

**BYLAWS
of the
REDEVELOPMENT AGENCY ADVISORY BOARD**

1) Meetings:

- a) The number of meetings per month and a schedule of meeting dates shall be established by the Chair of the REDEVELOPMENT AGENCY ADVISORY BOARD “RAAB” and the RENO REDEVELOPMENT AGENCY “Agency” Administrator and may be altered or changed as deemed necessary. Meetings will commence at a time and location determined by the Chair of the RAAB and the Redevelopment Administrator. Any changes to the meeting schedule shall require a 72-hour public notice, except in cases of emergency, to ensure compliance with the Nevada Open Meeting Law.
- b) Additional meetings may be held at any time upon the call of the Chairperson or by a majority of the voting members of the committee or upon request of the RAAB.
- c) Meetings shall be in compliance with the Nevada Open Meeting Law (Nevada Revised Statutes Chapter 241)

2) Membership and Terms:

- a) The RAAB shall consist of nine (9) members appointed by the Agency, representing a diversity of expertise and experience relevant to redevelopment.
- b) **Board Composition:**
 - i) The RAAB shall include at least one (1) representative from each designated redevelopment area, providing direct insight from those impacted by redevelopment efforts.
 - ii) Members may be residents, property owners, or business owners within the redevelopment areas, or individuals with professional experience in fields relevant to redevelopment, including but not limited to: transportation, urban planning, architecture, landscape architecture, public finance, commercial real estate, historic preservation, arts and culture, economic development, and redevelopment.
- c) **Terms of Office:** The initial terms of membership are as follows, determined by lot:
 - i) Three (3) members shall serve a term of two years.
 - ii) Three (3) members shall serve a term of three years.
 - iii) Three (3) members shall serve a term of four years.

After the initial terms expire, all subsequent members shall serve for three-year terms. Members shall serve no more than two consecutive terms. After completing two consecutive terms, members must take a one-year hiatus before being eligible for reappointment to the RAAB. Upon completion of the Redevelopment Agency’s lifespan, the committee shall be dissolved.

- d) **Conflict of Interest Policy:** Members must disclose any conflicts of interest concerning RAAB matters and recuse themselves from voting where conflicts exist. An annual Conflict of Interest disclosure form must be completed by each member.

3) Election of Officers:

- a) The RAAB at its regular meeting in January of each year shall elect a Chairperson and Vice-Chairperson. Any voting member of the board may nominate themselves or another member. Officers shall be elected by a majority vote of the board.
- b) No member may serve more than two (2) consecutive one-year terms as Chairperson.
- c) The Vice-Chairperson shall succeed the Chairperson if he/she vacates his/her office before his/her term is completed, the Vice-Chairperson to serve the unexpired term of the vacated office. A new Vice-Chairperson shall be elected at the next regular meeting.
- d) The Redevelopment Administrator shall serve as the Recording Secretary.

- e) The duties and powers of the officers of the RAAB shall be as follows:

Chairperson (presiding):

1. Preside at all meetings of the board.
2. Call special meetings.
3. Sign documents of the board.
4. See that all actions of the board are properly taken.
5. Notify, in writing, the Reno City Clerk of a resignation or termination of membership.
6. Advise the City Clerk's office, in writing, of changes of address for board members.
7. May make motions if deemed necessary for effective board function.

Vice-Chairperson:

During the absence, disability, or disqualification of the Chairperson, the Vice-Chairperson shall exercise or perform all duties and be subject to all responsibilities of the Chairperson.

Recording Secretary:

1. Keep the minutes of all meetings of the board in an appropriate minute book.
2. Give or serve all notices required by law or by the Bylaws.
3. Receive, for the board, all applications as required by NRS and City codes.
4. Prepare the agenda for all meetings of the board.
5. Be custodian of the board records.
6. Inform the board of correspondence relating to the business of the board and attend to such correspondence.
7. Handle funds allocated to the board in accordance with its directive, the law, and city regulations.

- f) All maps and other matters required by law shall be filed with the office of the Redevelopment Agency.

4) Quorum and Voting:

- a) A majority of the members of the Board entitled to vote shall constitute a quorum for the transaction of business. Members may attend and vote remotely, in compliance with Nevada Open Meeting Law.
- b) Designation of Voting Order: voting to be verbal vote with the Chairperson voting last.
- c) A tie vote with less than the full board present will result in no action, and the matter shall be considered at the next succeeding or future meeting so as to arrive at a conclusive vote when the entire committee is present. If the full board is present (nine (9) members) and the vote result is a tie due to an abstention or other reason, the motion is defeated.
- d) The Chairperson may participate fully in discussions and may make motions when necessary.
- e) The Chairperson shall be an ex-officio member of all subcommittees, with voice, but no vote.
- f) ROBERTS RULES OF ORDER are hereby adopted for the government of the RAAB in all cases not otherwise provided for in these rules.

5) Amendments to the Bylaws:

These bylaws may be amended at any RAAB meeting by a majority vote of the full board membership, provided that written notice of the proposed amendment has been given to each member of the RAAB. All amendments must then be submitted to the Redevelopment Agency Board for review and final approval before taking effect.

6) Order of Consideration of Agenda Items:

- a) The following procedure will normally be observed; however, it may be rearranged by the Chairperson for individual items if necessary for the expeditious conduct of business.
 - i) Staff presents report and makes recommendation.

- ii) The Board may ask questions regarding the staff presentation and report.
- iii) Proponents of the agenda items make presentations.
- iv) Any opponents make presentations.
- v) Applicant makes rebuttal of any points not previously covered.
- vi) Committee members ask any questions they may have on the proponents, opponents, or staff, then take a vote.

7) Attendance and Absence Policy:

- a) Each member of the RAAB who has knowledge of the fact that he/she will not be able to attend a scheduled meeting shall notify the Redevelopment Administrator at City Hall at the earliest possible opportunity and, in any event, three (3) hours prior to the date of the meeting. The Redevelopment Administrator shall notify the Chairperson of the board in the event that the projected absences will produce a lack of quorum.
- b) Automatic Resignation:
 - i) Four (4) unexcused absences from regular meetings within twelve (12) months by a board member, shall result in the “automatic resignation” of that member.
 - ii) Three (3) consecutive absences, whether excused or unexcused, from regular meetings by a board member shall result in the “automatic resignation” of that member.
 - iii) Upon such resignation, the Chair will notify the Redevelopment Administrator of the “automatic resignation” status of the board member. The Reno Redevelopment Agency will seek a new board member.