

## **15 POLICIES AND PROCEDURES GOVERNING THE SPECIFICATIONS SUBCOMMITTEE**

### **15.1 CREATION AND PURPOSE**

- 15.1.1** The Specifications Subcommittee assists the Executive Advisory Committee in formulation of recommendations to the RTCSNV. The Subcommittee's areas of interest include matters regarding the Uniform Standard Specifications for Public Works Construction Off-Site Improvements and updating the Uniform Standard Drawings.

### **15.2 MEMBERSHIP**

- 15.2.1** The membership of the Specifications Subcommittee shall consist of the following:

- A. The Public Works Director or other designated individual, from each RTCSNV member entity (Clark County, City of Las Vegas, City of North Las Vegas, City of Henderson and City of Boulder City).
- B. The Public Works Director or other designated individual, from the City of Mesquite and any other subsequently incorporated city that is a member of the RTCSNV, upon written request to the RTCSNV Chief Executive Officer or designee.
- C. An individual from the Clark County Regional Flood Control District and the Nevada Department of Transportation, Southern Nevada Home Builders Association, and Nevada Contractors Association or other designated individual shall be non-voting advisory members.

- 15.2.2** Each Specifications Subcommittee member, except advisory members, shall have one vote.

- 15.2.3** The term of the members of the Specifications Subcommittee shall be indefinite.

- 15.2.4** For each member provided for in Paragraphs (A), 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 RTCSNV Chief Executive Officer or designee.

### **15.3 OFFICERS AND DUTIES**

- 15.3.1** Depending upon the meeting scheduled of the Specifications Subcommittee, the members of the Subcommittee shall elect a chair and a vice-chair annually at the first meeting in July. The chair and vice chair shall be rotated alphabetically by entity.

- 15.3.2** Depending upon the meeting schedule of the Specifications Subcommittee, the succeeding chair will officiate at the July meeting and will serve for 12 months.

- 15.3.3** The chair shall preside at all Specifications Subcommittee meetings, call the meetings, and represent the Specifications Subcommittee at all meetings. The chair may choose to present a monthly progress report covering the Specifications Subcommittee's recommendations to the Executive Advisory Committee.

- 15.3.4** In the event that the chair is unavailable to perform these duties, the vice-chair shall act in the place of the chair.

## **15.4 MEETINGS**

- 15.4.1** Meetings of the Specifications Subcommittee may be called as directed by:

- A. The RTCSNV Board
- B. The Chair of the Specifications Subcommittee
- C. The request of more than one-half of the membership
- D. The Executive Advisory Committee or its chair
- E. The Chair of the RTCSNV Board of Commissioners

- 15.4.2** The presence of a majority of the membership shall constitute a quorum of the Specifications Subcommittee.

- 15.4.3** The Specifications Subcommittee 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 Specifications Subcommittee meeting must be submitted to the Chief Executive Officer or designee at least 12 working days prior to the meeting date. The Chief Executive Officer or designee may waive the 12-day requirement in accordance with his or her authority pursuant to the RTCSNV Administrative Procedures for Agenda Processing. The recommendations of the Specifications Subcommittee on each item that comes before it will be forwarded to the Executive Advisory Committee and the RTCSNV.

- 15.4.4** The Specification Subcommittee shall meet every two months, on odd numbered months. Additional meetings may be held at the discretion of the Chairperson should such a need arise. All meetings shall comply with the notice requirements of the Open Meeting Law (NRS.241).

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

- 15.5.1** *Robert's Rules of Order* will be used except as follows:

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