

CARSON CITY CHARTER REVIEW COMMITTEE

BYLAWS

1. **Meetings.** The language of section 1.090(2) and (3) of the Carson City Charter is incorporated herein by reference. Meeting times will be designated by the committee. All meetings, whether regular or special, shall be made public. A majority of members shall constitute a quorum for the transaction of business.
2. **Special Meetings.** Special meetings may be called at any time by the chairperson or by any three (3) members of the committee. The purpose of the meeting shall be stated and shall be delivered to each member indicating the time, date, and place of the meeting. Non-decision making workshops may be called by the chairperson or by any three (3) members of the committee.
3. **Notice of Meetings.** Notices shall conform with the Nevada Open Meeting Law, NRS Chapter 241. Notices of the meetings are to be posted at least three (3) working days prior to the scheduled meeting and in at least four (4) locations.
4. **Officers.** The language of section 1.090(1) of the Carson City Charter is incorporated herein by reference. In the absence of the chairperson and vice chairperson, the quorum present shall appoint a chairperson *pro tempore* by majority vote.

The city shall provide a secretary to act as recorder, vote counter, and to take roll.

5. **Duties of the Chairperson.**
 - a. The chairperson shall be responsible for the conduct of all committee meetings;
 - b. The chairperson shall confer with city staff on the matters scheduled for the agenda;
 - c. The chairperson may request that items be scheduled for a committee meeting. If other committee members wish to schedule an item, such request shall be made to the chairperson or by three members of the committee;
 - d. In the absence of the chairperson, these duties shall be assumed by the vice chairperson, then the chairperson *pro tempore*.
6. **Resignation.** Any committee member may resign at any time by sending written notification to the Carson City Clerk-Recorder, and to the public officer or elected official who recommended the member's appointment to the committee.

7. **Amendment.** An amendment to these bylaws introduced at any regular meeting shall be voted on at the next meeting and require an affirmative vote of two-thirds (2/3) of the total committee membership in order to pass.
8. **Attendance.** The language of Section 1.100 of the Carson City Charter is incorporated herein by this reference. Regular attendance at meetings shall be expected of all members. Timely contact with the chairperson or city staff is required in the event of a committee member's absence from a scheduled meeting.
9. **Quorum.**
 - a. A quorum shall be a simple majority of the committee;
 - b. To be considered an approval motion, a vote of a simple majority of the committee present shall be required.
10. **Conduct of the Meetings.**
 - a. Committee members shall attend the meetings in appropriate attire to represent the image and authority of the committee;
 - b. Committee members shall arrive in a timely manner prior to the opening gavel.