

# The Nevada Coalition to Prevent the Commercial Sexual Exploitation of Children

## BYLAWS

### ARTICLE 1 – AUTHORIZATION AND PURPOSE

#### 1.1 Authorization

The Nevada Coalition to Prevent the Commercial Sexual Exploitation of Children (CSEC Coalition) was established by a State of Nevada Executive Order 2016-14 on May 31, 2016.

#### 1.2 Purpose

Per the Governor’s Executive Order 2016-14, the CSEC Coalition shall mobilize all available resources in Nevada to stop commercial sexual exploitation of children, aid its victims, and bring the perpetrators of this crime to justice; and implement Public Law 113-183 which amends the federal foster care system to require state child welfare agencies, in collaboration with law enforcement, juvenile justice systems, health care providers, education agencies, and organizations with experience in dealing with at-risk children to develop and implement procedures for identifying, documenting in agency records, and determining appropriate services for children who are victims of sex trafficking or at risk of victimization.

### ARTICLE 2 – STRUCTURE AND MEMBERSHIP

#### 2.1 Structure

**2.1.1** The CSEC Coalition shall provide statewide leadership, support and guidance to Coalition partner members and service providers to improve coordinated responses to human trafficking throughout the State.

**2.1.2** The Coalition shall be headed by a Chair and Co-Chair as outlined in Article 3 below.

**2.1.3** The coalition at the direction of the Chair and Co-Chair, may form subcommittees, per Article 8 below, to make recommendations and perform the work of the Coalition.

## **2.2 Membership**

The Chair and Co-Chair of the Coalition, in coordination and consultation with each other, shall identify and appoint members to serve on the Coalition, which shall include one or more representatives from the following entities, and serve at the pleasure of the Chair and Co-Chair:

- 2.2.1** Deputy Administrator of the Division of Child and Family Services Juvenile Services.
- 2.2.2** Coordinator of the Court Improvement Program.
- 2.2.3** Judges from northern and southern Nevada dependency courts, juvenile courts, and/or rural district courts.
- 2.2.4** Office of the Nevada Attorney General.
- 2.2.5** Nevada State Assembly
- 2.2.6** Nevada State Senate.
- 2.2.7** State and federal law enforcement agencies, including the Federal Bureau of Investigation and the Nevada Department of Public Safety.
- 2.2.8** County District Attorney's Offices.
- 2.2.9** County Public Defender's Offices and/or the Nevada State Public Defender.
- 2.2.10** Local Departments of Family Services or Social Services.
- 2.2.11** Nevada Trucking Association.
- 2.2.12** Non-profit legal aid center.
- 2.2.13** Nevada Department of Education.
- 2.2.14** Nevada Indian Tribe.
- 2.2.15** Community-based organizations that provide services to child sex trafficking victims.
- 2.2.16** Nevada System of Higher Education.
- 2.2.17** Mental health service providers.
- 2.2.18** Victims and/or family members of victims of child sex trafficking.
- 2.2.19** Any other person as determined necessary by the Chair and Co-Chair.

## **2.3 Non-Discrimination**

The CSEC Coalition 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.

## **ARTICLE 3 – OFFICERS AND ELECTIONS**

### **3.1 Officers**

**3.1.1** The Coalition shall be headed by one person directly appointed by the Governor, who shall serve as Chair.

**3.1.2** The Administrator of the Division of Child and Family Services (DCFS) shall serve as Co-Chair, and shall coordinate all of the administrative support for the Coalition, including convening the first meeting

### **3.2 Vacancies of Office**

Upon the resignation of the Chair, the DCFS Administrator will serve as Chair until a replacement is appointed by the Governor.

## **ARTICLE 4 – MEMBER RESPONSIBILITIES**

### **4.1 Attendance**

Meeting attendance is required for each member of the CSEC Coalition for at least 75% of meetings scheduled within a calendar year.

### **4.2 Member agreements**

Coalition members shall embrace the following agreements in order to facilitate positive working relationships and the development of efficient and effective collaborative efforts:

**4.2.1** Members and their representatives will actively participate in meetings, complete work needed to develop and implement the strategic plan, and represent and keep their respective stakeholders, organizations and agencies informed.

**4.2.2** Members will respectfully hear and consider all viewpoints, keeping in mind the Coalition's purpose and mission.

**4.2.3** Members will share the legitimate purposes, goals and agendas of their organizations, while recognizing and respecting the legitimacy of the goals of others.

**4.2.4** Members will cooperate and coordinate with one another in constructively addressing the safety and service needs of CSEC victims/survivors, while respecting the mission and roles of each entity.

**4.2.5** Members will participate in consistent and open communication to build trust, assure mutual objectives, and create common motivation.

**4.2.6** Members will share information to ensure the Coalition's decisions are grounded in data, and its efforts remain aligned.

**4.2.7** Members will work together to identify new goals, and strategies for achieving these.

## **ARTICLE 5 – MEETING SCHEDULING AND AGENDAS**

### **5.1 Frequency of Meetings**

**5.1.1** The Coalition shall meet at the discretion and direction of the Chair and Co-Chair, but no fewer than four (4) times per year.

