

# NEVADA ASSOCIATION OF CONSERVATION DISTRICTS BY-LAWS

## INTRODUCTION

The Nevada Association of Conservation Districts, authorized, created and operating in accordance with NRS 548.0-series inclusive, shall be guided in its operations by the following by-laws. In the event any of these by-laws are or become in conflict with present or future Nevada law, such part of the by-laws shall be null and void, but all other parts shall remain in effect.

## ARTICLE I: PURPOSE

The purpose of the Nevada Association of Conservation Districts is and shall be to promote the conservation and management of the renewable natural resources of Nevada through the Nevada Conservation Districts in accordance with Nevada Revised Statutes, Chapter 548 series.

## ARTICLE II: OFFICERS

The State of Nevada shall be divided into three areas:

- Northern area – shall consist of Elko, Eureka, Humboldt, Lander and Pershing counties.
- Western area – shall consist of Carson City, Churchill, Douglas, Lyon, Storey, Mineral and Washoe counties.
- South-Central area – shall consist of Clark, Esmeralda, Lincoln, Nye and White Pine counties (articles of NvACD 1992)

1. The officers of the Association shall consist of a President, First Vice President, Second Vice President, three Area Directors and a Council Member constituting the Board of Directors. The Treasurer is ex-officio, a non-voting member of the Board.
2. Assembled delegates of the Association at the annual meeting of the Association shall elect the President, First Vice President, Second Vice President, and Council Member. They need not be Directors of the Association at the time of their election but shall be supervisors of Conservation Districts. After the initial election of the President, First Vice President and Second Vice President delegates shall elect the Second Vice President who shall proceed from Second Vice President to First Vice President to President.
3. Each area shall caucus at the Annual Meeting to elect a Director for a 1 year term.

## ARTICLE III: ELECTION PROCEDURES

1. The President, First Vice President, Second Vice President, and Council Member shall be elected for 2-year terms at the Annual Meeting of the Association.
2. The President will be the election chairperson.
3. The Second Vice President and Council Member will be elected in that order and before the area caucus for election of directors.
4. Procedure in the above election:
  - a. Nominations shall be accepted by the President from any qualified delegate.
  - b. In a contested election, those nominated will be required to leave the place of meeting.
  - c. Those nominated will be requested one at a time, to speak to those assembled, explaining their views, plans or qualifications, for a time of not over 10 minutes, then again leave the room.
  - d. The election chairman will conduct a secret ballot by the qualified delegates and the results announced.

## ARTICLE IV: TERM OF OFFICE

1. The term of office for the President, First Vice President, Second Vice President, and Council Member of the Association will be two years and will not exceed two consecutive terms unless approved by a 2/3 majority vote of the official voting delegates at the Annual Meeting.
2. The duties of these officers shall be those normally ascribed to such officers.
  - a. The President's duties shall be to organize and conduct regularly scheduled meetings, represent the Association at Public and Legislative meetings, be the spokesman for the Nevada Association, and such other duties as may occur.

- b. The First Vice President shall assist the President in the duties and obligations of the office and such other duties as may be assigned. They shall organize the Annual Meeting and make sure a budget is prepared for NvACD for the upcoming year.
- c. The Second Vice President shall be a liaison with the Conservation Districts and serve as a liaison to the CD's if the Council person needs a quick answer while at a national or regional meeting.
- d. The Council Member shall represent the Association and the Conservation Districts at such meetings as are assigned and authorized by the President.
- e. In the event an officer resigns, or is unable to act, the President shall appoint a new officer or in the event the President resigns, the First Vice President shall take over the duties of the President. Officers appointed in the above manner will serve out the remaining term of the office.

#### ARTICLE V: MEETINGS

1. The annual meeting of the Association shall be held every year during the months of October or November. The voting delegates at the previous annual meeting will determine the day and place. The annual meeting will be held after the first 10 days of November in election years.
2. At the annual meeting of the Association a majority of voting delegates present in person will constitute a quorum for transacting business except for changing the articles of the Association by-laws, which will require two-thirds (2/3) majority of the District voting delegates and Board of Directors present in person. All meetings of the membership of the Association shall be open to all District officers and representatives and such other individuals as are declared eligible to attend, including members of the State Conservation Commission and their duly authorized representatives. All meetings shall be conducted according to *Robert's Rules of Order* (revised)
3. The Association Officers and the Area Directors shall hold a regular meeting each year in conjunction with the annual meeting in October or November.
4. The President or Board of Directors may call regular or special meetings of the Board of Directors. The meeting shall be open to all members of the Association and all Conservation Districts, and a majority of the Board of Directors present in person, shall constitute a quorum for transaction of business.

