

DOUGLAS COUNTY, NV
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TOWN OF MINDEN

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MINDEN TOWN BOARD BYLAWS AND OTHER MATTERS
OF INTERNAL GOVERNANCE #2015.207

(Title of Document)

2015.207

**MINDEN TOWN BOARD BYLAWS AND OTHER MATTERS OF INTERNAL
GOVERNANCE**

2015 SEP 29 AM 10:09

**Article 1
LEGAL AUTHORITY**DOUGLAS COUNTY
CLERK
DEPUTY

The name, purposes, general powers, composition of the town board, and issues of compliance are codified in chapters 241, 269, and 281A of the Nevada Revised Statutes and Title 18.04 of the Douglas County Codes. These bylaws are made in conformance with those authorities and are designed to be compliant therewith and supplemental thereto.

Likewise, these bylaws are designed to operate conjunctively with the Norms and Procedures of the town board, as may be adopted from time to time, as well as the policies of the town as now exist or as may be adopted or amended by the town board from time to time. Collectively, the legal authority set forth above, these bylaws, the Norms and Procedures of the town board, and the policies of the town constitute the matters of internal governance of the town board.

**Article 2
OFFICERS****A. Number**

The officers of the town board shall consist of chair and vice chair selected among the members of the town board, and each shall be selected at the December meeting each year to serve a one-(1-) year rotating term commencing January 1 of the succeeding year.

B. Duties

Officers shall perform the duties prescribed by these bylaws and other lawful acts, duties, and privileges of the town board, and such other duties applicable to the office as prescribed by the Norms and Procedures adopted by the town board.

C. Chair

The chair, when present, shall preside at all regular and special meetings of the town board. The chair shall be the town board spokesperson and shall have exclusive authority to appoint sub-committees.

D. Vice Chair

In the absence of the chair, for part or all of a meeting, the vice chair shall perform the duties of the chair.

E. Vacancy

If a permanent vacancy occurs for the position of the chair or vice chair, the town board, at the next regular town board meeting where proper public notice may be given, by majority vote of the members of the town board, shall select the new chair, or vice chair, as applicable, from among the remaining members of the town board, to serve the remainder of the unexpired term of the vacated chair or vice chair.

F. Secretary

A clerical employee of the town will serve as the secretary to the town board under the supervision of the town manager. The secretary and the town manager shall jointly be responsible to see that each meeting has been legally noticed and posted pursuant to the Nevada Open Meeting Law. The secretary's duties shall include but not be limited to assisting the chair and the town manager in agenda preparation, taking the minutes, and preparation, availability, and distribution of the minutes in accordance with Nevada Open Meeting Law.

Article 3 MEETINGS

A. Regular Meetings

The town board shall hold regular meeting on the first Wednesday of every month unless formally changed to another day of the week. Regular meetings shall begin at 5:30 p.m. unless noticed for another time. By majority vote at any town board meeting and upon proper notice, the time and day of the regular meeting of the town board may be changed.

B. Special Meetings

Special meetings of the town board, for any purpose or purposes, unless otherwise prescribed by statute, may be held at the call of the chair at the time, date, and place posted pursuant to the Nevada Open Meeting Law.

C. Place of Meeting

Meetings shall be held at the CVIC Hall, Minden, Nevada, unless noticed for a different place. In the event of an emergency or potential overcrowding, the board may designate any other place as the place of meeting and will properly post and provide notice of the change in location pursuant to the Nevada Open Meeting Law.

D. Notice of Meeting

Written or printed notice stating the time, date, and place of the meeting shall be posted at the Minden Post Office, the town bulletin board, and the Douglas County Administrative Building no less than three (3) working days before the meeting. The notice will contain an agenda for the meeting and a list of the locations where the notice has been posted.

