

## PAHRUMP TOWN BOARD POLICY

The Guideline for the Town Board of an Unincorporated Town is NRS 269.

### SECTION I

#### **1. POLICY**

- 1.1. The Town Board shall approve policies that will govern the employees and volunteers of the Unincorporated Town of Pahrump.

#### **2. BUDGET**

- 2.1. The Town Board shall oversee the Town budget with the assistance of the Town Manager and Town Financial Director and shall draft the annual budget with the staff and consultants for submission to the Nevada State Taxation Department.

#### **3. MEETINGS**

- 3.1. The Town Board shall hold regular meetings on the second and fourth Tuesday of each month unless otherwise determined by the Board.
- 3.2. In addition to those listed above, the Board may call special meetings and emergency meetings when necessary. Board workshops may also be held as needed.
- 3.3. *Meeting Rules:*
  - 3.3.1. All meetings will be recorded in compliance with the Open Meeting Law (NRS 241).
  - 3.3.2. There will be no smoking at the Board meetings.
  - 3.3.3. There are procedural rules for Town Board meetings attached to each agenda.
  - 3.3.4. At least one copy of all backup material shall be available at the meetings for the public to view.
  - 3.3.5. All speakers must come to the podium, be recognized, and state their name.
  - 3.3.6. With the exception of emergency personnel, all cell phones and pagers must be turned off before entering the building for the meeting. This rule applies to both the public and to Town Board Members.

#### **4. ORDINANCES AND RESOLUTIONS**

Ordinances – an authoritative decree or direction (order) – a law set forth by a governmental authority (municipal regulation)

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Resolutions – an act or process of reducing to a simpler form – a formal expression of opinion, will, or intent voted by an official body or assembled group.

Proclamation – something proclaimed – an official formal public announcement

### *4.1. Pahrump Town Ordinance (PTO) Process:*

- 4.1.1. Any Member of the Town Board may propose an item for discussion as a PTO.
- 4.1.2. The item must first be placed on the agenda for Board discussion and action, before it may be introduced as an ordinance.
- 4.1.3. The Board shall then draft or have drafted all necessary ordinances and resolutions as per Nevada Revised Statutes, Chapter 269. Public hearings shall be held prior to voting on all ordinances.
- 4.1.4. All ordinances must be reviewed by the Town Attorney prior to the First Reading.

## **5. LIAISONS**

- 5.1. Town Board Members will be assigned to attend Town Advisory Board meetings as liaisons to provide a direct line of communication regarding problems, needs, and directives prescribed by the Board. Liaison reports should be given to the Town Board at the regular Board meeting immediately following the advisory board meeting to update the Town Board Members on ongoing and proposed projects.

## **6. OFFICERS**

- 6.1. At the first regular meeting of each year, the Board shall elect a Chair, Vice-Chair, and Town Clerk for that year.
- 6.2. ***Board Chair***
  - 6.2.1. The Chairperson shall preside at all meetings of the Town Board.
  - 6.2.2. The Chairperson shall appoint, with the approval of the Board, all Advisory Boards. The Chairperson shall designate a Member of the Board as liaison to each Advisory Board.
  - 6.2.3. The Chairperson shall serve as the liaison to the Town Manager.
  - 6.2.4. The Chairperson or designee shall represent the Board at community events.
  - 6.2.5. The Chairperson is required to attend at least two (2) Board of County Commissioner meetings in each yearly quarter.

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### **6.3. Board Vice-Chair**

- 6.3.1. The Vice-Chair shall preside over all meetings of the Board in the absence or incapacity of the Chairperson and shall be responsible for fulfilling the duties of the Board Chair.
- 6.3.2. The Vice-Chair shall serve as the liaison to the Town Finance Director
- 6.3.3. The Vice-Chair shall oversee the appointment of two (2) Board Members to review vouchers prior to each regular Board meeting. The review assignment will be rotated among the Board Members every three (3) months.