**5.1.2** Special meetings of the CSEC Coalition may be called at any time by the Chair, and shall be scheduled within 30 days of the request being made.

### **5.2 Open Meetings**

All meetings of the CSEC Coalition shall comply with the requirements of the State of Nevada Open Meeting Law, contained in NRS Chapter 241. A Public Comment period shall be included before any action items are heard by the CSEC Coalition and then another period of public comment will be provided before adjournment.

### **5.3 Agendas**

**5.3.1** Agendas shall be developed in cooperation with the Chair and Co-Chair. 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.

**5.3.2** Any committee member wishing to add an item to the agenda will make a request to the Chair and Co-Chair no later than 14 days prior to the next meeting.

## **ARTICLE 6 – QUORUM AND VOTING**

### **6.1 Quorum**

A quorum will consist of a simple majority of the members of the CSEC Coalition (greater than 50%), per the State of Nevada Open Meeting Law definitions contained in NRS 241.015.

### **6.2 Quorum Present**

**6.2.1** Voting shall occur only when a quorum is present. A majority vote of the CSEC Coalition members present (greater than 50%) is required to carry a motion.

**6.2.2** Decisions shall be made by majority vote (greater than 50%) of members present.

**6.2.3** When recommendations have fiscal or resource impact on public agencies that are represented on the CSEC Coalition, the quorum must include the representatives of the impacted agencies, and approval requires a two-thirds majority.

### **6.3 Meeting Defined**

The gathering of less than a quorum of the members is not within the definition of a meeting under NRS 241.015(3).

## **ARTICLE 7 – RECORDS AND MINUTES**

### **7.1 Records and Minutes**

All records documenting the work of the Coalition, including meeting minutes, shall be retained and transferred to the State Archives for permanent retention in accordance with the State record retention policy.

## **ARTICLE 8 – SUBCOMMITTEES**

### **8.1 Appointments of all Permanent and Ad Hoc Subcommittees**

Per Executive Order 2016-14, the Coalition, at the direction of the Chair and Co-Chair, may form subcommittees comprised of at least one Coalition member and one or more

non-member experts to aid in the performance of its duties, including, but not limited to, the following:

- 8.1.1** Coordination, consultation, collaboration.
- 8.1.2** Engagement, identification, and assessment of sex trafficking victims.
- 8.1.3** Data collection, analysis, and sharing among partner agencies and organizations.
- 8.1.4** Victim care coordination, training, and prevention.
- 8.1.5** Another subcommittee as determined necessary by the Chair and Co-Chair.

## **8.2 Subcommittee Powers**

Subcommittees appointed by the Chair shall have power and authority to make decisions only as specifically assigned by a majority of a quorum of the CSEC Coalition at any regular or special meeting of the CSEC Coalition.

## **8.3 Subcommittee Responsibilities**

Subcommittee chairs and/or support staff shall be responsible for keeping minutes of subcommittee meetings and reporting on subcommittee activities to the CSEC Coalition.

# **ARTICLE 9 – STRATEGIC PLAN AND ANNUAL REPORT**

## **9.1 Strategic Plan**

The Coalition shall prepare a comprehensive Statewide Strategic Plan and recommendations on how to address the Sex Trafficking Provisions of Public Law 113-183, including, but not limited to, the following:

- 9.1.1** Aligning efforts by promoting strategic and coordinated services for victims at the State, county, local, and tribal levels.
- 9.1.2** Improving understanding by expanding and coordinating child sex trafficking-related research, data, and evaluations to support evidence-based victim services.
- 9.1.3** Expanding access to services by providing outreach, training, and technical assistance to increase victim identification and expand the availability of services.

- 9.1.4** Improving outcomes by promoting effective, culturally-appropriate, trauma-

informed services that improves the short- and long-term health, safety, and well-being of child victims.

**9.1.5** Developing public awareness campaigns to better inform communities across Nevada about the commercial sexual exploitation of children.

## **9.2 Annual Report**

The Coalition shall provide an annual report of its activities on or before October 1 each year to the Governor, the Chief Justice of the Nevada Supreme Court, and the Nevada Attorney General.

## **ARTICLE 10 – COMPENSATION**

### **10.1 Compensation**

Members of the Coalition shall receive no compensation for their service.

## **ARTICLE 11 – BYLAWS**

### **11.1 Creation of Bylaws**

By Executive Order, the Coalition shall establish procedural bylaws to aid in the performance of its duties.

### **11.2 Amendment or Repeal of Bylaws**

The CSEC Coalition Bylaws may be amended or repealed at any regular meeting of the CSEC Coalition by a majority vote of the quorum, provided that a written notice of proposed change(s) has been submitted to each member at least 10 days before the meeting and public notice has been provided in compliance with the State of Nevada Open Meeting Law.

### **11.3 Functions Not Covered by Bylaws**

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