

**CITY OF FERNLEY  
SENIOR CITIZEN ADVISORY COMMITTEE  
RESOLUTION NO. 22-005**

**RESOLUTION AMENDING THE SENIOR CITIZEN ADVISORY COMMITTEE  
BYLAWS**

WHEREAS, the Fernley City Council established a Senior Citizen Advisory Committee to advise the Council on issues relating to senior citizens and to provide an informational resources for senior citizens; and,

WHEREAS, the purpose of the committee is to advise the City Council on matters relating to senior citizens; to provide an informational resource to senior citizens on matters of concern to senior citizens; and to promote volunteer programs for the benefit of senior citizens; and,

WHEREAS, the committee shall adopt bylaws to govern the proceedings of the committee; and,

NOW, THEREFORE, BE IT RESOLVED by the City of Fernley Senior Citizen Advisory Committee as follows:

**Article I – The Committee:**

Section 1. Name of Committee: The name of the Committee shall be the City of Fernley Senior Citizen Advisory Committee hereinafter referred to as the Committee.

Section 2. Office of the Committee: The office of the Committee shall be the City of Fernley Clerk's Office, 595 Silver Lace Boulevard, Fernley, NV 89408.

Section 3. The purpose of the Committee shall be:

- A. To advise the City Council on matters relating to senior citizens.
- B. To provide an informational resource to senior citizens on matters of concern to senior citizens.
- C. To promote programs for the benefit of senior citizens.

**Article II – Membership**

Section 1. The Committee shall consist of five (5) members who shall be appointed by the City Council. Committee members shall serve at the pleasure of the City Council; therefore, the City Council may remove Committee appointees from the Committee for any reason or for no reason at all.

Section 2. Legal Counsel: The City Attorney's Office shall be the legal counsel for the Committee.

Section 3. Compensation: Members of the Committee shall serve without compensation.

Section 4. Terms of Office: The regular term of office shall be two (2) years. Committee members shall serve a maximum of full two terms, consecutively or non-consecutively.

Section 5. Three (3) unexcused absences from Committee meetings during a calendar year by a Committee member without the approval of the Chair will result in automatic termination of Committee membership.

Section 6. Vacancies: Any vacancy on the Committee shall be filled by appointment by the City Council. Appointments for vacancies other than expiration of term shall be filled by appointment for the remainder of the term.

### **Article III – Officers and Responsibilities**

Section 1. Officers of the Committee: The officers of the Committee shall be a Chairperson, and Vice-Chairperson.

A. Chairperson:

1. Presides over all meetings of the Committee.
2. Calls special meetings of the Committee in accordance with the By-Laws.
3. Signs approved documents as the representative of the Committee such as official letters from the Committee.
4. Insures that all actions of the Committee are properly taken.
5. Preserves order and decorum, prevents attacks on personalities or the impugning of the members' motives and confines member debate to the question under discussion.

B. Vice Chairperson:

1. Presides at any regular or special meetings of the Committee in the absence of the Chairperson; and in the event of the resignation or death of the chairperson, will perform such duties as are imposed on the Chairperson until such time as the Committee shall elect a new Chairperson.

Section 2. Election of Officers:

- A. The Chairperson and Vice-Chairperson shall be elected from among the members of the Committee by a simple majority vote at the first regular meeting of the Committee after September 30th of every year, if necessary.
- B. They shall hold office for two (2) years or until their successor(s) are elected and qualified.
- C. Any office may be re-elected.
- D. Following the election, the gavel shall pass to the officers at the existing meeting of the Committee.

### **Article IV – Subcommittee:**

Section 1. The Committee may create such subcommittees as it deems necessary to adequately assess and evaluate issues coming before it and affecting the city. The Committee may appoint the members of any subcommittee, declare the scope of their activities, and determine a deadline for the completion of their

assigned tasks. The Chairperson can submit recommendations for appointment to be confirmed by majority vote.

