, and shall have the authority to regulate irrelevant debate, repetitious discussion and disruptive behavior at a public meeting;
 - B. Decide all questions of order and decorum, subject, however, to an appeal of said decision forthwith by a member of the City of Fernley Senior Citizen Advisory Committee, in which event a majority vote of the Committee Members in attendance shall govern and conclusively determine such question of order or decorum;
 - C. Ensure that staff and members of the public direct their comments to the Chairperson;
 - D. If necessary, help keep Committee member questions relevant to the matter being considered by the Committee;
 - E. Prevent the use of obscene or profane language, physical violence or the threat thereof, or other loud and boisterous behavior which the Chairperson [or a majority of the City of Fernley Senior Citizen Advisory Committee] shall determine is intended as a disruption of the meeting;
 - F. If necessary, consider calling for a brief recess if orderly conduct of the meeting is being disrupted; and

[Remainder of page left intentionally blank.]

- G. If necessary, and pursuant to Resolution, expel a member of the City of Fernley Senior Citizen Advisory Committee from the meeting for the duration of the meeting, [subject to an appeal of said decision forthwith by a member of the City of Fernley Senior Citizen Advisory Committee, in which event a concurrence of two-thirds of the Committee Members in attendance shall govern and conclusively determine such question of order or decorum]

PASSED AND RESOLVED this _____ day of _____, 2022,
by the Senior Citizen Advisory Committee of the City of Fernley, Nevada.

ACKNOWLEDGED AND APPROVED:

Dated:

Jewell "JF" McCullar, Chairperson

Jacqueline LaVoie, Vice Chairperson

Thomas Burrous, Committee Member

Sharon Holley, Committee Member

Sherryl Wheeler, Committee Member

Kimberly Swanson, City Clerk

RESOLUTION NO. 22-011

**A RESOLUTION OF THE CITY OF FERNLEY SENIOR CITIZEN ADVISORY
COMMITTEE PROVIDING FOR RULES OF PROCEDURE**

WHEREAS, under the authority of NRS 266.240, the Committee desires to adopt its own Rules of Procedure; and

WHEREAS, the Committee recognizes and agrees that Rules of Procedures will assist to the benefit and convenience of the Committee and the general public; and

WHEREAS, the Committee believes Rules of Procedures will help the Committee to conduct its affairs in a timely and efficient manner; and

WHEREAS, the Rules and Procedures do not create substantive rights for third parties or participants in proceedings before the Committee; and

WHEREAS, the Committee reserves the right to suspend or amend the Rules of Procedure whenever a majority of the Committee decides to do so; and

WHEREAS, when the Rules of Procedures do not address a procedural issue, the Committee may consider the most recent edition of Robert's Rules of Order for guidance; and

WHEREAS, the failure of the Committee to strictly comply with the Rules of Procedures shall not invalidate any action of the Committee; now therefore,

BE IT RESOLVED BY THE SENIOR CITIZEN ADVISORY COMMITTEE OF THE CITY OF FERNLEY, that the following is hereby adopted by the Senior Citizen Advisory Committee for the City of Fernley, Nevada:

SECTION 1 - PURPOSE AND BASIC PRINCIPLES

1-1. Purpose of Rules of Procedure

- A. To enable the City of Fernley Senior Citizen Advisory Committee to transact business fully, expeditiously and efficiently while affording every opportunity to citizens to witness the operations of government;
- B. To protect the rights of each individual Committee member;
- C. To preserve a spirit of cooperation among Committee members;
- D. To determine the will of the Committee on any matter.

1-2. Basic Principles Underlying Rules of Procedure

- A. The business of the Committee should proceed in the most efficient manner possible;
- B. Rules of Procedure must be followed consistently.
- C. Committee actions should be the result of a decision on the merits and not a manipulation of the procedural rules;
- D. Only one subject may claim the attention of the Committee at one time;
- E. Each item presented for consideration is entitled to full and free discussion;
- F. Every member has equal rights to participate and vote on all issues;
- G. Every member must have equal opportunity to participate in decision-making;
- H. The will of the majority must be carried out pursuant to the City's ordinances and resolutions; and
- I. The Committee must act as a body.