E. Quorum

Three (3) members of the five (5) member town board shall constitute a quorum, and a quorum shall be required to take any official action of the town board. The town board may not take action by vote unless at least a majority of all the members of the town board vote in favor of the action. Whenever a member abstains from voting, the quorum and the number of votes necessary to act upon the matter, as fixed by any statute, ordinance, or rule, is reduced as though the member were not a member of the board.

F. Impartiality of Meeting

Each person appearing before the town board shall receive a fair and impartial hearing based solely on the merits of his/her petition, without regard to race, religion, sex, sexual orientation, age, disability or national origin.

Article 4 AGENDA

A. Order of Business

With the assistance of fellow board members, the chair shall determine the order of business on the agenda or the regular or special meetings of the board. The first order of business shall be approval of the agenda and approval of the minutes of any previous meeting.

B. Agenda Contents

All agendas for meetings shall include: a list the topics to be considered during the meeting; a list describing the items on which and what action, if any, may be taken; multiple periods devoted to public comment; whether any portion of the meeting will be closed; and the name of the person against whom administrative action may be taken if the board will consider taking administrative action against any person. The chair shall rule as “out of order” the consideration of any matter not on the agenda or in conflict with the bylaws, except emergency matters. If any information or discussion item is introduced at a meeting and action is to be taken thereon, it shall be placed on the agenda for the next regular meeting of the board.

C. Submission to Agenda

Items for inclusion on the agenda must be submitted to the town board at least eleven (11) calendar days prior to the scheduled meeting; failure to comply herewith may result in an item’s removal from the agenda.

D. Rehearing After Action Taken

Once action is taken on an item, the town board shall not rehear the item unless:

1. A request is brought for rehearing within five (5) business days after the meeting by a member voting in the majority;
2. A substantial or material change of circumstance has occurred; or
3. There has been a sufficient passage of time that it appears reasonable in the circumstances for the town board to revisit the item.

Article 5 COMMITTEES

Permanent standing and special committees, if any, shall be appointed by the chair at a regular public meeting, which generally will be the first meeting in January of each year.

Appointments to various Douglas County committees representing the town board shall be made by nomination by a town board member followed by majority vote of the board.

Article 6 PARLIAMENTARY AUTHORITY

A. Rules of Procedure

All voting procedures shall be followed in accordance with the Norms and Procedures adopted from time to time by the town board, which may be generally consistent with the Norms and Procedures adopted by the Board of Douglas County Commissioners, except as otherwise outlined in these bylaws.

B. Roll Call Votes

Roll call votes may be requested by the chair or by any other board member.

C. Rights of Chair

The chair shall have the same right as any other board member to initiate a motion, call for the question or debate, and vote on a motion.

D. Motions

A motion must have a "second" and discussion must be completed before the motion may be put to a vote.

**Article 10
AMENDMENTS**

Amendments to the bylaws may be proposed at any regular meeting, upon notice, and voted upon at any succeeding meeting. These bylaws may be altered, amended, and repealed and new bylaws may be adopted by a majority affirmative vote of the members of the town board.

KNOW ALL MEN BY THESE PRESENTS: That we, the undersigned, being all of the members of the Minden town board, do hereby consent to the foregoing bylaws and adopt the same as and for the bylaws of the town board.

We do further certify that the above and foregoing bylaws were duly appointed as the bylaws of the Minden town board on February 4, 2015, and that the same do now constitute the bylaws of the town board.

IN WITNESS WHEREOF, we have hereunto set our hands on the 4 day of February, 2015.

Roxanne Stangle
ROXEANNE STANGLE, chair

John Stephans
JOHN STEPHANS, vice chair

Charles Condrón
CHARLES CONDRON, member

Matt Bernard
MATT BERNARD, member

William R. Souigny
WILLIAM SOULIGNY, member

Douglas County State of Nevada

CERTIFIED COPY

I certify that the document to which this certificate is attached is a full and correct copy of the original record on file in the Clerk-Treasurer's Office on this

29th day of Sept, 2015

By [Signature] Deputy