

STATE OF NEVADA
BOARD OF WILDLIFE COMMISSIONERS

#4

Commission Policy Number 1

Number: P-1

Title: General Guidelines for the
Commission

Reference: NRS 501, NRS 241
NRS 501.356 (4), NRS 502.253 (3)

Effective Date: February 15, 1980

Amended Dates: September 22, 2007

August 15, 2009

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,~~ adoption of Commission Policies, and to ensure that the Commission offers to formally recognize individuals and entities that provide any gifts, grants, donations, or bequests to NDOW.

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:

<i>Month</i>	<i>Action Items</i>
<i>June</i>	<i>Set/Revise Upland Game and Furbearer Seasons and Limits</i>
<i>August</i>	<i>Set/Revise Waterfowl Seasons and Limits, Fisheries Regulations. Temporary and Permanent</i>
<i>November</i>	<i>Policy, Regulations, and Program Reports</i>
<i>February</i>	<i>Set/Revise Big Game Seasons and Regulations</i>
<i>May</i>	<i>Set/Revise Big Game Quotas</i>

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:

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- (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 **a minimum of** two readings of the proposed policy ~~with the~~ **in** public **meetings** 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. Acceptance of Gifts, Grants, Donations and Bequests

NRS 501.356 (4) provides that any matching money received by the Department from any source must be accounted for separately and must be used only for the management of wildlife. It also states that the Commission has guidance over monies from the sale or issuance of a license, permit or tag (other than the PIW, Heritage, or Silver State) which are deposited in the Wildlife Account, pursuant to subsection 2 of NRS 501.181. (AB516, 75th Session)

NRS 502.253 (3) states that the Commission has guidance over any program developed or wildlife management activity or research conducted from monies collected by the \$3 predator fee pursuant to subsection 2 of NRS 501.181. (AB362, 75th Session)

All gifts, grants, donations, and bequests made to the Nevada Department of Wildlife, or any Division thereof, will be presented to the Commission in a public meeting for recognition. The Commission may offer input on which programs monetary gifts should be allocated if not so designated by the individual, group, or corporation donating, granting, bequeathing or gifting. The Commission shall ensure that gifts, grants, donations, and bequests are used for their intended purposes. State grants, federal grants, PIW donations, and Operation Game Thief donations are specifically excluded from the requirements of this section of 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, **August 15, 2009.**

Chairman Dr. Gerald A. Lent, O.D.
Board of Wildlife Commissioners