

The Nevada Coalition to Prevent the Commercial Sexual Exploitation of  
Children

**BYLAWS**

**ARTICLE 1 – AUTHORIZATION AND PURPOSE**

**1.1 Authorization**

The first 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. In 2020 Governor Sisolak recognized the great work completed and directed Division of Child and Family Services (DCFS) to establish a statewide Coalition going forward.

**1.2 Purpose**

The focus of the CSEC Coalition is to ensure, implement, and develop recommendations for services, legislation, and best practices for CSEC in the state of Nevada.

**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 membership is based on the needs of the population represented and will ensure diversity, inclusion, and survivor's representation. The membership will be evaluated annually to determine that new voices are represented.

**2.2.1** *The maximum term to serve as a voting member will be XXX years, consecutively, and after a year gap, the person may reapply to be considered as a voting member.*

**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.

#### **2.4 Application Process**

The application process will be open yearly within the first week of January and will close January 31st. Applications will be reviewed for selection of committee members by the appointees of the CSEC Coalition Chair. New members will be announced by February 27th.

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

#### **3.1 Officers**

**3.1.1** The Coalition shall be headed by one or two people directly appointed by DCFS 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

### **ARTICLE 4 – MEMBER RESPONSIBILITIES**

#### **4.1 Attendance**

Meeting attendance is required for each member of the CSEC Coalition 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 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 the 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 the Chairs or administrative support staff prior to the meeting. This includes naming a proxy as allowed for in Section 4.2 of these bylaws.

#### **4.2 Proxy**

A voting member may designate a proxy from the same membership category for any meeting. Advance notice must be given in writing to the Chairs and/or administrative staff for the CSEC Coalition. Electronic mail is acceptable. Proxies may not represent Coalition voting members for more than 50% of meetings held within a calendar year. Proxies may vote on behalf of the Coalition member they represent. Those members who are part of the Coalition because of their lived experiences regarding trafficking and exploitation, can

designate as proxy another person who also has lived experience background even though the situations and circumstances differed from the voting member personal experience.

#### **4.3 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:

**4.3.1** Members and their representatives will actively participate in meetings, complete the work assigned to them.

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

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

**4.3.4** 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.

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

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

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

**4.4** When a member has a third unexcused absence within a calendar year, the Chair will send a notification letter or email to the member that the Coalition intends to take action to request removal and replacement of the member at the next regularly scheduled meeting. At the meeting, the member will have an opportunity to refute the action, or the Coalition will 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.

### **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.

### **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 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, 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.

## **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 Subcommittees**

At the direction of the Chair and/or Co-Chair, may form subcommittees comprised of at least one Coalition member and one or more non-members experts to aid in the performance of its duties.

## **8.2 Subcommittee Powers**

Subcommittees appointed by the Chair and/or Coalition 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 meetings of the CSEC Coalition.

## **8.3 Subcommittee Responsibilities**

Support staff shall be responsible for keeping minutes of subcommittee meetings and subcommittee co-chairs will report on subcommittee activities to the CSEC Coalition. Subcommittee members are subject to the same responsibilities and shall attend meetings and deliver the tasks assigned to them to move forward with the goals of each subcommittee. Members missing two meetings within one year will receive a written notification for immediate removal.

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

## **9.1 Strategic Plan**

The Coalition shall allow for annual review of the current strategic plan to ensure accuracy and appropriateness.

## **9.2 Progress Report**

The CSEC Coalition, under the direction of the Chair, will write a report prior to each legislative session to submit to the Governor.

# **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**

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*

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