

**ZONING ADVISORY COMMITTEE -
A COMMITTEE OF THE
WASHOE COUNTY SCHOOL DISTRICT BOARD OF TRUSTEES**

BYLAWS

Authority

In accordance with Board Policy 7105, School Capacity Management and Attendance Zones, the Washoe County School District ("District") does hereby establish the Zoning Advisory Committee ("Committee") as a standing advisory committee of the Superintendent and Board of Trustees.

Mission and Purpose

The Committee shall assist District staff in working with the community to develop recommendations for establishment or adjustments to school attendance zone to accommodate the opening of new schools, minimize the effect of overcrowding, ensure optimal facility utilization, and/or to accommodate space needs for program changes.

Reporting Structure

1. Recommendations from the Committee shall be made to the Superintendent. The Superintendent, through appropriate staff, shall:
 - a. Ensure Committee proposals are feasible: operationally, financially and academically.
 - b. Determine whether action should be taken by the Superintendent or the Board of Trustees.
2. For those matters that require the approval of the Board of Trustees, the Superintendent shall have the option to:
 - a. Return any recommendation of the Committee back to the Committee with suggested changes; or
 - b. Forward any recommendation of the Committee to the Board of Trustees, with the Superintendent's Alternate Recommended Action;
 - c. Forward any recommendation of the Committee to the Board of Trustees, as proposed by the Committee.
3. For those matters delegated to the Superintendent by Board policy or previous action of the Board of Trustees, the Superintendent shall have the option to:
 1. Approve any recommendation of the committee;
 2. Approve, with changes, any recommendation of the committee;

3. Deny any recommendation of the committee;
4. Return any recommendation of the Committee back to the Committee with suggested changes

Composition

1. Appointments

- a. Following an advertised application period, members shall be selected utilizing the application and review process established by the District's Committee Operating Procedures Manual.
 - i. Applications shall be accepted on an ongoing basis;
 - ii. When openings occur, the Department of Board Services shall work in conjunction with the staff liaison to review applications and designate a finalist(s);
 1. Staff finalists shall be approved by the District Office identified in these bylaws.
- b. All members of the Committee shall be considered and approved by the Board of Trustees.

2. Voting Membership and Terms of Services

- a. Voting membership shall consist of thirteen (13) voting members as follows:
- b. A term of membership shall be two (2) years, commencing on July 1st and ending June 30th.
- c. Members who cannot complete their term on the Committee should submit a letter of resignation to the Committee Chair. Upon acceptance of the letter of 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.
- d. No member may serve for more than five (5) consecutive two-year terms without at least a one-year break in service.
- e. Categories and terms of service are as follows:

MEMBER	CATEGORY	TERM ENDS
A	Representative selected by Board of Trustees member from District A (South, Southwest, Including Incline Village)	June 30 of Even-Numbered Years
B	Representative selected by Board of Trustees member from District B (Sparks, Including South Half of Sun Valley)	June 30 of Odd-Numbered Years
C	Representative selected by Board of Trustees member from District C (N Valleys, Northern Half of Sun Valley, and Spanish Springs)	June 30 of Even-Numbered Years
D	Representative selected by Board of Trustees member from District D (Southeast Reno, Old Southwest Reno)	June 30 of Odd-Numbered Years
E	Representative selected by Board of Trustees member from District E (Northeast Reno, Northwest Reno, Verdi, Mogul)	June 30 of Even-Numbered Years
F	Representative selected by Board of Trustees member from District F (East. Washoe Co. - Spanish Springs to Geiger Grade)	June 30 of Odd-Numbered Years
G	Representative selected by Board of Trustees member from District G (West Washoe Co - Cold Springs to Washoe Valley)	June 30 of Even-Numbered Years
H	At-Large Parent/Guardian or Community Member	June 30 of Odd-Numbered Years
I	At-Large Parent/Guardian or Community Member	June 30 of Even-Numbered Years
J	At-Large Parent/Guardian or Community Member	June 30 of Odd-Numbered Years
K	School Administrator	June 30 of Even-Numbered Years
L	Certified Teacher/Counselor	June 30 of Odd-Numbered Years
M	Educational Support Staff	June 30 of Even-Numbered Years

3. Vacancy

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

4. Officers

- b. Officers of the Committee consist of a Chairperson and Vice-Chairperson, who are voting members of the Committee.

- c. Officer Nomination and Election

- i. Officers shall be current voting members of the Committee and be elected by majority vote of the members of the Committee.
 - ii. All nominees shall be present at the scheduled meeting to accept the nomination.
 - iii. The term of office shall be from July 1st to June 30th and shall be for one (1) year. Officers may be re-elected.

- d. 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.

- e. Removal of Officers

- i. An officer may be removed for just 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 of committees included in these By-Laws.

5. District Staff-Liaison

- a. The Superintendent shall designate a staff member to serve as a non-voting member and liaison between the Committee and the District. The liaison shall work with 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 District;
 - iii. Advise the Committee on information in the District that concern the Council;
 - iv. Report to the Superintendent the activities of the Committee, as necessary.
 - b. The District shall provide staff, in non-voting roles, to provide the committee with that information necessary to make an informed decision. Such staff may come from various District departments to include Transportation, School Performance, Professional Learning, etc.
6. 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, and specifically the District's committee operational procedures.
- 3. Neither the Board of Trustees nor Superintendent may delegate the responsibility for final decisions to a committee, because such decisions must, by state law, rest with the Board of Trustees or have been delegated to the Superintendent through Board Policies. Committees are not empowered to perform management functions.
- 4. The Committee may be dissolved upon completion of its charge or by action of the Board of Trustees.

Duties, Skills and Responsibilities

1. General

- a. Non-staff members of the committee shall be residents of Washoe County.
- b. The committee members collectively should possess general knowledge of District issues and concerns.
- c. Members shall be familiar with the policies, regulations, and laws governing the District.
- 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. Members must have the ability to maintain a global view of the District, its students, and the issues and policies impacting and guiding the setting of school attendance zones.
- f. Members should have the flexibility in their personal and professional schedules to meet during work hours, evenings, or weekends, as necessary, to complete tasks within appropriate timelines.
- g. Members shall be appointed, trained, and provided information relevant to the committee and its operations.

2. Compensation

- a. Each member shall serve without compensation.

3. Community Engagement

- 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.

5. Meetings

- a. The Committee shall meet, at a minimum, on a quarterly basis. Regularly scheduled meetings shall be held from July 1st to June 30th of each year. The Chairperson shall establish a calendar of regularly scheduled meetings

in conjunction with the District's staff liaison. Generally, the first meeting of the year will occur in August.

- b. Special meetings may be called at the discretion of the Chair, in conjunction with the District's staff liaison.

6. Meeting Attendance

- a. Attendance records of all Committee members shall be reviewed by the chairperson on a regular basis.
- b. The Chairperson may recommend removal of any member having three (3) or more absences to Committee meetings 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.

7. 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 regarding committee business 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.

Reporting Requirements

- 1. The Committee shall report its activities to the Superintendent or Designee. The Committee's reporting requirements are to:
 - a. Report on the scope and breadth of Committee activities so that the Superintendent is kept informed of its work and can take appropriate action.
 - b. Provide minutes or a summary of minutes of meetings which clearly record the actions and recommendations of the Committee.
 - c. Report on any other matters that the Committee believes should be disclosed to the Superintendent.

Review and Revision

1. The Board Services Department, in conjunction with the Zoning Advisory Committee, 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 review and action.

Date	Revision	Modification
8/17/2017	1.0	Adopted