

M E M O R A N D U M

TO: Board of Trustees

THROUGH: Tim Callicrate
Board Chairman

FROM: Michaela Tonking
Board Treasurer

SUBJECT: Review, discuss and possibly approve Board Policy 3.1.0 –
Conduct Meetings of the Board of Trustees

DATE: September 28, 2022

I. RECOMMENDATION

It is recommended that the Board of Trustees make a motion to approve Board Policy 3.1.0.

II. BACKGROUND

Board Policy 3.1.0, Conduct Meetings of the Board of Trustees, was last updated on September 30, 2020.

III. DISCUSSION

This agenda item seeks to provide the Board of Trustees with the opportunity to approve Board Policy 3.1.0. as updated. The updates are to bring the policy into conformance with a variety of changes made throughout the past 2 years and seeks to clarify and specify certain actions currently in practice.

Attachments:

- Board Policy 3.1.0 – Current version, redline version, conformed version

Policy 3.1.0 - As it exists today



Conduct Meetings of the Board of Trustees

Policy 3.1.0

POLICY. The Board of Trustees will establish the time and place of the regular meeting of the Board of Trustees of the Incline Village General Improvement District and provide the manner in which special meetings of said District may be called, designating the meeting location, and establishing the order of business and rules for its proceedings for the Incline Village General Improvement District, Washoe County, State of Nevada

Notice and conduct of all meetings shall conform with the provisions in Nevada Revised Statutes (NRS) 241.020 and NRS 281A (Ethics In Government). Meeting minutes and transcripts of meeting will be in compliance with NRS 241.035.

- 0.1 Regular Meetings.** The regular meeting times and location shall be set by the Board of Trustees.
- 0.2 Special Meetings.** Special meetings of the Board of Trustees shall be held upon call of the Chair of the Board or at least two of the Trustees.
- 0.3 Meeting Place.** All Board of Trustees meetings shall be held within the District.
- 0.4 Item(s) of Business/Agenda Preparation.** The Board Chair, in cooperation with the General Manager, is responsible for preparing the agenda and supporting materials for each meeting. The Chair, in cooperation with the General Manager, will place on the Agenda any item requested by a fellow Trustee. If a person or party, including the general public, wishes to have a matter considered by the Board, a written request should be submitted to the General Manager, in advance of the meeting, allowing enough time for staff research. The amount of advance time required will be determined by the General Manager, based upon Board Policy, administrative procedure, and the facts in each instance. Unless directed otherwise by the Board, the Chair and the General Manager may delay consideration of an item, based upon the length of an agenda, need for coordination with other agenda items, meeting efficiency, or other considerations.



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- Roll call of Trustees
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- Public Hearings (if any)
- District Staff Update (if any) – once a month the General Manager is to provide a formal written report outlining the contracts/expenditures s/he approved with proper spending authority (under \$50,000)
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- Approval of minutes
- Reports
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- Final Public Comment
- Adjournment

0.5 Rules of Proceedings.

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- c. Method of Action. The Board of Trustees shall act only by motion which, to become effective, shall be adopted by the affirmative vote of at least a majority of its members, which is



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three (3), unless otherwise provided by statutes, including but not limited to NRS 318.280 and NRS 318.350. In the event of only three members present, the method of action must be unanimous.

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0.6 Robert's Rules. Unless contrary to this rule, such meetings shall be substantially conducted in conformity with Robert's Rules of Order unless those provisions conflict with Chapter 241 of the NRS, in which case, the statutes will prevail.

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- Redline



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~~Effective September 30, 2020~~Proposed September 28, 2022



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