The Nevada Association of Conservation Districts will be represented at the annual meeting of the National Association of Conservation Districts (NACD) by a Council Member who will be elected at the annual meeting of the Nevada Association of Conservation Districts and an alternate. The alternate to the Council Member will be the President unless he/she is already elected as a Council Member in which case the alternate shall be selected by the voting delegates at the Annual Meeting.

#### ARTICLE VI: AREA MEETINGS

The Association will hold at least one area meeting in each of its three areas. These meetings will be held prior to the annual meeting. Each area Director will set up the time and place for the meeting in his area and will notify each member-district in the area at least ten days in advance. In addition to such other business as may come before the group, in an election year each area will develop a list of potential nominees to be considered during the annual Association meeting to include one or more nominees for each of the following offices: Second Vice President, NACD Council Member, nominees for recommendation to the Governor for the State Conservation Commission, and Area Directors.

Meetings may be held by conference call or video conference and as a last resort by email.

#### ARTICLE VII: AMENDING PROCEDURES

By-laws may be adopted or amended and the Articles of Association may be amended by two-thirds (2/3) vote of Conservation District voting delegates and Board of Directors present in person at any regular meeting of the Association or at any special meeting of the membership called for that purpose.

## ARTICLE VIII: FISCAL POLICIES

The following guidelines for attendance at meetings including but not limited to those following shall be:

- Annual State Association Meeting
  - South West Regional of NACD
  - Board Meetings of NACD
  - National Association Meeting
  - Special Meetings as called by the President or Directors of Areas
  - Area Meetings of NvACD
  - Other meetings as directed by the President or Board of Directors
1. The Association pays only for the individuals authorized by the President. Any expense for additional persons attending the meeting will be borne by that attending delegate.
  2. Registration fees will be paid at least 30 days prior to the meeting.
  3. Air transportation will be the most economic rate, and reservations will be made at least 30 days prior to departure to take advantage of optimal rates.
  4. The use of rental cars is not authorized unless there is no public transportation available to the meeting site. Exceptions must be approved prior to departure.
  5. Use of private owned vehicles will be reimbursed at the current State of Nevada rate but will not exceed the cost of airline fare.
  6. Per Diem will be based upon Nevada State Statutes for in state and out of state travel.
  7. The Association President must approve any additional expenses by the delegate prior to leaving for the meeting.

## ARTICLE IX: TREASURER

NvACD shall retain a Treasurer to oversee the financial operations of the Association. This position may be a paid or volunteer position; it may be combined with a Secretary position. The Treasurer is responsible to the Board of Directors but will not serve as an officer on the Board of Directors.

## ARTICLE X: SECRETARY

NvACD may retain a Secretary. This position may be a paid or volunteer position; it may be combined with the Treasurer position. The Secretary is responsible to the Board of Directors but will not serve as an officer on the Board of Directors.

## ARTICLE XI: EXECUTIVE DIRECTOR

NvACD may retain an executive director.

## ARTICLE XII: DUES

It is incumbent upon all Districts to pay their fair share of the expenses of running the Association, supporting the activities and attending the required meetings. Therefore, Conservation District dues will be set annually at the annual business meeting.

Dues for supporting the Association are due and payable by September 30 of each year. In order for a District to have a voting delegate and be able to vote at an annual meeting, the District must have paid their current dues and must have designated a District supervisor as the voting delegate at a regular meeting of the Conservation District.

\*\* Amended October 28, 2004 @ the annual meeting in Minden, NV

\*\* Amended October 22, 2008 @ the annual meeting in Jackpot, NV

\*\* Amended November 6, 2013 @ the annual meeting in Elko, NV

\*\* Amended November 16, 2016 @ the annual meeting in Las Vegas, NV

\*\* Amended November 8, 2017 @ the annual meeting in Minden, NV