

Joe
Lombardo
Governor

STATE OF NEVADA
Sanchez

Dr. Kristopher
Director



**DEPARTMENT OF BUSINESS AND INDUSTRY
OFFICE OF THE DIRECTOR
NEVADA COMMISSION ON MINORITY AFFAIRS**

BY-LAWS

The Nevada Commission on Minority Affairs, pursuant to NRS 232.850 – 232.866, consists of nine members appointed by the Legislative Commission.

The Commission may, within the limits of available money:

1. Confer with subject matter experts, organizations, and partners to identify sources, solutions, case studies, or data sets that demonstrate a positive growth, increase in achievement, and impact of success rates of minorities residing in the State of Nevada;
2. Confer with subject matter experts, organizations, and partners on matters affecting the social and economic welfare and wellbeing of minorities residing in the State of Nevada;
3. Collect and disseminate information data, information on activities, resources, programs and essential services available to minorities in the State of Nevada;
4. Study the:
 - a. Availability of employment for minorities in this State, and the manner in which minorities are employed;
 - b. Manner in which minorities can be encouraged to start and manage their own businesses successfully in the Nevada small business ecosystem; and
 - c. Availability of affordable housing for minorities
5. In cooperation with the Nevada Equal Rights Commission, act as a liaison to inform persons regarding;
 - a. The laws of this State that prohibit discriminatory practices; and
 - b. The procedures pursuant to which aggrieved persons may file complaints or otherwise take action to remedy such discriminatory practices;

6. To the extent practicable, strive to create networks within the business community between business growth, scalability, and awareness of funding resources for minority business;
7. Analyze the information provided in the employment of plans and reports for a redevelopment project submitted pursuant [NRS 279.6093](#), [279.6097](#) and [279.60993](#)
8. Advise the Governor on matters relating to minorities and of concern to minorities; and
9. Recommend proposed legislation to the Governor

ARTICLE I – MISSION

The mission of the Commission on Minority Affairs is to advocate for and to provide a voice to minorities residing in the State of Nevada in matters relating to areas including, but not limited to, education, housing, employment, civil rights, health, political empowerment, and economic development.

ARTICLE II – PURPOSE

The purpose of the Commission on Minority Affairs is to be the central advisory body coordinating discussion and study of issues affecting minority Nevadans. These areas include, but are not limited to, education, housing, employment, civil rights, health, political empowerment, and economic development. As well as to consider and facilitate legislation, funding sources, and community organizations geared toward making measurable improvements, in those areas which will raise the quality of life among Nevada’s minority communities.

ARTICLE III – COMMITTEES

The Chairperson of the Commission may, with approval of the Commission, appoint committees from its members to assist in carrying out any of the functions or duties of the Commission.

ARTICLE IV – OFFICERS DUTIES

The Commissioners who hold certain officer positions shall serve those positions to the best of their abilities and in compliance with the applicable statutes and regulations. Their duties may consist of the following:

1. Chairperson:
 - a. General management of the business and affairs of the Commission pursuant to statute and regulation.
 - b. Support the growth, development and productivity of the Commission as needed.
 - c. Maintains a positive and productive relationship with the Nevada Department of Business and Industry via the Management Analyst
 - d. Shall perform all duties and have all powers delegated to them by the Commission and pursuant to statute.
2. Vice Chairperson: Acts on behalf of the Chairperson in the event of the Chairperson’s absence and/or disability, and collaborates with the Chairperson to accomplish goals.

COMMISSIONERS: Gabriela Wyatt; Nic Steele; Jon Lau. Demetrius Ware, Anabel Navarro, Nina Gallagher, Juanny Romero

3. Management Analyst:

- a. Shall serve as a representative from the Department of Business and Industry and performs those duties as required by Chapter 232 of the NRS.
- b. Shall collect data and perform statistical analysis to support the Nevada Commission on Minority Affairs created by NRS 232.852; and
- c. Shall perform such investigation, data collection and statistical analysis as is necessary to determine whether discrimination on the basis of race is occurring in state or local purchasing, public works or any other area.

4. Commissioners:

- a. Are defined as Public Officers under NRS 281A.160.
 - i. Commissioners are subject to and must comply with the Ethics Law, including without limitation, the requirements to file an *Acknowledgement of Ethical Standards* form pursuant to NRS 281A.500.
- b. Are to attend the Commission general meetings.
 - i. Such meetings may be held in-person or remotely and will comply with the Nevada Open Meeting Law.
- c. Participate or chair a subcommittee.
 - i. The goals and duties of the subcommittee may include
 - 1. Participating in outreach events;
 - 2. Studying methods and best practices to enhance the livelihoods' of the minority community; or
 - 3. Meet with community leaders and government officials to strengthen relationships and address issues affecting the minority community.
- d. Shall submit monthly written activity reports.
- e. Help fulfill Commission duties.

