

# **OVERSIGHT PANEL FOR SCHOOL FACILITIES**

## **THE WASHOE COUNTY SCHOOL DISTRICT**

### **BYLAWS**

#### **Authority**

Oversight Panel for School Facilities

- Through action of the Board of Trustees and in accordance with Nevada state law (NRS 393.092), the Board of Trustees does hereby establish the Oversight Panel for School Facilities (OPSF) as a statutory advisory committee.

#### **Mission**

The Oversight Panel for School Facilities functions as an independent statutorily required committee that advises the Board of Trustees related to renovation and construction of school facilities. The Committee operates in accordance with Nevada Revised Statutes (NRS) 393.092 - 393.097, School Buildings and Facilities, and 350.020, Use of general obligation only for stated purpose; submission to electors of proposal to issue general obligations; restrictions on special elections; issuance of general obligations secured by pledge of revenues and issuance of special or medium-term obligations without election; issuance of certain general obligation bonds by board of trustees of school district.

#### **Reporting Structure**

1. Recommendations from the OPSF shall be made to the Board of Trustees.
2. If the Board of Trustees does not approve Committee recommendations, the Board will return the item back to the Committee for further review.

#### **Composition**

1. Voting Membership

- a. Voting membership shall consist of eleven (11) voting members, as follows:
  - i. Local Government Representatives (6), as selected by the individual governing body:
    - 1. Two (2) members of the Washoe County Board of County Commissioners
    - 2. Two (2) members of the Reno City Council
    - 3. Two (2) members of the Sparks City Council
  - ii. Members appointed by the District's Board of Trustees (5):
    - 1. One (1) member with experience in structural or civil engineering
    - 2. One (1) member with experience in the construction of public works projects
    - 3. One (1) member with experience in the financing of estimation of cost of construction projects
    - 4. One (1) member to represent the gaming industry
    - 5. One (1) member to represent the general public

## 2. Appointments and Vacancy

- a. Local government representatives will be appointed by said agencies.
- b. The additional members shall, following an advertised application period, be selected in accordance with the application and review process established by the District's Committee Operating Procedures Manual.
  - i. A selection group to include the committee's staff liaison shall meet to review the applications. The group may include the Board Services representative. It shall not include any current member of OPSF.
    - 1. Any application(s) deemed to not meet the criteria of open positions on the committees shall be set aside but may be considered in the future.
  - ii. These additional members shall be considered and approved by the Board of Trustees.

3. Term of Service

- a. A term of membership shall be two (2) years, with terms commencing on July 1<sup>st</sup> and ending June 30<sup>th</sup> of the second year.
  
- b. A member who cannot complete his/her term should submit a letter of resignation to the Committee Chair. Upon acceptance of the letter of

MEMBER	CATEGORY	TERM ENDS
A	Reno City Council	Elected Official Term
B	Reno City Council	Elected Official Term
C	Sparks City Council	Elected Official Term
D	Sparks City Council	Elected Official Term
E	Washoe County Board of County Commissioners	Elected Official Term
F	Washoe County Board of County Commissioners	Elected Official Term
G	Construction Projects & Finance Representative	June 30 of Odd-Numbered Years
H	Gaming Industry Representative	June 30 of Odd-Numbered Years
I	General Public Representative	June 30 of Odd-Numbered Years
J	Public Works Construction Representative	June 30 of Even-Numbered Years
K	Structural/Civil Engineer Representative	June 30 of Even-Numbered Years

resignation, the position shall be opened using the District's application process.

- i. A member who is appointed to fulfill the term of a member who has resigned or been removed, shall complete the term of the vacating member.
- c. Members shall serve no more than five (5) terms without a break in service of at least one (1) year.

#### 4. Vacancy

- a. A vacancy in the membership of the Committee must be filled in the same manner as the original appointment for the remainder of the unexpired term.

#### 5. Officers

- a. Officers consist of a Chairperson and Vice-Chairperson who are voting members of the committee.
- b. Officer Duties and Responsibilities
  - i. The Chairperson shall:
    - 1. be responsible for the general planning for and supervising of activities of the Committee;
    - 2. approve the agendas of the meetings of the Committee in collaboration with the Staff Liaison; and
    - 3. preside over all meetings of the Committee.
  - ii. The Vice-Chairperson shall:
    - 1. preside in the absence of the Chairperson;
    - 2. discharge any duties delegated by the Chairperson or as directed by the Committee; and
    - 3. succeed to Chairperson in the event that the Chairperson is unable to serve.
- c. Officer Nomination and Election
  - i. Officers shall be current voting members and be elected by majority vote of the current members.
  - ii. All nominees shall be present at the scheduled meeting to accept the nomination.

