

Bylaws of Henderson Community Education Advisory Board

ARTICLE I: NAME

The name of this board is Henderson Community Education Advisory Board; it is governed by Henderson Municipal Code Chapter 2.50 – Advisory Boards.

ARTICLE II: PURPOSE

The purpose of said Board shall be to: i) assess and monitor Henderson student and local school precinct needs, including funding needs, using information compiled by city staff; and ii) provide to the city council information regarding those needs and recommendations for strategies to meet those needs, including fundraising strategies in cooperation with The Public Education Foundation. The group's scope may include:

ARTICLE III: MEMBERS

- A. The membership of the Board shall be made up of 15 full standing members. The Mayor and Councilmembers shall each have three nominees.
- B. All appointees shall be made up of resident business, community and educational leaders. One appointment made by the Mayor shall be a representative of the City Manager's office.
- C. All appointees shall serve a term that is concurrent with the nominating Councilmember (unless otherwise stated by Nevada Revised Statute, Ordinance, or Resolution). Each term will begin immediately following the appointment and shall expire at the conclusion of the term of the nominating Councilmember. If the term of an appointee expires and a replacement member has not been appointed, the current member may continue to serve until City Council appoints a replacement.
- D. Any Board member who compiles three (3) consecutive unexcused absences, or fails during any 12-month period to attend at least fifty percent (50%) of the scheduled meetings of the Board that met at least twice during that period, without regard to whether the absences are excused or unexcused, may be removed by the City Manager, at his/her discretion.
- E. Excused absences are defined as absences due to illness of a member or a member's family, employment related activities, or other instances as approved by the Chair on a case by case basis. Members are to notify the Chair or board secretary of an anticipated absence prior to the meeting whenever circumstances reasonably permit. Excused absences shall be noted on the record of the meeting at which the absence occurs or the immediately following meeting.
- G. If a member chooses to resign from the Board he/she shall submit a written notice of resignation to the Chair and City Clerk, and include the effective date.

ARTICLE IV: OFFICERS

- A. There shall be a Chair and Vice-Chair for the Board elected annually at the regular meeting held in August. They shall hold office for one year or until their successor is elected.
- B. The Chair and Vice-Chair shall be elected from among the appointed members by a simple majority vote.
- C. The Director of the Community Development and Services Department, or his/her designee, shall serve as the secretary of the Board.

ARTICLE V: POWERS AND DUTIES

- A. The Chair shall preside at all meetings, review and approve meeting agendas, and present reports and recommendations to the Mayor and Council as necessary.
- B. The Vice-Chair shall act as Chair and perform those duties in the absence of the Chair.
- C. The board secretary shall prepare and post agendas in compliance with Nevada Open Meeting Law and City of Henderson Public Meeting Directives, reserve meeting space, maintain contact information of Board members, and other duties as assigned in support of the Board.
- D. The powers and duties of the Board shall include the following:
 - 1. Hold public meetings or forums as are necessary to promote the exchange of information as related to their purpose.
 - 2. Obtain public input as necessary.
 - 3. Review and compile information and prepare reports and recommendations as appropriate.
 - 4. Adopt additional administrative rules as it deems necessary for the efficient conduct of its business.
 - 5. Request through City Staff liaison that Staff members attend meetings as necessary.

ARTICLE VI: MEETINGS

- A. Regular meetings of the Board shall occur not less than once per quarter.
- B. A quorum of the Board is a simple majority, which is half the membership plus one.
- C. Special meetings may be called as directed by:
 - 1. The Chair in concurrence with the City Manager's Office or his/her designee.
 - 2. A majority vote of a quorum at a meeting.

- 3. The City Manager's Office or his/her designee.
- D. All meetings shall be properly noticed and posted in accordance with Nevada Open Meeting Law and City of Henderson Public Meeting Directives.

ARTICLE VII: STANDARDS OF CONDUCT

- A. Board members are required to acknowledge (in writing) and adhere to the Ethics Standards established by the City of Henderson under Henderson Municipal Code 2.40 Ethical Standards for Public Servants.
- B. Board members shall also comply with all applicable city administrative policies including but not limited to the City's policies on Harassment Free Workplace, Workplace Violence, Workplace Professionalism and Social Media. The City Manager may remove Board members for a violation of city administrative policies.
- C. Board member attendance should be in-person. Board members may bring staff representatives to observe the meetings, however, only the Board member can be the voting member.
- D. Committee Members will conduct themselves professionally and be courteous and show respect to other members, staff, and the community regardless of differing outlooks, opinions, or views.
- E. Board members shall refrain from giving media responses on behalf of the Board and shall direct all media inquiries to the City Manager's Office or the City Public Affairs Director.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

- A. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases where applicable and in which they are not inconsistent with the governing ordinance, all special rules adopted by City Council, and these bylaws.
- B. Motions require a majority vote of a quorum of the members.
- C. Seconds to motions are not required.

ARTICLE IX: AMENDMENTS OF BYLAWS

Proposed amendments to bylaws shall be presented to the Board through the regular agenda process and require a two-thirds affirmative vote of the full Board membership.

Originally adopted on this date, June 8, 2017.