Section 2. Subcommittee reports shall be voted on by the Committee membership, as needed. Subcommittee action may be included in update reporting by the Chairperson to the Fernley City Council.

## **Article V – Meetings**

### Section 1. Meetings:

- A. The City of Fernley Senior Citizen Advisory Committee shall meet regularly, at least quarterly at a date, time and place to be established by the Committee. Committee meetings shall be open to the public and written meeting minutes shall be maintained and made available to the public upon approval of the minutes by the Committee. Noticing and posting of the agenda shall follow the open meeting law as set forth by NRS.
- B. Special meetings may be called by the Chairperson when deemed necessary. Members of the Committee shall be notified at least three (3) days prior to the Special meeting. Special meetings shall be noticed and agendaized pursuant to the Open Meeting Law.

Section 2. Quorum: Three members shall constitute a quorum and shall be empowered to conduct Committee business. In the event when Chair and Vice Chair absent at the meeting, Committee will choose a member of the Committee to preside over the meeting.

### Section 3. Public Rights

- A. Manner of Addressing the Commission: Time Limit: Each person addressing the Committee shall step forward to the microphone, shall give his/her name and address in an audible tone of voice for the record and shall limit his/her address to five (5) minutes, unless further time is granted by the Chairperson. No person, other than the members of the Committee and the person having the floor, shall be permitted to enter into any discussion, either directly or through the members of the Committee. No questions shall be asked of the Committee members, except through the presiding officer. Except during the public comment period, speakers shall limit their presentation to statements and exhibits relevant to the agenda item under discussion and shall avoid undue repetition of points previously presented to the Committee.
- B. Disruptive Behavior: Any person who willfully disrupts a meeting to the extent that its orderly conduct is made impractical may be requested to leave the meeting.
- C. Written Communication: Written information and materials provided by the applicants that pertain to Committee meetings, may be submitted to the Committee staff. All such information and materials shall be received a minimum of three (3) working days in advance of the meeting for distribution to all Committee members.

Section 4. Action Items: In Accordance with the provisions of the Open Meeting Law, all items are for Committee action unless otherwise noted with an on the agenda.

Section 5. Voting: When any vote is called, each member of the Committee shall respond by saying “aye (yes)” or “nay (no)”, or abstain, unless a member requests a roll call vote.

Section 6. Tie vote: Any tie vote shall constitute a technical denial of the motion and may be reconsidered by a motion offered by any member who voted on the matter.

#### **Article VI – Committee Recommendations to Fernley City Council**

Section 1. The Committee may provide, in writing to the City Council, constructive input, guidance or feedback on city programs and initiatives brought before the Committee for discussion.

A. The Committee Chair shall provide an update of the Committee’s activities to the City Council, at least annually.

B. The Committee and their members are not Agents of the City and shall not engage in any activity which attempts to commit the City to expend monies in the form of a contract, new program or service being provided by the City.

C. Formal Committee recommendations to the City Council shall be made in the form of a Resolution and must include a tabulation of the number of members present and number of votes in support and opposition to the motion, along with members’ names.

#### **Article VII – Meeting & Event Visitations**

Section 1. Meeting and Event: Committee members may attend any events that are sponsored by the City of Fernley. Should the Committee members wish to attend they shall ensure that the requirements of the Open Meeting Laws are met.

#### **Article VIII – Amendments of By-Laws**

Section 1. Amendments of By-Laws: The City of Fernley Senior Citizen Advisory Committee By-Laws may be amended by the Committee as deemed necessary by a majority vote of the Committee members.

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FOLLOWS.}

PASSED, APPROVED, AND ADOPTED on the 14<sup>th</sup> day of January 2022 by the following vote of the City of Fernley Senior Citizen Advisory Committee:

AYES:\_\_\_\_\_ NAYS:\_\_\_\_\_ ABSTENTIONS:\_\_\_\_\_ ABSENT:\_\_\_\_\_

By:\_\_\_\_\_ SCAC Chairperson

ATTEST:

\_\_\_\_\_  
City Clerk Kim Swanson

DRAFT