BY-LAWS OF THE CITY OF RENO SENIOR CITIZEN ADVISORY COMMITTEE

(Adopted October 13, 2004)

Approved by City Council on October 13, 2004

Article I. Purpose

The purpose of the Senior Citizen Advisory Committee ("Committee") is set forth in RMC Sec. 2.08.720, as amended.

Article II. Parliamentary Authority

Section 1: Robert's Rules of Order (Newly Revised) 9th Edition, or its successor edition, will be used when applicable, and when not inconsistent with these by-laws, the Nevada Open Meeting Law, NRS 241.010, et. seq. ("Open Meeting Law"), or any special rules of order the Committee may adopt. Usually, informal rules shall apply pursuant to Robert's Rules of Order, §§ 48-49.

Section 2: All appointed members shall have both voice and vote. All ex-officio members shall have voice but no vote.

Section 3: All matters coming before the Committee shall be disposed of in accordance with a majority vote of the members present, except as required in Robert's Rule of Order for a two-thirds vote.

Article III. Officers

Section 1: The officers of the Committee consist of a Chairperson and a Vice-Chairperson.

Section 2: The members of the Committee shall annually elect their officers from among its members at its Annual Meeting in June. Officers shall serve for a term of two years or until a successor is elected. In the event of a resignation of any officer, the Committee shall elect a new officer from its members to fill such vacancy pending the annual election of officers.

Section 3: The Chairperson shall preside at all Committee meetings, call special meetings under the by-laws, sign Committee documents, represent the Committee before the City Council or other public body, and see that Committee actions are properly taken.

Section 4: The Vice-Chairperson shall assist the Chairperson in all of his/her duties and functions and shall serve as the Chairperson in the absence of the elected Chairperson. In the absence of both the Chairperson and the Vice-Chairperson, the

members of the Committee shall elect a temporary Vice-Chairperson to carry out the duties of the Chairperson.

Section 5: The taking of the official minutes in accordance with the Open Meeting Law, shall be provided by the City's staff liaison to the Committee, or his/her designee.

Article IV. Date, Time and Place of Meetings

- Section 1: Regular meetings of the Committee shall be held on the second Tuesday of every month unless otherwise rescheduled by a majority vote of the members, and shall comply with the Open Meeting Law.
- Section 2: Special meetings may be called by the Chairperson, any two Committee members, or the City Council. A special meeting is held at a date and time different from a regular meeting and is convened to review important matters that may arise between regular meetings that require discussion or action. Special meetings must comply with the Open Meeting Law.
- Section 3: Joint meetings of the Committee with the Washoe County Senior Services Advisory Board, or its successor, shall be determined at the beginning of each year.
- Section 4: The Annual Meeting of the Committee shall be held in conjunction with the regular meeting in June.
- Section 5: Committee members will be notified of meetings by telephone, mail, electronic mail, or in person. Meeting notices shall comply with Open Meeting Law requirements.

Article V. Subcommittees

If the Committee determines by a majority vote of the Committee that a subcommittee should be created, the Chairperson shall appoint the members of the subcommittee. Members of a subcommittee need not be members of the Committee, with the exception of the subcommittee Chairperson, who shall be appointed from among the Committee members. Subcommittee meetings shall comply with the requirements of the Open Meeting law.

Article VI. Resignation; absences

- Section 1: Members desiring to resign shall submit in writing a resignation to the Chairperson, copied to the staff liaison and City Clerk. The resignation shall be effective upon receipt by the Chairperson.
- Section 2: Members shall notify the Chairperson or staff liaison at least 24 hours in advance of any meeting they will be unable to attend. Absence from three consecutive regular meetings shall be deemed as a resignation of Committee membership, and shall

take effect immediately upon the adjournment of the third consecutive meeting.

Article VII. Conflict of Interest

Conflict of interest as it relates to actions of the Committee is and shall be governed by the Code of Ethical Standards set forth in NRS 281.481 et. seq., and Chapter 2.20 of the Reno Municipal Code, as amended.

Article VIII. Amendment of Bylaws

These by-laws may be amended at any regular meeting of the Committee by a majority vote, provided that the amendment is subsequently ratified by the City Council. The amendment shall become effective immediately upon ratification by the City Council.