### **6.4. Town Board Clerk**

- 6.4.1. The Town Board Clerk shall oversee the responsibility for preparing and posting all Town Board agendas as required by NRS 241.
- 6.4.2. The Town Board Clerk shall oversee the responsibility for taking the minutes of all Town Board meetings and shall assure they are available for public access and maintained in accordance with requirements set forth in the NRS.
- 6.4.3. The Town Board Clerk shall oversee the responsibility for sending copies of all agendas/minutes of the Town Board meetings to the Nye County Clerk.
- 6.4.4. The Town Board Clerk shall oversee the numbering and record keeping of all ordinances and resolutions.
- 6.4.5. The Town Board Clerk shall be responsible for all official correspondence of the Town Board.
- 6.4.6. The Town Board Clerk shall read announcements and proposed ordinances at the Town Board meetings and perform other duties as required by NRS 269.019.

## **7. AGENDAS**

- 7.1. Anyone can request that items be placed on the agenda by completing an AGENDA REQUEST FORM and providing all back-up materials. Members of the public who wish to place items on the agenda must have either a Town Board Member or the Town Manager sponsor the item. Requests and backup must be into the Town Office by 3:00 p.m. ten (10) business days prior to the Town Board meeting that you wish the item to be presented. The agenda item must clearly state both the name of the member of the public and the sponsor.
- 7.2. All agenda requests, including all back-up material, must be received at the Town office before noon on the Wednesday of the week preceding any regularly scheduled Town Board meeting. If there is no back-up material for the agenda item, this must be clearly stated on the AGENDA REQUEST FORM and on the agenda.
- 7.3. Items placed on the Town Board agenda may only be removed by the person(s) requesting or sponsoring the item or by a majority vote of the Town Board.
- 7.4. Back-up material requirements do not apply to emergency Board meetings.

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- 7.5. Agenda packets shall be completed and available by noon on the Friday before any regularly scheduled Town Board meeting. Agenda packets, including available back-up, will be posted on the Town's website by close of business on the Friday before any regularly scheduled Town Board meeting.

### **8. DOCUMENT DISTRIBUTION**

- 8.1. All Town Board Members shall create a list of persons designated to pick up documents and other materials from the Town office. All documents that are designated as non-confidential may be picked up by any person on that list, so long as the person signs a sheet indicating the name of the document, date, and time of the document pick up. Materials that are designated as "confidential", i.e. those protected by attorney-client privilege and other sensitive materials cannot be removed from the Town Office by anyone other than the Town Board Member. In the event that there is a question of confidentiality, the Town Attorney shall decide whether to classify the document as confidential or non-confidential.

### **9. SINGLE BOARD MEMBER ACTION**

- 9.1. A single Member of the Town Board may only act for the Board with prior authority granted by an action of the Board in an open meeting, for a particular situation or time period.

### **10. PERSONNEL MEETINGS**

- 10.1. The Town Board shall adhere to NRS 260.048 regarding closed personnel sessions.
- 10.2. Closed sessions may be held as needed by any public body in compliance with the Nevada Revised Statutes and the Open Meeting Law (NRS 241).

### **11. TOWN MANAGER EVALUATIONS**

- 11.1. The Town Board and the Town Manager shall jointly develop the performance evaluation process and criteria to be used.
- 11.2. The Town Board and the Town Manager shall annually define and provide in writing the goals and performance objectives that they determine necessary for the proper operation of the Town of Pahrump and the attainment of the Town Board's policy objectives.
- 11.3. The Town Board is responsible to review and evaluate the performance of the Town Manager at least once annually. Based on the evaluation, the Town Board shall make determinations regarding Town Manager pay treatment and contract negotiations.
- 11.4. Town Board Members shall: (1) create a performance evaluation for the Town Manager; (2) distribute the evaluations to the entire Board; (3) have the Town Board Clerk oversee the summary of the findings to be presented to the Town Manager by the Town Board Chair; (4) provide an opportunity for the Town Manager to discuss the evaluation with the Board within thirty (30) days of its completion.

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**12. UPDATES**

12.1. The Town Board shall update, revise, or delete portions of this policy as necessary for maximum efficiency at least every two (2) years.

Adopted this 28th day of October, 2008.

Amended the 8<sup>th</sup> of March 2011.

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Town Board Chairperson

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Town Board Clerk