

STATE OF NEVADA
EXECUTIVE COMMITTEE TO REVIEW THE DEATH OF CHILDREN
BYLAWS

ARTICLE 1 – AUTHORIZATION AND PURPOSE

1.1 Authorization

The Executive Committee to Review the Death of Children is authorized by Nevada Revised Statute (NRS) Chapter 432B.409, Sections 1 through 3.

1.2 Purpose

Per NRS 432B.408 Sections 1 and 2, the Executive Committee shall review reports from the regional child death review (CDR) multidisciplinary teams:

1. The report and recommendations of a multidisciplinary team to review the death of a child must be transmitted for review to the Executive Committee to Review the Death of Children established pursuant to NRS 432B.409.
2. The Executive Committee shall review the report and recommendations and respond in writing to the multidisciplinary team within 90 days after receiving the report.

Per NRS 432B.409 Section 2, the Executive Committee shall:

- (a) Adopt statewide protocols for the review of the death of a child;
- (b) Adopt regulations to carry out the provisions of NRS 432B.403 to 432B.4095, inclusive;
- (c) Adopt bylaws to govern the management and operation of the Executive Committee;
- (d) Appoint one or more multidisciplinary teams to review the death of a child from the names submitted to the Executive Committee pursuant to paragraph (b) of subsection 1 of NRS 432B.405;
- (e) Oversee training and development of multidisciplinary teams to review the death of children;
- (f) Compile and distribute a statewide annual report, including statistics and recommendations for regulatory and policy changes; and
- (g) Carry out the duties specified in NRS 432B.408.

The Executive Committee is also responsible for making decisions about funding initiatives to prevent child maltreatment and death, and working collaboratively with regional CDR multidisciplinary teams toward this same goal.

ARTICLE 2 – STRUCTURE AND MEMBERSHIP

2.1 Structure

The Executive Committee is organized based on NRS 432B.409, Section 1 as follows:

The Administrator of the Division of Child and Family Services shall establish an Executive Committee to Review the Death of Children, consisting of:

- (a) Representatives from multidisciplinary teams formed pursuant to paragraph (a) of subsection 1 of NRS 432B.405 and NRS 432B.406, vital statistics, law enforcement, public health and the Office of the Attorney General.
- (b) Administrators of agencies which provide child welfare services, and agencies responsible for mental health and public safety, to the extent that such administrators are not already appointed pursuant to paragraph (a). Members of the Executive Committee who are appointed pursuant to this paragraph shall serve as nonvoting members.

2.2 Membership

Executive Committee membership requirements shall be based on NRS 432B.409, Section 1. Representation from regional CDR multidisciplinary teams shall include a minimum of one representative from each regional team, with preference given to the Chairs or Co-Chairs of the regional teams. Law enforcement representation should be drawn not only from State law enforcement agencies, but also from local law enforcement agencies as well, such as county and city police departments. Additionally, a representative from the Nevada Office of Suicide Prevention shall be included on the Executive Committee.

2.3 Non-Discrimination

The Executive Committee shall not discriminate in any regard with respect to age, race, creed, color, sex, sexual orientation, marital status, religion, national origin, ancestry, pregnancy, parenthood, custody of a minor child, physical disability, or mental disability.

2.4 Proxies

A member may designate a proxy from the same membership category for any meeting. Advance notice must be given in writing to the Co-Chairs and/or administrative staff for the Executive Committee. Electronic mail is acceptable. Proxies may not represent Committee members for more than 50% of meetings held within a calendar year. Proxies may vote on behalf of the Committee member they represent.

ARTICLE 3 – OFFICERS AND ELECTIONS

3.1 Officers

The members of the Executive Committee shall elect two Co-Chairs. One Co-Chair shall be elected from the Clark County region, because Clark County represents the largest population base in the state and therefore the largest number of child deaths. The other Co-Chair shall be elected from the remaining geographic regions of the state. In the event that a co-chair cannot be elected from the corresponding geographic region, a nominee from the other geographic location can be sought as an interim co-chair. If a member from the vacant geographic region cannot be identified, the interim co-chair can remain in the office of co-chair until the end of the term as long as there is representation on the committee from both geographic regions. Additionally, if one co-chair position cannot be filled after a period of active recruitment (6 months), the committee can vote to allow for one chair until the end of the chair's term.

3.2 Qualifications and Limitations

Members of the Executive Committee nominated for the office of Co-Chair shall be required to have participated in the child death review process undertaken by regional CDR multidisciplinary teams. Qualified nominees shall be drawn from the general membership of the Committee. In the event that the nominee cannot be taken from the general membership of the Committee, a qualified person may be nominated from the Regional CDR teams.

3.3 Terms of Office

The term of office for each Co-Chair shall be two years. Each officer shall serve until the election of a successor. In the event that a successor cannot be found, and as long as there is at least one other co-chair, the committee can vote to allow for a co-chair to step down as long as the other co-chair is able to remain in role until the end of their term. If there is only one chair in office, they must remain in their role until a successor is found.

3.4 Officer Nominations and Elections

Elections for Executive Committee offices shall be held at the first regularly scheduled meeting falling on or after October 1 at the end of the current officers' two-year term unless the committee votes to postpone the election until an appropriate nominee/nominees can be recruited. Elections will be staggered such that only one new Co-Chair is elected each year, while the remaining Co-Chair completes his or her two-year term.

