

INTERAGENCY ADVISORY COUNCIL ON HOMELESSNESS TO HOUSING

BY-LAWS

ARTICLE I – NAME

Section 1. Name.

Nevada’s Interagency Advisory Council on Homelessness to Housing, herein after referred to as the Council or ICH.

ARTICLE II – CREATION & PURPOSE (NRS 232.4981)

Section 1. Creation.

The Council was established in compliance with the passage of Assembly Bill (AB) 174 by the 2019 State Legislature 80th Session to coordinate and focus the State's efforts to effectively address the challenge of homelessness in the State of Nevada.

Section 2. Purpose.

The Council will develop an integrated approach regarding the issue of homelessness and promote interagency cooperation.

- A. The Council shall work with the United States Interagency Council on Homelessness and with local governments to develop, implement and update a statewide strategic plan to address chronic homelessness.
- B. The Council will work to increase the awareness of homeless issues among state and local government agencies and local organizations that provide services to people who are homeless.

ARTICLE III – ROLES & RESPONSIBILITIES (NRS 232.4983)

Section 1. Responsibilities.

AB 174 includes the Council’s responsibilities which shall include:

- A. Collaborate with state and local agencies on their responses to homelessness and promote cooperation among federal, state and local agencies to address homelessness;
- B. Develop a statewide strategic plan for addressing homelessness that includes, without limitation, recommendations for actions by the state and local agencies and for legislation, and update that strategic plan at least once every five (5) years;
- C. Establish a technical assistance committee to provide advice and information to assist the Council in developing the strategic plan. The technical assistance committee may include, without limitation, representatives of federal, state and local agencies, providers of services, religious organizations, persons involved in the sale or lease of housing and members of the public.
- D. Increase awareness of issues relating to homelessness among state and local agencies, organizations that provide services to persons who are homeless and the general public

Section 2. Council Support.

The Council is authorized to collaborate with and request the assistance of providers of services or any person or entity with expertise in issues related to homelessness, including, without limitation, employees of federal, state and local agencies and advocacy groups for the homeless, to assist the Council in carrying out its duties.

Section 3. Public Collaboration.

Legislation requires state and local agencies to collaborate with and provide information to the Council, upon request by the Council, to such extent it is consistent with their lawful duties.

Section 4. Reporting to Legislature.

On or before December 31st of each odd-numbered year, prepare and submit a report outlining the activities and recommendations of the Council during the immediately preceding two (2) years to the Legislative Council Bureau.

Section 5. Reporting to Governor.

On or before December 31st of each year, prepare and submit a report to the Governor concerning the activities of the Council during the immediately preceding year.

ARTICLE IV – MEMBERSHIP & TERMS (NRS 232.4981)

Section 1. Members.

As established in NRS 232.4981, the Council consists of thirteen members; membership shall include:

| Legislative Identified Member | Term Expiration |
|--|---|
| Chief of Staff to the Governor, or designee | July 2023, then every four years thereafter |
| Director of Health and Human Services, or designee | July 2023, then every four years thereafter |
| Director of the Department of Corrections, or designee | July 2023, then every four years thereafter |
| Administrator of Housing Division, Department of Business and Industry or Designee | July 2023, then every four years thereafter |
| Director of the Department of Veterans Services or designee | July 2023, then every four years thereafter |
| Sheriff of Clark County, or designee | July 2023, then every four years thereafter |
| Sheriff of Washoe County, or designee | July 2023, then every four years thereafter |
| Member of the Assembly, appointed by the Speaker of the House | June 30, 2020, then every four years thereafter |
| Member of the Senate, appointed by the Senate Majority Leader | June 30, 2021, then every four years thereafter |

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| One member who is a district judge from the 2 nd or 8 th Judicial District, appointed by Nevada District Judges Association | June 30, 2023, then every four years thereafter |
| One member who is a district judge or master from a judicial district other than the 2 nd or 8 th Judicial District, appointed by the Nevada District Judges Association | June 30, 2023, then every four years thereafter |
| One member who is a Sheriff of a county, other than Clark or Washoe, appointed by the Nevada Sheriff's and Chiefs' Association | June 30, 2021, then every four years thereafter |
| Governor appointment member, formerly experience homelessness | June 30, 2022, then every four years thereafter |

Section 2. Compensation.

The members of the Council serve without compensation but are entitled to receive the per diem allowance and travel expenses, should funds be allocated by the legislature.

Section 3. Vacancies.

Vacancies among the Council must be filled in the same manner as the original. The initial term shall be for the remaining length of the vacated term.

Section 4. Resignation.

A member who resigns from the Council must provide written notification to the Chair of the Council and to the head of the agency or organization he or she was representing. The agency/organization will suggest a replacement candidate for consideration to the Chair who will then forward the consideration to the Governor.

Section 5. Removal.

The Chair shall forward recommendations for a Council member's removal to the Governor and/or Legislative Council Bureau based on inactivity, defined as missing three or more meetings in a calendar year, or a conflict of interest.

Section 5. Administrative Support.

The Department of Health and Human Services, through the Division of Welfare Supportive Services (DWSS), Homeless to Housing Unit, shall provide such administrative support to the Council as is necessary to carry out the duties of the Council.

ARTICLE V – MEETINGS (NRS 232.4982)

Section 1. Open Meeting Law.

All proceedings and actions shall be conducted in accordance with the Nevada Open Meeting law (NRS 241.010 through 241.040, inclusive).

Section 2. Quorum.

A simple majority, seven Council members, shall constitute a quorum for the transaction of business.

Section 3. Regular Meetings.

The regular meetings of the Council shall be quarterly and not less than four (4) times per calendar year, as called by the Chair.

Section 4. Officers.