ARTICLE V – MEETINGS and TRAVEL

The Commission may meet quarterly unless otherwise determined by the Chairperson.

A meeting agenda will be prepared by the Management Analyst for each meeting. Members may request in writing to the Management Analyst items to include on the agenda before it is noticed. An opportunity to delete agenda items will be provided at the start of each meeting. Once the meeting has started the agenda may not be changed. Meetings will be conducted and noticed in compliance with Nevada's Open Meeting Law requirements. Decisions requiring a vote will be decided by a simple majority vote.

The Chairperson may determine the order of business and procedure of the meeting, which is not already subject to Nevada's Open Meeting Laws. In the event that the Chairperson is unable to conduct the meeting, the Vice Chairperson shall assume the responsibility of conducting the meeting. In the event that neither the Chairperson nor the Vice Chairperson is able to conduct the meeting, the Chairperson may designate any present Commissioner to conduct the meeting.

Minutes of each meeting will be recorded by the Management Analyst. Meeting minutes will be published and disseminated in draft form to Commission members as soon as possible after each meeting for review of content accuracy. Meeting minutes in final form will then be presented for Commission approval at the next regularly scheduled Commission meeting. Provided funds are available, Commission member business travel expenses for attending quarterly committee meetings will be reimbursed at the State of Nevada rates.

ARTICLE VI – AMENDMENTS

These by-laws may be amended, repealed, or replaced by new by-laws adopted by a majority vote of the Commission members present at a regularly scheduled meeting.

Whenever any amendment or new by-laws is adopted, it shall be permanently recorded as an update to the original by-laws. If any by-laws are repealed, the fact of repeal with the date of the meeting which the repeal was enacted shall be stated in the minutes of that meeting and included in the by-laws. Whether any provisions of the by-law is either amended or repealed, a marginal note shall be made thereon indicating the place or page where the amendment or repeal may be found.

ARTICLE VII – REMOVALS AND VACANCIES

If a Commissioner believes that a Commission member should be moved for any reason, that request must be brought to the Chairperson and Vice Chairperson's attention. The Commission shall vote on the request during an open session as required under NRS Chapter 241. If the Commission approves the request by a simple majority, the Commission, through its Chairperson or Vice Chairperson, shall submit the request to the Legislative Commission. If the request is denied during the meeting, the Commission is under no obligation to inform the Legislative Commission of the results of the vote.

In the event of a vacancy, the Commission, upon a majority vote, may submit a recommendation of who should fill the vacant position. Prior to the vote, the Commission, either through the Chairperson or the Vice Chairperson, shall make an inquiry to the Legislative Commission as to if and when the Legislative Commission will take recommendations. The Commission may hold a separate meeting to discuss potential recommendations. Because the meeting addresses the character and fitness of an individual, the meeting can be held as a closed meeting. Each nominee may also come to that meeting at the Commission's discretion to make any presentations or answer any questions.

ARTICLE VIII –ATTENDANCE

Commissioners are not required to attend every meeting; however, every possible effort should be made to attend. If a Commission member misses three (3) meetings consecutively, the member may be subject to a recommendation of removal as outlined in Article 7. A Commissioner who is actively serving in the military and is on military duty the date of the meeting or meetings shall not be subject to this Article.

ARTICLE IX –MISCELLANEOUS

As used in these bylaws, the masculine, feminine, or neuter gender, and the singular and plural

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number, shall each include the other whenever the context so indicates.

The titles of the sections and subsections have been inserted as a matter of reference only and shall not control or affect the meaning or construction of any of the terms and provisions hereof.

For purposes of these bylaws, “electronic transmission” means any form of communication, not directly involving the physical transmission of paper, that creates a record that may be retained, retrieved, and reviewed by a recipient thereof, and that may be directly reproduced in paper form by such a recipient through an automated process.

Notwithstanding anything to the contrary contained herein, if any provision contained in these bylaws is inconsistent with or conflicts with any state regulation or statute, such provision of these bylaws shall be superseded by the inconsistent provision in the state regulation or statute to the extent necessary to give effect to such provision.