

Low Income Weatherization
Policy Advisory Council
By-Laws

Department of Business and Industry
Housing Division

Section 1 Creation

The Policy Advisory Council is created pursuant to 10 C.F.R. 440.17.

Section 2 Purpose

The purpose of the Council is to advise and assist the Nevada Housing Division with respect to the development and implementation of the weatherization assistance program.

Section 3 Staff

1. The Nevada Housing Division, Weatherization Program personnel shall be staff to the Policy Advisory Council, and as such shall assist the council plan its meetings, compile summary minutes, keep the council informed of the state's weatherization program and generally assist the council to keep informed on matters material to the council's business.
2. Council may request staff assistance for research and other special projects subject to NHD administrative approval.

Section 4 Members

1. Numbers: There shall be five (5) members of the weatherization Policy Advisory Council.
2. Council Makeup: When possible the Council will include at least one representative of each of the following groups:
 - Utility company
 - Subgrantee
 - At Large
 - Consumer Groups
3. Terms: Terms of such members shall be three years. However, initial terms shall be shortened or lengthened to provide staggered terms of the membership. A member can serve for up to two consecutive terms (Reference NRS 232A.202 re: commissions).

Section 5 Selection of Policy Advisory Council Members

1. Qualifications: Members should have experience working with low income individuals and familiarity with weatherization principles.
2. Selection Process: The administrator of the Housing Division will select persons to fill unexpired terms and expired terms alike based on the requirements of 10 C.F.R. 440.17
3. Termination: Members will be automatically deleted as members after two consecutive unexcused absences.

Section 6 Powers and Responsibilities

1. The Council shall advise and make recommendations to the Housing Division on matters such as program policy, funding opportunities, allocation and distribution of funds and Subgrantee selection.
2. The Council shall schedule and plan at least 2 meetings annually with the assistance of staff.
3. The Council may explore the development and betterment of the state weatherization program.
4. The Council may involve itself in other matters relevant to Nevada's weatherization program.

Section 7 Meetings

1. Number of meetings per year: There shall be at least 2 face to face meetings per year provided funding is available.
2. Video conference meetings are an allowable substitute for face to face meetings.
3. Phone Meetings: The P.A.C. may meet by phone so long as done in compliance with the state's open meeting laws set forth in NRS 241.01 et. Seq.
4. Quorum: A simple majority of members including those slots for which vacancies exist shall constitute a quorum for the P.A.C.

Section 8 Open Meeting Law

1. All proceedings and actions shall be conducted in accordance with the Nevada Open Meeting Law as set forth in Nevada Revised Statutes, Chapter 241.
2. The public notice announcing a council meeting shall adhere to the Nevada Open Meeting Law also set forth in Nevada Revised Statutes, Chapter 241.

Section 9 Parliamentary Authority

- ~~1. All proceedings and actions shall be conducted in accordance with the Robert's Rules of Order Newly Revised, 10th Edition.~~
1. As a general practice, all proceedings and actions shall be conducted using an informal and simplified version of parliamentary procedures. Robert's Rules of Order may be referenced for the efficient operation of Board and committee meetings.

Section 10 Minutes

1. The Council through staff shall maintain written minutes of any meeting. Reports, records and minutes are open to the public.

Section 11 Officers

1. Selection of officers:

~~a) Selection of officers shall occur at the first meeting after July 1.~~
Selection of officers will occur when the two year term has expired or when a vacancy occurs.

b)a) _____ Nomination process for chairperson

- I. The current chairperson will request nomination of candidates for the office from the floor at the meeting in which the selection of officers is made.
- II. If only one person is nominated, and assuming the nominee consents to serving as the chairperson, the current chairperson will then finalize the election by declaring the nominee elected by acclamation.
- III. If more than one person is nominated, the chairperson will request a hand vote for each nominee, with the chairperson casting the deciding vote in the event of a tie.
- IV. The term of the previous chairman immediately expires and the newly elected chairperson immediately assumes the office.

e)b) _____ Nomination process for vice-chairperson

- I. The chairperson conducts the nomination process for office of vice-chairperson using the same process as detailed in Section 11 (1)(b)(I)-(III).
- II. The term of the previous vice-person immediately expires and the newly elected vice-chairperson immediately assumes office.

~~2.—Terms: Terms of officers will be one year~~ two years, ~~with an officer having no more than two consecutive terms.~~

~~3.2.~~ _____ Responsibilities

a. Chairperson:

- Schedule meetings
- Finalize agenda in conjunction with NHD Staff and other PAC members
- Conduct meetings
- Ensure the agenda is followed.
- The Chairperson or their designee to speak on behalf of the PAC at other forums when appropriate and with the approval of the Housing Division.

b. Vice Chairperson: To assume the responsibilities of the chairperson whenever the chairperson is unable to perform his or her duties.

c. If the Chairperson and/or Vice Chairperson are not present all above duties and responsibilities are to be carried out by the Nevada Housing Division staff.

4.3. Vacancies: When an officer vacancy occurs at a time different than the regularly scheduled time to select officers, such vacancy shall be filled at the next scheduled meeting after the vacancy becomes noted. Such notification may be made at times other than at the time of a scheduled meeting.

Section 12 Committees

The P.A.C. may establish subcommittees to study issues or make recommendations to the full P.A.C. whenever the P.A.C. decides that it is in the best interest of the P.A.C. to do so. Subcommittee meetings are subject to Nevada's Open Meeting Law.

Section 13 Amendments to Bylaws

The Bylaws of the Policy Advisory Council may be altered, amended or repealed at any time by a vote of the majority of the membership of the council at a meeting regularly held, called and noticed or by unanimous written consent of all of the members of the council.

Section 14 Voting

1. Motions shall be carried based upon a simple majority.
2. If a council member is unable to attend in person they may participate via conference call and vote. Their vote will be included along with those in attendance.

Section 15 Proxy Voting

Council members shall inform the chair or staff at least twenty-four (24) hours in advance of an anticipated absence at a meeting. An absent committee member may send a representative in his/her place and must provide that person with a written proxy to enable the substitute person to vote on the member's behalf.

Section 16 Approving Minutes from prior meetings

The chair may approve prior meeting minutes without a motion and second from the floor provided there are no changes or additions necessary.

Section 17 Adjourning Meetings

The chair may adjourn the PAC meeting without a motion and second.

Section 18 Public Comment

Public comment is to be limited to 3 minutes per participant.