SECTION 2 - MEETINGS

2-1. When and Where Regular Meetings Are Held

- A. Committee meetings and locations will be held at City Hall and/or virtually as allowed in Open meeting Law.

2-2. Adjourned or Recessed Meetings

- A. A meeting of the Committee is adjourned when the Committee has finished its business and is bringing the meeting to a close, with the intention of holding another meeting at a later date. Generally, when a meeting of the Committee is adjourned, the next meeting of the Committee is preceded by opening ceremonies. A meeting of the Committee is recessed when the Committee takes a break between sittings and after the recess business is resumed where it left off.
- B. A properly called regular or additional scheduled meeting may be recessed or adjourned to a time and place certain by a motion made and adopted by

a majority of the Committee in an open session during the regular or additional scheduled meeting. The motion shall state the time and place where the meeting will reconvene. No further notice need be given of such a recessed or adjourned session of a properly called regular or additional scheduled meeting other than the requirements of the Nevada Open Meeting Law.

2-3. Seating Arrangement

The City Clerk shall determine seating arrangement.

2-4. Presiding Officer

The presiding officer shall preserve order and decorum among the members and enforce the rules of the Committee and determine the order of business. The presiding officer shall state every question coming before the Committee, announce the decision of the Committee on all subjects and decide all questions of order, subject to an appeal of the Committee, in which event a majority vote of the Committee shall govern conclusively to determine such question of order.

SECTION 3 - PARLIAMENTARIAN

3-1. Parliamentarian

The City Attorney shall serve as the Parliamentarian for the purpose of interpreting these Rules of Procedure and the Nevada Revised Statutes, as amended, as may be directed by the Presiding Officer or as required as a result of a point of order raised by one or more Committee members. If the City Attorney is unavailable, his or her designee or the City Manager shall serve as the Parliamentarian.

3.4. Preservation of Order

- A. At meetings of the Committee, the Presiding Officer shall preserve order and decorum. The Presiding Officer shall have the following powers:
 - 1. To rule on motions in or out of order, including any motion not germane to the subject under discussion or patently offered for obstructive or dilatory purposes;
 - 2. To determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground;
 - 3. To entertain and answer questions of parliamentary law or

procedure;

4. To call a brief recess at any time;

5. To adjourn in an emergency.

B. A decision by the Presiding Officer under any of the first three powers listed above may be appealed to the Committee upon motion of any member. Such a motion is in order immediately after a decision under those powers is announced and at no other time. The member making the motion need not be recognized by the Presiding Officer, and the motion, if timely made, may not be ruled out of order. There are two exceptions to this right of appeal: The Presiding Officer may adjourn without the Committee's vote or appeal in an emergency; and he or she may also call a brief recess without a vote at any time, when necessary to reduce friction among the members. The Presiding Officer must continue to address the motion upon return.

SECTION 4 - AGENDA

4-1. Preparation

The Clerk shall prepare an agenda for the regularly scheduled meetings pursuant to Resolution #15-012, Agenda Process, incorporated by reference herein.

4-2. Delivery of Agenda

The Committee meeting package, including the agenda and related materials, shall be delivered to each member of the Committee and the City Attorney the Monday prior to the regularly scheduled Committee meeting.

SECTION 5 - ORDER OF BUSINESS FOR COMMITTEE MEETINGS

5-1. Order of Business

A. The Order of Business shall be determined by the Presiding Officer.

5-2. Consent Agenda

A. Upon request of any Committee member, an item shall be removed from the Consent Agenda. The item shall be considered separately after adoption of the Consent Agenda.

- B. The consent agenda shall be introduced by a motion “to approve,” and shall be considered by the Committee as a single item.
- C. There may be a short discussion of consent agenda items to answer questions or clarify a matter. There shall be no lengthy debate or discussion of a consent agenda item.