The officers of the Council shall be a Council Chair, Council Vice Chair, and Secretary. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Council.

A. Council Chair. The Governor shall appoint the Council Chair from among its members.
The Council Chair

1. Shall develop the agenda, with input from the council membership and administrative staff;
2. Shall conduct the Council meetings in accordance with state laws;
3. Shall oversee public hearings and ensure public comment;
4. Shall convene special meetings, as necessary;
5. Shall appoint chairpersons for any standing committees or work groups that may be formed by the Council;
6. Shall prepare reports as requested by the Governor, the Legislative Council Bureau (LCB), with approval of the Council.

B. Council Vice Chair. Serves in the absence of the Chair.

C. Council Secretary.

1. Shall be responsible for Standing Committee reports;
2. Shall ensure minutes are approved timely;

D. Council members. May nominate themselves or others for Council Vice Chair or Secretary. At the first meeting of each calendar year the Council will elect these officers from its members.

E. Notification. Officer election(s) shall be posted as a business item on the agenda of a regularly scheduled meeting.

Section 5. Council Participation.

A. Notification. Council members shall, to the extent practicable: Inform administrative support staff at least forty-eight (48) hours in advance of an anticipated excused absence.

B. Participation. Council members must participate in at least 75 percent of meetings. Any absence without sufficient or overriding reason will be considered unexcused absences

and may constitute grounds for the Council recommending the member's removal from the Council to the respective Department or agency.

1. At each regularly scheduled meeting, absences will be noted and indications of excused or unexcused will be noted. The Chair will determine if the absences are excused or unexcused at the time of the next scheduled meeting. An excused absence includes, but is not limited to, an unexpected occurrence or emergency with health, family, or employment that would prevent the member from attending the meeting. An unexcused absence includes, but is not limited to, lack of communication (no contact) with the Chair, Vice Chair, or Administrative Staff. When a member has not participated in at least 75 percent of meetings within any twelve-month period, the Chair will send a notification letter to the member that the Council intends to take action at the next scheduled meeting. At that meeting, the member will have an opportunity to refute the action or the Council will proceed with the removal process.

Section 6. Subcommittees.

The Council shall have the ability to create no more than three (3) standing committees, in addition to the mandatory technical assistance committee to include: legislative; regulations; and communications.

- A. Each standing committee must include a minimum of two voting member(s) of the Council.
- B. Each standing committee shall have one (1) Chair who is a voting member of the Council.
- C. The Council Chair shall appoint the standing committee chairs from the Council, except for the Communications Chair which will be the Council Secretary.
- D. Each standing committee, through the standing committee Chair, may appoint additional non-voting members to their committee, as needed based on area of expertise and/or specific projects

Section 7. Special Meetings.

Special meetings may be called by the Council Chair. A request for special meeting can also be made by other Council members through a written request submitted to the Council Chair for approval or the Governor can call a special meeting.

Section 8. Voting.

Members participating in a meeting of the Council by means of a conference call, video conference, or other such means that allow for each participant to hear and be heard by each participant at the same time, shall be deemed to be present at such meeting.

- A. Voting on all matters shall be by voice vote and shall be entered in the minutes of the meeting.
- B. Each Council member shall have one vote.
- C. The Council Chair will have a vote on any measure before the Council.
- D. The Council Chair may not make or second motions.
- E. There are no substitution voting member(s).

Section 9. Record Keeping.

The conduct of all meetings and public access thereto, and the maintaining of all records of the Council shall be governed by Nevada's Open Meeting law and monitored by the Council Vice-Chair.

ARTICLE VI - FISCAL SUPPORT (NRS 232.4982)

Section 1. Grants and Gifts.

As established in AB174, the Council may accept gifts, grants, and donations from any source for the support of the Council in carrying out the provisions of duties. Any fiscal administration shall be overseen by the Nevada Department of Health and Human Services, Division of Welfare and Supportive Services.

Section 2. Application support.

The Department of Health and Human Services, Division of Welfare and Supportive Services may provide a letter of support, with approval of the Council Chair, to the lead state agency submitting a federal grant application specific to homelessness.

ARTICLE VII - CONFLICT OF INTEREST (NRS 281A.420)

Section 1. Survey.

DWSS will survey the council members annually to collect information regarding their affiliations outside the Department. Each member is responsible for fully disclosing all current affiliations.

- A. Conflicts of interest must be declared by members prior to discussion of any matter that would provide direct financial benefit for that member, or otherwise have the appearance of a conflict of interest. When funding or other decisions are made regarding an organization with which the member has an affiliation, the member shall state his intention to abstain from making specific motions or casting a vote, before participating in related discussions.

Section 2. Declaration of Conflict.

The Council Chair or a majority of the Council may also declare a conflict of interest exists for a member and ask that the member be removed from the voting process.

ARTICLE VIII - STATEMENT OF NON-DISCRIMINATION

The Council is an equal opportunity/ affirmative action entity. Qualified persons are considered for appointment without regard to race, sex, sexual orientation, gender identity or expression, religion, color, national origin, age, genetic information or disability, as outlined the state affirmative action plan.

ARTICLE IX - REVISION OF BYLAWS

Section 1. Bylaw Review.

These bylaws will be reviewed at least every two (2) years or sooner as deemed necessary by the Council. Proposed amendments will be distributed to the Council members in writing at least one week prior to a regularly scheduled or special meeting. These bylaws may be altered, amended or repealed by a majority of the Council members at any regularly scheduled or special meeting in compliance with Nevada's Open Meeting Law.

Section 2. Bylaw Approval.

These bylaws were approved and adopted at a regularly scheduled meeting of the Council on June ____, 2020.

Chair, Interagency Advisory Council on
Homeless to Housing

Date

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