



INDIAN HILLS GENERAL IMPROVEMENT DISTRICT

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Resolution 2009R-02

A Resolution of the Board of Trustees to adopt board norms and procedures for meetings, related functions and activities.

WHEREAS, it is the intent and desire of the Indian Hills General Improvement District Board of Trustees to conduct its business in an orderly and fair manner; and

WHEREAS, there are certain basic rights of due process and opportunity to address issues with equity, fairness and equal protection of the law; and

WHEREAS, certain parliamentary procedures have been found to be useful in order to assure that the communication and process of government are fair, reasonable, and just; and

WHEREAS, the Board has a duty to proceed with the business of government in an efficient and orderly fashion; and

WHEREAS, the Board desires to establish uniform norms and procedures in order to accomplish these goals.

NOW, THEREFORE, the Indian Hills General Improvement District Board of Trustees does hereby resolve as follows:

SECTION I: Act in the Public Interest

- A. Trustees and staff shall recognize that stewardship of the public interest must be the primary concern.
- B. Trustees will work for the common good of the people of Indian Hills.
- C. Trustees will ensure fair and equal treatment of all persons, claims and transactions coming before the Board.

SECTION II: Advocacy

- A. Trustees shall represent the official policies or positions of the Board when designated as delegates for this purpose.
- B. When representing their individual opinions and positions, Trustees shall explicitly state they do not represent the Indian Hills General Improvement District, nor will they allow the inference that they do.

SECTION III: Role of the Chair

A. Authority of the Chair

1. The Chair, subject to the appeal of the full Board, shall have the authority to streamline the business of the Board by either seeking clarification of motions which appear to be out of order or by ruling any such motions out of order. In so ruling, the Chair shall be courteous and fair and should presume that the moving party is acting in good faith.
2. The Chair's position is as a leader among equals.

B. Chair to Facilitate Board of Trustee Meetings

1. The Chair is the presiding officer at all Board meetings. In the Chair's absence, the Vice- Chair shall be the presiding officer. In the absence of the Chair and Vice-Chair the Secretary/ Treasurer shall preside until the assembly elects a temporary chair.
2. All questions and remarks shall be addressed to the Chair.
3. The Chair shall decide all questions of order; subject, however, to an appeal to the Board.
4. The Chair shall recognize the Trustees, staff and citizens desiring to speak.
5. The Chair will allow other Trustees to speak first on items before the board and will then state his/her summary.
6. The Chair shall not permit unauthorized remarks from the audience including applause, stamping of feet, whistles, yells or shouting, and/ or similar demonstrations.
7. The Chair shall designate a time limit for public comment. Upon expiration of that time, the Chair shall inform the citizen that his or her time has expired and promptly move on to the next speaker or issue on the agenda. In the event a speaker is given additional time to conclude remarks, the Chair shall specify the amount of additional time given.
8. The Chair may call for a short recess in a Board meeting when deemed necessary. If a speaker becomes abusive, boisterous, or discourteous an immediate declaration may be made by the Chair that the Board is in recess. Upon reconvening the meeting, if the prior speaker attempts to resume, he or she can either be informed that his or her three (3) minute speaking opportunity has expired or be allowed to complete the balance of the three (3) minute speaking opportunity.

9. The Chair will represent the District and the majority opinion of the Board on all actions/ positions taken by the Board.

SECTION IV: Role of the Board of Trustees

A. Trustees Conduct in General

1. Trustees shall treat everyone with courtesy.
2. Inappropriate behavior is derogatory and damages the perception of the District.
3. While the Board is in session the Trustees and District staff shall preserve strict order and decorum. No Trustee shall delay or interrupt the proceedings of the Board or interrupt any member while speaking.
4. Trustees should give a signal to the Chair (by a raised hand) to indicate they want to speak. The Chair will acknowledge them before they begin speaking.
5. Any Trustee shall have the right to express dissent from, or protest to, or comment upon, any action of the Board and have the option to enter the reason into the minutes, such as, "I would like the minutes to show that I am opposed to this action for the following reasons..."
6. Once a vote is taken on an issue, Trustees will support the law made by the Board. If a Trustee wants it to be reconsidered, he/she will inform the Board. When possible, the Trustees should attempt to reach consensus on an issue. When this is not possible, the majority vote shall prevail. However, the Board shall respect the opinion of the minority.
7. Trustees shall publicly share substantive information, which they may have received from sources outside the public decision-making process that is relevant to a matter under consideration by the Board.
8. When a rumor is involved, it is that Trustee's responsibility to not validate the rumor or repeat it to others. Assess the rumor by addressing the person the rumor involves. If a rumor affects the District or Employees, then the issue should be brought to the attention of the General Manager.
9. Allow for everyone's opinion to be heard and respected, even if they do not win the vote or prevail on the issue. Strive for a win-win situation by respecting diverse opinions.
10. Trustees will allow room for dialogue. When discussing an agenda item, Trustees will allow the opportunity to dialogue with each other to build consensus on an item.