- iii. The term of office shall be from July 1<sup>st</sup> to June 30<sup>th</sup> and shall be for one (1) year. Officers may be re-elected.
  - d. Removal of Officers
    - i. An officer may be removed for cause at any time by a two-thirds (2/3) vote of the Committee.
    - ii. A vacancy in an officer's position, due to resignation or removal, shall be filled using the normal District's protocol for the election of officers.
- 6. District Staff Liaison
  - a. The District shall provide a Staff Liaison, who shall serve in a non-voting capacity, and administrative support to the committee. That individual shall work with staff of the Board Services Department to:
    - i. In conjunction with the Committee Chair, set the meeting agendas and meeting schedule;
    - ii. Advise the committee on the goals of the Board of Trustees and Superintendent;
    - iii. Advise the committee on information in the District that concern the Committee;
- 7. The membership of the Committee shall strive to be representative of the diverse nature of the District.

### **Procedural Responsibilities**

1. The Committee shall comply with state laws and regulations, and specifically Nevada's Open Meeting Law, Nevada Revised Statutes (NRS) Chapter 241, Meetings of State and Local Agencies.
2. The Committee shall comply with the policies, regulations and procedures of the District, to include Board Policy 7100, Capital Projects and Facilities Management, Board Policy 9405, Capital Funding & Bond Oversight, and the District's Administrative Manual on Committee Operating Procedures.
3. The Board of Trustees may not delegate the responsibility for final decisions to a committee, because such decisions must, by state law, rest with the Board of Trustees. Committees are not empowered to perform management functions.

### **Requisite Skills**

## 1. General

- a. Members shall be familiar and ensure compliance with District policy, laws, regulations, and ethics.
- b. All members of the Committee shall be residents of Washoe County, unless such member is also a District employee.
- c. The Committee members collectively should possess general knowledge of District issues and concerns.
- d. Members of the Committee shall perform their duties in good faith, in a manner they reasonably believe to be in the best interests of the Committee and the District with such care as a generally prudent person in a similar position would use under similar circumstances.
- e. Each member shall serve without compensation.

## 2. Member Protocol

- a. Only the committee as a whole has the authority to act.
  - i. Individual committee members do not have the authority to direct staff, students, volunteers, and/or parents/guardians
  - ii. Individual committee members may not, in the name of the committee, conduct site visits or otherwise engage with staff outside of properly noticed meetings unless otherwise authorized by District policy, regulation or procedures.
- b. Committee members shall review and understand guidance provided in the Procedural Manual for Advisory Committees to the Board of Trustees.

## 3. Community Input

- a. Each member of the committee will be responsible for meeting with or otherwise getting input from their group type to bring to the committee meetings for discussion.

## 4. Confidentiality

- a. During the exercise of duties and responsibilities, the Committee members may have access to confidential information. The Committee shall have an obligation to the District to maintain the confidentiality of such information.

## **Meetings**

1. Schedule

- a. The Panel shall meet as needed but not less than once per year.
- b. Meetings shall be called at the discretion of the Chair, in conjunction with the District's staff liaison.
- c. Special meetings may be called at the discretion of the Chair, in conjunction with the District's staff liaison.

2. Attendance

- a. Attendance records of all committee members shall be reviewed by the chairperson on a regular basis.
- b. The Chairperson may recommend to the full membership the removal of any member having two (2) absences during one (1) year or for failure to participate on a committee.
- c. Recommendation to remove a member shall be by majority vote of the committee, with final action required by the Board of Trustees.

**Reporting Requirements**

- 1. The Panel has the duty and responsibility to report its activities to the Board of Trustees as needed but not less than annually.

**Review and Revision**

- 1. The Board Services Department, in conjunction with the OPSF, shall assess and review the adequacy of these bylaws no less than annually or as necessary. Modifications shall be presented to the Board of Trustees in writing for their review and action.

Date	Revision	Modification
6-25-2019	1.0	Adopted