A Nominating Subcommittee established by the Executive Committee may nominate candidates for open office positions, or Executive Committee members may make nominations from the floor. Each office shall be voted upon separately. If more than two nominees are selected for a single office, the lowest vote recipient shall be eliminated during each round of voting necessary until only two nominees remain. Nominees for offices who receive a majority vote for the office available shall be declared elected to that office, effective within 30 days of the meeting at which the election occurred.

3.5 Vacancies in Office

Any vacancies in office during an unexpired term shall be filled by an election of the Executive Committee and the person elected shall hold office for the remainder of the unexpired term of office.

ARTICLE 4 – MEETING ATTENDANCE

4.1 Attendance

Meeting attendance is required for each member of the Executive Committee for at least 50% of meetings scheduled within a calendar year. Two consecutive absences from regularly scheduled meetings within a calendar year without sufficient or overriding reason will be considered unexcused absences and may constitute grounds for removal from membership.

The Co-Chairs determine if absences are excused or unexcused. An excused absence includes, but is not limited to, an unexpected occurrence or emergency with health, family, or employment that would prevent the member from attending the meeting. An unexcused absence includes, but is not limited to, lack of communication (no contact) with one of the Co-Chairs or administrative support staff. Unless an absence is the result of an emergency or unexpected occurrence, members who cannot attend a regularly scheduled meeting must give prior notice to one of the Co-Chairs or administrative support staff prior to the meeting. This includes naming a proxy as allowed for in Section 2.3 of these bylaws.

4.2 Removal from Membership

When a member has a third unexcused absence within a calendar year, one of the Co-Chairs, DCFS Administrator, or administrative support staff, will send a letter to the member that will ask the member to confirm their desire to remain on the committee, whether the member feels it is best to reappoint another representative, and/or the Committee intends to take action to request removal and replacement of the member at the next regularly scheduled meeting. At that meeting, the member will have an opportunity to reaffirm their commitment, recommend a replacement, refute the action, and/or the Committee may proceed with the removal and replacement process. The removal and replacement process shall be a simple majority vote to recommend the removal of the member and request that a replacement be made by the DCFS Administrator based on NRS 432B.409, Section 1.

ARTICLE 5 – MEETING SCHEDULING AND AGENDAS

5.1 Frequency of Meetings

The Executive Committee to Review the Death of Children shall meet at least four times per year. Meetings shall be coordinated by administrative support staff in cooperation with the Co-Chairs. Special meetings of the Committee may be called at any time by the Co-Chairs and shall be scheduled within 10 days of the request being made.

5.2 Open Meetings

All meetings of the Executive Committee shall comply with the requirements of the State of Nevada Open Meeting Law, contained in NRS Chapter 241. A Public Comment item shall be included on each agenda to allow members of the public to address the Committee.

5.3 Agendas

Agendas shall be developed by administrative support staff in cooperation with the Co-Chairs. Required notification of action items, public comment, and agenda posting shall comply with the requirements of the State of Nevada Open Meeting Law, contained in NRS Chapter 241.

ARTICLE 6 – QUORUM AND VOTING

6.1 Quorum

A quorum will consist of a simple majority of the voting members of the Executive Committee (greater than 50%), per the State of Nevada Open Meeting Law definitions contained in NRS 241.015. Voting members are those who meet the requirements of NRS 432B.409(1)(a).

6.2 Quorum Present

Voting shall occur only when a quorum is present. A majority vote of the voting members of the Executive Committeemembers present (greater than 50%) is required to carry a motion.

6.3 Voting Rights

Per NRS 432B.409, Section 1(b), administrators or designees of agencies which provide child welfare services, and agencies responsible for mental health and public safety, shall serve as non-voting members.

ARTICLE 7 – MEETING RECORDS AND MINUTES

7.1 Meeting Records and Minutes

Meeting records and minutes shall be maintained by administrative staff based on federal and State record retention requirements.

ARTICLE 8 - SUBCOMMITTEES

8.1 Appointments of all Permanent and Ad Hoc Subcommittees

The Co-Chairs, in consultation with the Executive Committee members, shall appoint all chairs and members of all subcommittees established by the Committee.

8.2 Powers

Subcommittees appointed by the Co-Chairs shall have power and authority to make decisions only as specifically assigned by a majority of a quorum of the Executive Committee at any regular or special meetings of the Executive Committee. Subcommittee chairs and/or administrative support staff shall be responsible for keeping minutes of subcommittee meetings

and reporting on subcommittee activities to the Executive Committee as a whole.

8.3 Removal

The subcommittee chair and/or any member may be removed at the direction of the Co-Chairs or by a majority of a quorum of the Executive Committee at any regular or special meetings of the Executive Committee.

ARTICLE 10 – REIMBURSEMENT

10.1 Travel and Per Diem

Reimbursement for travel and per diem costs at State rates shall be processed by administrative support staff to the Executive Committee for each eligible member and drawn from the travel funds budgeted as part of the Executive Committee’s biennial budget.

ARTICLE 11 – BYLAW AMENDMENTS

11.1 Amendment or Repeal

The Executive Committee Bylaws may be amended or repealed at any regular meeting of the Executive Committee by a majority vote of the quorum, provided that a written notice of proposed change(s) has been submitted to each member at least 7 days before the meeting and public notice has been provided in compliance with the State of Nevada Open Meeting Law.

ARTICLE 12 – FUNCTIONS NOT COVERED

12.1 Functions Not Covered by Bylaws

Any necessary functions not specifically covered by these bylaws will be covered by *Roberts Rules of Order, Revised*.