11. Any member of the Board of Trustees may move to require the Chair to enforce the rules and an affirmative vote of a majority of Trustees present shall be required to do so.

B. Trustee Conduct with one another

1. Trustees will value each other's time.
2. All Trustees have the opportunity to speak and agree to disagree.
3. Trustees will avoid negative comments that could offend other Trustees during public meetings, in the press, or any other time.
4. Trustees will practice civility and decorum in discussions and debate.
5. Trustees will honor the role of the Chair in maintaining order.
6. Trustees may disagree on issues and be on different sides of an issue, but they will always respect and value each other as individuals.

C. Trustee Conduct with Staff

1. Trustees should always feel free to speak directly with the General Manager on matters of interest or concern to them,
2. Trustees shall respect and adhere to the Districts' form of government, which is a District operating under a District Manager form of government, with the District Board acting as the legislative body of the District. The Board is the visionary policy maker and staff is responsible for implementation of Board policies.
3. The Board, through a majority vote, directs the General Manager to implement Board policy decisions through the administrative functions of the District.
4. Trustees shall treat staff professionally and be respectful of their time. Trustees are encouraged to talk with staff, ask questions, and receive information, after first receiving permission from the General Manager, **but will neither direct staff nor advocate staff support for the goals of individual Trustees.**
5. Trustees shall not publicly criticize an individual employee. Any criticism of staff shall be directed to the General Manager.
6. Board of Trustees shall not get involved with administrative functions.

7. When possible, Trustees shall seek answers to questions on an item on the agenda from the General Manager or Department Head prior to the meeting.
8. Trustees will not get involved in personnel issues except during a closed session where personnel issues may be discussed. This includes labor negotiations, pay and classification issues and all other forms of personnel matters. The single exception is the Board's annual or other performance review of the General Manager, which may include hiring or firing, changing compensation or benefits, disciplining and other forms of personnel matters related to General Manager Position.
9. If a Trustee has a concern about a department, District service, staff action, or an employee, he/she should discuss the concern with the General Manager.

D. Trustee Conduct with the Public

1. Trustees will make the public feel welcome.
2. Trustees shall not be partial, prejudiced, or disrespectful toward the public.
3. Trustees shall not make snappy or sarcastic comments to the public or each other.
4. Trustees shall treat members of the public equally and refer to the citizens surnames.
5. Trustees shall make no promises to the public on behalf of the Board.
6. Trustees shall not debate issues with members of the public unless it is on the agenda.
7. Trustees shall listen courteously and attentively to all public comments before the Board and the information presented by staff.

E. Trustee Conduct with Other Agencies

1. Trustees shall be clear about representing the District or personal interests to members of other agencies.
2. Trustees shall project a positive image of the District when dealing with other agencies
3. Individual Trustees can lobby or discuss with other legislators, government officials or developers, issues that have been adopted by the Board or are Board policy; they should not represent themselves as the District if it is only an individual issue.

4. Trustees shall show tolerance and respect of other agencies' opinions and issues and agree to disagree with them when necessary.

F. Trustee Conduct with Committees

1. The Chair works through the committee chairs.
2. Trustees shall treat all members of the Committees with appreciation and respect.

G. Trustee Conduct with the Media

1. Trustees shall never go "off the record", discuss inside information pertaining to closed session, personnel, litigation, and acquisition of property items, when dealing with the media. Providing background information is acceptable.

H. Obtaining the Floor

1. Members of the Board of Trustees wishing to speak must first obtain the floor by being recognized by the Chair. The Chair must recognize any Trustee who seeks the floor when appropriately entitled to do so.
2. With the concurrence of the Chair, a Trustee holding the floor may address a question to another Trustee and that Trustee may respond while the floor is still held by the Trustee asking the question. A Trustee may opt not to answer a question while another Trustee has the floor.
3. Once recognized by the Chair, a Trustee shall not be interrupted while speaking unless called to order by the Chair or unless another Trustee raises a point of order or personal privilege. If a Trustee, while speaking, is called to order, they shall cease speaking until the question of order is determined and if determined to be in order, may proceed.

SECTION V: Role of District Staff

- A. District staff will provide written analysis and information on all agenda items prior to the meetings, if needed. Additionally, a copy of the materials, including technical reports, will be available to the public.
- B. Staff, if needed, will be available to answer questions of the Trustees prior to and during Board meetings.
- C. Staff will not be required to debate issues with the public or the Board.
- D. During Board meetings, Trustees and staff shall turn off or switch any electronic equipment such as pagers and cellular telephones to a silent mode.

