

**STATE OF NEVADA
BOARD OF WILDLIFE COMMISSIONERS**

Commission Policy Number 1

Number: P-1

Title: General Guidelines for the Commission

Reference: NRS 501.179, 501.181, 501.2585, 501.356(4), 501.320, 502.253(3).

Effective Date: February 15, 1980

Amended Dates: September 22, 2007;
August 15, 2009; June 25, 2016.

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, definition of official duties, adoption of Commission Policies, and to ensure that the Commission formally recognizes 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 first order of business will be election of officers. 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 two years will be approved no later than at the regularly scheduled meeting closest to March of the even-numbered year. The Commission's regularly scheduled meetings will be posted to the website and provided to members, advisory boards, and interested persons.

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, in 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, travel expenses and per diem for official duties. 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;
- (5) Establishing broad policies, regulations, and guidance of the department, and county advisory boards as detailed in NRS 501.181 (1-8).

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. All travel, per diem rates, and associated records required shall be as prescribed in the NDOW Travel Policy.
- (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 NDOW Travel Policy.

6. Adoption of Commission Policies Resolutions, and Record Keeping

- a. Proposed policies, amendments, or requests to repeal policies shall be mailed or emailed as acceptable, to the Commission, county advisory boards to manage wildlife, and interested persons. The Commission will have a minimum of two readings not on consecutive days of the revised or proposed policy in public meetings before the Commission takes action to adopt, amend, or repeal, or disapprove the policy. Exception: If the policy is declared an emergency the Commission may read, amend, and adopt the policy in two readings on 2 consecutive days.
- b. The effective date, amended date, and statutory authority 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/Care Of Secretary of the Commission, at the Nevada Department of Wildlife, Headquarters, 6980 Sierra Center Parkway, Ste. 120, Reno, Nevada 89511. 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 or revised policy, or to repeal a policy may be placed on a future Committee agenda, and ultimately for a Commission meeting according to subsection 6.a. of this section.
- d. Record Keeping of Wildlife Commission Policies shall be maintained by the Director's Office for the Agency, and Secretary of the Commission. Any historical record of older Commission Policies or Resolutions that precede this shall be forwarded to the Management Analyst 3.

Upon the suspension or amendment of a Commission Policy or Resolution, a copy of the previous version along with a memo will be sent to the State Library and Archives within a year from its amendment or suspension. The documenting memo will be maintained in the Director's Office with the title and number of that policy and or resolution.

All new policies will be uniquely numbered; suspended or repealed Commission Policy numbers shall not be used again.

7. Acceptance of Gifts, Grants, Donations and Bequests

In 2011, the Wildlife Trust Fund was created in Statute as the non-executive account for donations to the Department from groups or individuals, and is to be used per the donor's intent.

Per statute, a report concerning the investment and expenditure of the money will be provided to the Wildlife Commission and the Interim Finance Committee semiannually. Additionally, the anticipated amount and proposed expenditures of the money is provided to the Budget Director of the Governor's Finance Office and the Fiscal Analysis Division of the Legislative Counsel Bureau in a separate statement at the same time as the budget request.

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 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, June 25, 2016, Board of Wildlife Commissioners.



Jeremy Drew, Chairman
Nevada Board of Wildlife Commissioners