5-3. Citizen Participation

- A. Every petition, communication or address to the Committee shall be in respectful language, whether verbal or written.
- B. Public Presentations:
Public presentations shall be for the purpose of allowing members of the public to present any matter, which, in their opinion, deserves the attention of the Committee. They shall not serve as a forum for debate with the Committee.

5-4. Prohibited Conduct

- A. Persons appearing before the Committee will not be allowed to:
 - 1. Use profanity or vulgar language or gestures;
 - 2. Use language which insults or demeans any person or which, when directed at a public official or employee is not related to his or her official duties; however, citizens have the right to comment on the performance, conduct and qualifications of public figures;
 - 3. Make nongermane or frivolous comments;
 - 4. Interrupt other speakers or engage in behavior that disrupts the meeting including but not limited to applause, cheers, jeers, etc.;
 - 5. Engage in behavior that reasonably intimidates others;
- B. The presiding officer shall preserve order and decorum at Committee meetings as defined by Resolution. He or she may order the expulsion of any person for violation of these rules, disruptive behavior or any words or action which incites violence or disorder, subject to appeal to the Committee. Any person so expelled shall not be readmitted for the remainder of the meeting from which expelled. Any person who has been so expelled and who at a later meeting again engages in behavior justifying expulsion may also be barred from attendance at future Committee meetings for a specified and reasonable period of time not to

exceed six months, or upon a still subsequent expulsion period not to exceed one year either by the presiding officer, subject to appeal to the Committee, or by a motion passed by the Committee.

SECTION 6 - RULES OF PROCEDURE FOR COMMITTEE MEETINGS

6-1. Quorum

- A. As provided by Chapter 11(F)(2), a majority of the members of the Committee must be present to conduct business. A quorum is a majority of the entire membership of the Committee, including any vacant seats.
- B. Quorum refers to the number of members present at a meeting, not the number of members voting on the issue. If no quorum is present or if a quorum is lost, the Committee can only (Ii) adjourn, (ii) recess, or (iii) take steps to obtain a quorum.
- C. If a quorum fails to attend any meeting, those attending may adjourn to such other time prior to the next regular meeting as they may determine and the Clerk shall enter such adjournment in the minute book of the Committee and shall notify absent members thereof in the same manner as required for special meetings.
- D. If the Nevada ethics code as delineated in NRS 281A prevents some of the members of the Committee from participating in an item of business, a majority of the remaining members of the Committee shall constitute a quorum.

6-2. Priority in Speaking on the Committee

When two or more members of the Committee wish to speak at the same time, the presiding officer shall name the one to speak.

6-3. Comments, Queries of Committee Members

Committee members are to observe the following rules during the discussion of agenda items:

- A. The presiding offer shall keep discussion germane to the subject. Points of clarification shall be limited to questions only. The presiding officer shall rule other comments out of order.
- B. Committee members may address questions to the City Manager or staff

present at the meeting. Staff members should be at a microphone when answering Committee members' questions. All legal questions should be addressed to the City Attorney.

6-4. Action by the Committee

- A. Items of business will be considered and dealt with one at a time, and a new proposal may not be put forth until action on the preceding one has been concluded.

6-5. Motions

- A. Informal discussion of a subject is permitted while no motion is pending.
- B. Any Committee member may make a motion.
- C. Members are required to obtain the floor before making motions or speaking, which they can do while seated.
- D. A member may make only one motion at a time.
- E. Except for matters recommended by a Committee member, or as otherwise stipulated in these rules of procedure, all motions require a second. A motion dies for lack of a second.

6-6. Substantive Motions

- A. A substantive motion is any motion that deals with the merits of an item of business and is within the Committee's legal powers, duties and responsibilities.
- B. A substantive motion is out of order while another substantive motion is pending.