- E. Trustees and staff who participate in meetings with outsiders should be apprised of any follow up correspondence to that party, if needed, particularly if there is some controversy; the General Manager and all Trustees should get copies on all correspondence.
- F. Staff will remain objective on issues. Staff should not be an advocate for issues unless so directed by the General Manager and/or Trustees. Rather, they should promote or assist the efforts of the Board.
- G. Staff will inform the Trustees as soon as possible of upcoming issues, particularly issues that will impact the District significantly and may be coming before the Board on short notice.
- H. If only one or two Trustees feel something is controversial or a “hot” issue and it may be coming before the Board, the General Manager will inform the Chair on the issue. It is up to the Chair to inform other members of the Board.
- I. The General Manager will advise management to become more aware of and sensitive to potentially political or controversial issues coming before the Board.
- J. Staff will implement all Board policies as directed by the General Manager; staff will not implement any actions for the District without prior approval of the Board and General Manager.

SECTION VI: Role of the Public

- A. Members of the public attending the Board meetings shall observe the same rules and decorum applicable to the Trustees and staff.
- B. Members of the public wishing to speak during the public participation portion of the Board meeting shall prepare a presentation of not more than three (3) minutes. Each person addressing the Board is given three (3) minutes to speak. Comments should be complete at this time.
- C. All speakers must approach the podium when recognized by the Chair. Speakers shall sign in and state their name for the record. Members of the public shall only speak from the podium. Applause, stamping of feet, whistles, yells or shouting, and/or similar demonstrations is unacceptable public behavior.
- D. Members of the public shall not make any impertinent and slanderous remarks, or become boisterous while addressing the Trustees or while attending the Board meeting in a manner that impedes the Trustees to conduct and orderly meeting.
- E. Members of the public shall turn/ switch any electronic equipment such as pagers and cellular telephones to off or a silent mode while attending a Board meeting.

- F. Members of the public shall not approach individual Trustees while the meeting is in progress.

SECTION VII: Trustees Requests

- A. All Trustee requests dealing with policy issues and those requests which may be construed as direction go through the General Manager, except for general inquiries or questions, in which case Trustees may go to Department heads or key staff in the Administration office. **Trustees will not direct employees.**
- B. Any request from Trustees requiring financing or budget must go through the General Manager.

SECTION VIII: Presentations and Events

- A. Trustee presentations during a Board meeting are limited to the item or issue being deliberated. To ensure that the appropriate presentation equipment is available, Trustees must provide the General Manager's office advance notice of the intent to make a presentation.
- B. When there is an accomplishment by one or two Trustees, it is appropriate for them to be at the opening, groundbreaking, ribbon cutting, etc., to accept the recognition and acknowledgment along with the District staff that worked on the project. All Trustees will be informed of events, activities, groundbreaking, etc., and given the opportunity to attend; if it is a major event and if it is a District wide accomplishment, particularly those that are positive and acknowledge the District's efforts, all Trustees will be invited to be present.
- C. During public presentations, the Chair will be the person representing the District; however, all Trustees will be consulted prior to the presentation and may be asked to represent the District at various events and meetings.

SECTION IX: IHGID Agenda

- A. Any Trustee or the Chair can put items on the agenda.
- B. Either staff or Trustees can present agenda topics.
- C. Items on the consent calendar shall only be those that are:
 - a. Administrative in nature (follows existing rules, procedures, ordinances, regulations, or Board policy direction)
 - b. Do not require a public hearing
 - c. Are not second readings of ordinances
 - d. Are items already approved in the budget
 - e. Are traditional and/or routine items.

- D. The General Manager will try to research ahead of time any controversial agenda item, what the issues might be, and try to avoid any “surprise” conflicts. In a democratic process it should be recognized that sometimes this is unavoidable.
- E. Trustees will be given sufficient lead and preparation time for reviewing agendas.

SECTION X: Closed Session Confidentiality

- A. All proper matters discussed during closed sessions shall be private and confidential, and the disclosure by any person of the topics or details of such matters is expressly prohibited.
- B. If a Trustee feels it is necessary, then preliminary notes should be taken which should not be kept as the Board’s permanent records. All closed session information, verbal or written, is confidential and private.

SECTION XI: Compliance and Enforcement

- A. Trustees have the primary responsibility to ensure that ethical standards are understood and met by every Trustee, and that the public can continue to have full confidence in the integrity of government. **Trustees shall abide by the terms of Nevada Revised Statutes Section 281 and 281A.**
- B. The Chair and the Trustees have the responsibility to intervene when actions of members are in violation of the standard norms and procedures.

SECTION XII: Administration

- A. The Trustees will review and revise the Board norms and procedures as needed or every two (2) years.
- B. During Board discussions, deliberations, and proceedings, the Chair has been designated with the primary responsibility to ensure that the Trustees, staff and members of the public adhere to the Board’s norms and procedures.

Adopted this 16th day of September, 2009 by:

Chairperson, Dianne Humble
Board of Trustees

Vice Chairperson, Denise Pierini
Board of Trustees

Secretary/ Treasurer, Brain Patrick
Board of Trustees

Trustee, Laura Lau
Board of Trustees

Trustee, Ron Lynch
Board of Trustees
