

## **19.0 POLICIES AND PROCEDURES GOVERNING THE SOUTHERN NEVADA STRONG STEERING COMMITTEE**

### **19.1 CREATION AND PURPOSE**

The Southern Nevada Strong Steering Committee (Steering Committee) will coordinate and support implementation of the Southern Nevada Strong Regional Plan (Regional Plan). The Steering Committee will engage, educate and empower member organization's constituencies in Regional Plan implementation. The Steering Committee will assist RTC staff by providing valuable insight and guidance on 1) how Southern Nevada Strong can support his or her organization; and 2) region-wide activities and strategies Southern Nevada Strong can take to support implementation.

### **19.2 MEMBERSHIP**

- A. The membership of the Southern Nevada Strong Steering Committee shall consist of a senior management representative from each of the thirteen regional partners identified in the Regional Plan:
1. City of Las Vegas
  2. City of Henderson
  3. City of North Las Vegas
  4. Clark County
  5. City of Boulder City
  6. Clark County School District
  7. Southern Nevada Regional Planning Coalition
  8. Regional Transportation Commission of Southern Nevada (RTC)
  9. RTC Board Liaison
  10. University of Nevada Las Vegas
  11. Southern Nevada Water Authority
  12. Southern Nevada Health District
  13. Southern Nevada Regional Housing Authority
  14. Southern Nevada Conservation District
- B. The membership of the Southern Nevada Strong Steering Committee shall also consist of the following community and special interests representatives:
1. Federal Reserve Bank of San Francisco
  2. Las Vegas Global Economic Alliance
  3. Las Vegas Metropolitan Police Department
  4. Nevada Department of Transportation
  5. United Way of Southern Nevada
  6. Urban Lands Institute
  7. Brookings Mountain West
- C. Members of the Southern Nevada Strong Steering Committee shall be selected by the entity, firm or agency they represent.
- D. Southern Nevada Strong Member Absences
1. Excusal of an absence may be obtained by contacting the Steering Committee Chair, the RTC General Manager or his or her designee prior to the meeting at which the absence will occur.
  2. Steering Committee members must attend 75% of meetings over the course of a calendar year. If not, recommendations by the Chair, in consultation with the Vice Chair may be made to replace a Steering Committee member to ensure adequate representation and participation.
- E. Each Southern Nevada Strong Steering Committee member shall have one vote.
- F. The terms of the members of the Southern Nevada Strong Steering Committee shall be indefinite.

- G. For each member provided for in paragraphs (A) and (B), one alternate member may be appointed. Such alternate members will exercise all functions of the member in the member's absence. All members and alternates must be designated, in writing, to the RTC General Manager.

### **19.3 OFFICERS AND DUTIES**

- A. A chair and vice-chair shall be elected annually, at the first meeting in October, from the voting membership of the Southern Nevada Strong Steering Committee.
- B. The succeeding chair will officiate at the October meeting and will serve for 12 months.
- C. The chair shall preside at all meetings, call the meetings, and represent the Southern Nevada Strong Steering Committee at all meetings.
- D. In the event that the chair is unable to perform these duties, the vice-chair shall act in the place of the chair.

### **19.4 MEETINGS**

- A. The Southern Nevada Strong Steering Committee shall meet quarterly or as needed. Special meetings of the Southern Nevada Strong Steering Committee may be called as directed by:
  - 1. The RTC
  - 2. The Chair of the Steering Committee
  - 3. The request of more than one-half of the membership
  - 4. The Chair of the RTC
- B. A simple majority of the Steering Committee's members shall constitute a quorum.
- C. The Southern Nevada Strong Steering Committee shall follow a prepared agenda, subject to a publicly posted notice of public meeting as required by the Nevada State law. Items for discussion or action at a Southern Nevada Strong Steering Committee meeting must be submitted to the General Manager at least 12 working days prior to the meeting date. The General Manager may waive the 12 day requirement, in accordance with his or her authority pursuant to the RTC Administrative Procedures for Agenda Processing. The recommendations of the Southern Nevada Strong Steering Committee will be forwarded to the Regional Transportation Commission Board of Commissioners.
- D. The Southern Nevada Strong Steering Committee has the authority to appoint working groups to serve a specific and exclusive purpose, which should be memorialized before it begins conducting its business. These working groups shall make recommendations to the Southern Nevada Strong Steering Committee for action.

### **19.5 ROBERT'S RULES OF ORDER**

Robert's Rule of Order will be used except as follows:

- 1. Seconds will not be required for any motion.
- 2. The chair can make motions and can vote on any motion.