

**STATE OF NEVADA
BOARD OF WILDLIFE COMMISSIONERS**

Number: **P-1**

Title: General Guidelines for the
Commission

Commission Policy Number 1 Reference: NRS 501

Effective Date: February 15, 1980

Amended Date: September 22, 2007

POLICY

It is the policy of the Board of Wildlife Commissioners to conduct the business matters of the Board according to the official duties and authority granted by the State laws and regulations.

PURPOSE

To guide the Commission in the transaction of business including selection and terms of a chair and vice chair, conduct of meetings, preparation of meeting schedules and agendas, review of the county advisory board to manage wildlife budgets, and definition of official duties.

To allow the Commission an opportunity to offer input on the performance of the NDOW Director and his duties as prescribed in Nevada Revised Statutes.

To ensure that the Commission formally recognizes individuals and entities that provide any gifts, grants, donations, or bequests to NDOW; and to allow the Commission to offer input on which programs monetary gifts should be allocated.

PROCEDURE

1. Selection of Chair and Vice Chair: Terms of Office

During its first regularly scheduled meeting following July 1 of each year, the Commission shall select a chair and vice chair from among its members who will continue to serve until the new election in the following year. In case of the temporary absence of the chair, powers and duties shall devolve upon the vice chair. A Commissioner cannot serve more than two consecutive terms as chair.

2. Meetings

In conformance with NRS 501.177, the Commission may hold not more than nine regular meetings every year, but may hold special meetings at such times and places if necessary. A meeting calendar for the next year will be developed at the regularly scheduled meeting closest to October 1 of each year. To the extent possible, the Commission will make efforts to adhere to the following guidelines for its regularly scheduled meetings:

Month Action Items

June Set/Revise Upland Game and Furbearer Seasons and Limits

August Set/Revise Waterfowl Seasons and Limits, Fisheries Regulations.

Temporary and Permanent

November Policy, Regulations, and Program Reports

February Set/Revise Big Game Seasons and Regulations

May Set/Revise Big Game Quotas

The Commission in its discretion may choose to not follow the above guidelines and consider any above matter in a month that is different from the above guidelines. If the Commission, in its discretion, decides to not adhere to the above guidelines, it will provide notice to the public of the change pursuant to NRS 241.020. Meeting dates and places will not be changed from those listed on the meeting calendar unless there is a majority vote of the Commission to do so. Any change to the schedule must be done in sufficient time to allow legal noticing of the meeting according to the Nevada Open Meeting Law, NRS 241. All meetings will be noticed and conducted in compliance with the Nevada Open Meeting Law.

3. Agendas

A draft agenda will be developed by the Secretary to the Commission and approved by the Chair four weeks prior to the scheduled meetings. A final agenda will be approved by the Chair, and distributed to Commissioners, county advisory board members, interested individuals or groups and staff with support material two weeks prior to the meeting. The agenda will be posted according to NRS 241.020.

4. Conduct of Meetings

“Robert’s Rules of Order, Revised Edition,” shall guide the Chair in the conduct of all meetings; however, the Chair may vote on all actions requiring a vote.

5. Compensation of Members: Official Duties

As provided in NRS 501.179, members of the Commission are entitled to receive compensation while attending Commission meetings, and may receive per diem for official duties if elected to be received by the Commissioner and reviewed by the Chair. Reimbursement is not allowed while in travel status, except for regular travel per diem.

a. Official duties are:

- (1) Attend regularly scheduled or special meetings of the Commission;
- (2) Committee work established by the Commission or delegated by the Chair;
- (3) Assignments by the Chair between meetings;
- (4) Special events designated by a vote of the Commission to be official duties or assigned by the Chair.

b. Method of Compensation:

- (1) The Secretary to the Commission will process payment based upon a compensation form signed by the Chair of the Commission. The form will be prepared for the Chair by the Recording Secretary at each regularly scheduled meeting and will include any interim approval activities.
- (2) Reimbursement for transportation shall be by the most economical means considering total cost and time spent in transit. The allowance for private conveyance will be at the rate prescribed in the State Administrative Manual, Chapter 0200 Travel. Air coach service must be used if travel is by commercial airline.
- (3) Reimbursement for mileage will be based on the mileage chart shown

on the official Nevada State Map when between two communities.