6-7. Procedural Motions

- A. Procedural motions are those motions that the Committee may use to "act upon" a substantive motion by amending it, delaying consideration of it, and so forth. Procedural motions are in order while a substantive motion is pending and at other times, except as otherwise noted.
- B. In addition to substantive proposals, only the following procedural motions, and no others, are in order. Unless otherwise noted, each motion requires the floor and a second, is debatable, may be amended, and requires a majority of the votes cast, a quorum being present for adoption. Procedural motions are listed below in their order of priority. If a

procedural option is not listed below, then it is not available.

1. To Appeal a Procedural Ruling of the Presiding Officer. A decision of the presiding officer ruling a motion in or out of order, determining whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks, or entertaining and answering a question of parliamentary law or procedure may be appealed to the Committee which shall decide the matter by majority decision. Such an appeal is in order immediately after such a decision is announced and at no other time. The member making the motion need not be recognized by the presiding officer, the motion does not require a second, and the motion, if timely made, may not be ruled out of order.
2. Motion to Adjourn. In addition to the Presiding Officer's authority to call a recess or adjourn without a motion, the Committee may also make a motion to adjourn. The motion may be made only at the conclusion of action on a pending substantive matter; it may not interrupt deliberation of a pending matter. The motion is not debatable and cannot be amended.
3. Motion To Take a Brief Recess. This motion allows the Committee to pause briefly in its proceedings. A motion to take a brief recess is in order at any time except when a motion to appeal a procedural ruling of the presiding officer or a motion to adjourn is pending.
4. Motion To Suspend the Rules. The Committee may suspend provisions of its rules of procedure. The Committee may not, however, suspend any provisions of the rules that state requirements imposed by law on the Committee. For adoption, a motion to suspend the rules requires unanimous consent or an affirmative vote of two-thirds of members present.
5. Motion To Defer Consideration. The Committee may defer action on a substantive motion to a more convenient time. The Committee may use the following motions to defer consideration of a substantive motion:
 - (a) A motion to “table” is used to temporarily set aside an item of business to deal with a more urgent item. Once an item of business has been presented, a motion to table is needed to bring the item back before the public body for discussion.

- (b) A motion to “postpone” delays debate on an item of business so that it may be considered at a later date. An item of business may be “postponed definitely,” when it is continued to a definite time or date or “postponed indefinitely” if no future time or date is specified in the motion. A matter that has been postponed to a certain time or day shall be brought up again automatically when that time arrives. When a matter has been postponed indefinitely it takes an affirmative vote of a majority of the Committee to bring the matter back for further discussion.
 - (c) A Motion/Item can be postponed if it does not conflict with regulatory and/or statutory deadlines.
- 6. Motion to Call the Question. The presiding officer has authority to call the question. The call of the question is not in order until every member of the Committee has had an opportunity to speak.
 - 7. Motion To Amend. Any substantive motion properly on the floor may be amended. An amendment to a motion must be pertinent to the subject matter of the motion. An amendment is improper if adoption of the motion with that amendment added would have the same effect as rejection of the original motion. A proposal to substitute completely different wording for a motion or an amendment shall be treated as a substitute motion. Once a motion has been offered to the Committee, it is necessary for the person making the original motion to approve any proposed amendment to the motion. It is also up to the person seconding the motion to decide whether or not it should be changed by amendment.
 - 8. Withdrawal of Motion. A motion may be withdrawn by the introducer at any time before it is amended or before the presiding officer puts the motion to a vote, whichever occurs first.
 - 9. Motion to Reconsider. The Committee may vote to reconsider its action on a matter. The motion to reconsider must be made before adjourning the meeting, and can only be made by a member who voted with the prevailing side. The motion cannot interrupt deliberation on a pending matter but is in order when action on a pending matter concludes. A motion to reconsider may not be used in a land use decision involving a rezoning or a conditional use permit. A motion to reconsider may not be used in other land use decisions unless the applicant is still present at the current meeting and the motion is reheard at the current meeting.

