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STATE OF NEVADA

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**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 shall, within the limits of available money:

1. Collaborate 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. Collaborate 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. Observe and be informed of the Nevada specific industry trends on the:
  - a. Practice of diversity, equity and inclusion in the workplace for minorities in the 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 – MEMBERSHIP**

The Chairman 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. A vacancy occurring in the membership of the Commission must be filled in the same manner as the original appointment. The Commission, upon a majority vote, may recommend a member to fill a vacant position.

#### **ARTICLE IV – OFFICERS DUTIES**

1. Chairperson: Conducts the Commission business and meetings.
2. Vice Chairperson: Acts on behalf of the Chairperson in the Chairperson’s absence.  
May also include, but is not limited to:  
Based on workflow, collaborates with the Commission’s Chair to accomplish goals.  
Support the growth, development and productivity of the Commission as needed.  
Maintains a positive and productive relationship with the Nevada Department of Business and Industry via the Management Analyst.
3. Management Analyst:
  - Advisory to the Commission
  - Work collaboratively and cooperatively with the Commission and its members

- Identify, collect, and disseminate sources of data to perform statistical analysis to support the Commission
- Notifies Commission members of upcoming meetings or events and other communications
- Makes necessary accommodations for Commission members
- Prepare, maintain, and present the Commission budget as necessary
- Prepares the agenda with input from Commission Chairman and Vice Chairman
- Records, publishes and disseminates minutes of Commission meetings

#### 4. Commissioners:

- Commissioners are defined as Public Officers under NRS 281A.160, which means that 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
- Attend the Commission meetings in-person or remotely (when available)
- Participate or chair a subcommittee: this includes but is not limited to:
  - Participating in outreach events
  - Studying methods and best practices to enhance the livelihoods' of the minority community
  - Meet with community leaders and government officials to strengthen relationships and address issues affecting the minority community
- Submit monthly activity reports
- Help fulfill Commission duties

### **ARTICLE V – OFFICER or MEMBER REMOVAL**

After just cause has been determined by the membership of the Commission, an official recommendation, to the appointing authority may be made to remove and replace an appointed member.

### **ARTICLE VI – MEETINGS and TRAVEL**

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

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. An opportunity to add or 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 under Roberts Rules of Order and in compliance with Nevada's Open Meeting Law requirements. Decisions requiring a vote will be decided by a simple majority vote.

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 VII – AMENDMENTS**

These by-laws may be amended, repealed, or replaced by new by-laws adopted by majority vote of the Commission members present at a regularly scheduled meeting. There must be at least a thirty (30) day written notice to Commission members and a first reading at regularly scheduled meeting of all changes to the by-laws before the by-laws can be amended, repealed, or replaced.

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. By-laws submitted for approval and ratification by the Nevada Commission on Minority Affairs at a board meeting duly held on August 18, 2022.

## **ARTICLE VIII – COMMITTEES**

Committees established with the approval of the Commission must report in writing to all Commission members.

## **ARTICLE IX –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 shall be removed. Unless; a Commissioner is actively serving in the military and is on military duty the date of the meeting or meetings.