(4) Per diem claims will be completed on the Travel Expense Reimbursement Claim form at the rates prescribed in the State Administrative Manual.

6. Adoption of Commission Policies

a. Proposed policies, amendments, or requests to repeal policies shall be mailed to the Commission, county advisory boards to manage wildlife, and interest groups. The Commission will have two readings of the proposed policy with the public before the Commission takes action to adopt, amend, repeal, or disapprove the policy, unless the policy is declared an emergency in which case the Commission may read, amend, and adopt the policy in one reading.

b. The effective date of the policy shall be recorded as part of the policy.

c. An individual may request the Commission to adopt, amend, or repeal a policy by submitting a letter addressed to the Chair at the Nevada Department of Wildlife, 1100 Valley Road, Reno, Nevada 89512. The letter must contain the policy number and title for an existing policy, the intent or purpose of a new or revised policy, and the suggested language. Such requests for a new, revised, or repealed policy will be placed on the agenda for the next regularly scheduled Commission meeting according to subsection 6. a. of this section.

7. Adoption of Commission Regulations

Since NRS 501.260 to 501.325, inclusive, establishes a process for county advisory boards to manage wildlife to solicit and evaluate local opinion for wildlife management and to submit recommendations to the Commission for seasons, bag limits, hours, and special regulations, individuals are encouraged to initiate these changes through the county board in which they reside. However, an individual may request the Commission to adopt or amend a Commission regulation for seasons, bag limits, hours, or special regulations by submitting a letter addressed to the Chair at the Nevada Department of Wildlife, 1100 Valley Road, Reno, Nevada 89512.

The letter must contain the Commission regulation number for an existing regulation, the intent or purpose of a new or amended regulation, and the suggested seasons, bag limits, or language for the special regulations. Such requests for a new or amended Commission regulation will be placed on the agenda for the next regularly scheduled Commission meeting for discussion but may not receive final action to adopt or deny until the regularly scheduled meeting for that type of season, bag limit, or special regulation.

8. Approval of Budgets for County Advisory Boards to Manage Wildlife

The process for approving the county advisory board budgets will include:

a. By February 15th of each year, the Department's Administrative Services Bureau, Administrative Services Officer II will request from each county advisory board chair a budget for the next fiscal year. The county advisory board request must be submitted on the appropriate forms provided by the Department.

(1) Only budget requests that support activities to solicit and evaluate

local opinion and that provide advice to the Commission on matters relating to the management of wildlife within their respective counties will be considered. These activities shall include meetings for recommendations for setting seasons, open or closed seasons, bag limits, hours, and other regulations or policies.

b. In conjunction with item "a" above, the Department's Administrative Services Bureau, Administrative Services Officer II will write to each county auditor/comptroller/recorder by February 15th of each year to request a certified report of county advisory board expenditures and the current balance on hand.

c. The county advisory board budget request and the county auditor/comptroller/recorder report will be considered in determining the budget for each county advisory board to manage wildlife. The proposed budgets will be presented at the May Commission meeting for consideration and approval.

9. Review of Director

Annually, or as needed, the Commission will review the performance of the Director of NDOW. The Commission may elect to forward this review to the Governor of Nevada in accordance with the duties as prescribed in Nevada Revised Statutes.

10. Acceptance of gifts, grants, donations, and bequests

All gifts, grants, donations, and bequests made to the Nevada Department of Wildlife, or any sub-agency thereof, will be presented to the Commission for acceptance and recognition.

The Commission shall be allowed to offer input on which programs monetary gifts should be allocated.

State grants, federal grants, PIW donations, and Operation Game Thief donations are specifically excluded from the requirements of this policy.

The policy shall remain in effect until amended, repealed, or superseded by the Board of Wildlife Commissioners.

BY ORDER OF THE BOARD OF WILDLIFE COMMISSIONERS IN REGULAR SESSION,

7 February 2009

Dr. Gerald A. Lent , Chairman