6-8. Debate

- A. The presiding officer shall state the motion and then open the floor to debate. The presiding officer shall preside over the debate according to the following general principles:
 - 1. The maker of the motion is entitled to speak first;
 - 2. A member who has not spoken on the issue shall be recognized before someone who has already spoken;
 - 3. To the extent possible, the debate shall alternate between proponents and opponents of the measure;
 - 4. The presiding officer may participate in the debate prior to declaring the matter ready for a vote;
 - 5. Committee members shall not engage in nonpublic communications amongst themselves regarding a motion that is on the floor for debate, including but not limited to electronic communications or whispering.

6-9. Duty to Vote

- A. Each member of the Committee who is present at a meeting shall be required to vote upon all issues for decision unless prohibited from doing so by Nevada ethics laws.
- B. If there is an abstention, it shall be the responsibility of the Clerk to note the abstention and the reason for abstaining for the record.

6-10. Method of Voting

- A. After debate, the presiding officer shall ensure that the motion is clear and call for the vote.
- B. All questions submitted to the Committee shall be determined by a majority vote of the members voting on any such question, unless required by special or general law.
- C. Pursuant to NRS Chapter 266, the Presiding Officer is not entitled to vote except in the case of a tie, when the Presiding Officer has a casting vote, except as otherwise provided in NRS 266.200.
- D. In order for a motion in a zoning matter to be adopted, it must be approved

pursuant to all relevant laws and/or regulations.

- E. All questions submitted to the Committee for decision shall be decided by a oral vote of “aye” or “nay.” Any member may request a roll call vote. In any case, the presiding officer shall announce the results of the vote.

6-11. Decisions on Points of Order

Any Committee member may raise a point of order without being recognized by the presiding officer. The presiding officer shall refer any point of order to the Parliamentarian. The Parliamentarian shall advise the presiding officer who shall then make a ruling on the point of order.

SECTION 7 - STANDING COMMITTEES ROLES AND GUIDELINES

7-1. Standing subcommittees Roles and Guidelines

The roles and operating guidelines for the various city subcommittees shall be as adopted by a majority of the Committee, unless otherwise indicated in the municipal code.

SECTION 8 - GENERAL OPERATING POLICY

8-1. Broadcasting Committee Meetings

The Committee shall make reasonable efforts at all regular meetings of the Committee to broadcast the meetings live on the internet. Copies of the broadcast may be obtained by the public from the City Clerk's office.

8-2. Numbering and Indexing of Resolutions

It shall be the responsibility of the Clerk to number and index all resolutions adopted by the Committee. The resolutions shall be numbered consecutively, and use the last two digits of the calendar year. Example: for the first resolution of 2017, the resolution number would be shown as Resolution #17 -001. The City Clerk shall keep a binder at the City Clerk's office, as well as an on-line binder accessible by the public, which contains all resolutions in one place. The City Clerk shall make his or her best efforts to compile a comprehensive and complete set of said resolutions to be placed in said binder, both hard copy and electronic.

8-3. Minutes of Committee Meetings

The minutes of the Committee meetings shall reflect the official acts of the Committee. They shall provide a summary of discussion and record Committee

votes. Minutes shall be considered for approval within a reasonable time after the meeting they record.

8-4. Amending the Rules of Procedure

These rules may be amended at any regular meeting or at any properly called special meeting that includes amendment of the rules as one of the stated purposes of the meeting. Adoption of an amendment shall require an affirmative vote of four members of the Committee.

8-5. Special Rules of Procedure

The Committee may adopt its own special rules of procedure to cover any situation that are not adequately addressed in these Rules of Procedure. Adoption of a special rule of procedure shall require an affirmative vote of a majority of a quorum of the Committee.

[Remainder of page left intentionally blank.]

PASSED AND RESOLVED this _____ day of _____, 2022, by the
Senior Citizen Advisory Committee of the City of Fernley, Nevada.

ACKNOWLEDGED AND APPROVED:

Dated:

Jewell “JF” McCullar, Presiding Officer

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Jacqueline LaVoie, Committee Vice Chairperson

Thomas Burrous, Committee Member

Sharon Holley, Committee Member

Sherryl Wheeler, Committee Member

Kimberly Swanson, City Clerk