

Section 2.2 – Powers

f) Pursuant to Assembly Bill 384 (2025), formally solicit expert and stakeholder input on defined juvenile justice issues and submit a report of the Commission's findings and activities to the Legislature on or before March 1 of each year.

Section 2.3 – Role

g) Solicit input from persons, organizations, and entities with expertise related to juvenile justice on specific subjects, including, without limitation, the availability and scope of wraparound services for children and families, such as evidence-based home and community services and reentry programs.

After gathering such input, the Chair shall submit a report to the Legislature summarizing actions taken during the preceding year and the Commission's findings and recommendations, as required by Assembly Bill 384 (2025).

Section 4.3 – Appointment Vacancies

Any member of the Commission may recommend an individual to fill a vacant position by submitting the recommendation to the Chair and the Juvenile Justice Specialist.

Upon receipt of a recommendation, the Chair and the Juvenile Justice Specialist shall:

1. **Verify eligibility** of the prospective candidate, ensuring the individual meets all statutory and Commission requirements for membership and for the specific position being filled;
2. **Interview the prospective candidate** to confirm the individual understands the duties, responsibilities, and expectations of Commission membership;
3. **Assist the prospective candidate** with completion and submission of required application materials; and
4. **Submit a letter of recommendation** to the Nevada Boards and Commissions Office identifying the specific Commission position for which the candidate is applying.

Submission of a recommendation does not guarantee appointment and does not limit the discretion of the appointing authority.

Section 4.7 – Conflict of Interest

A member shall disclose any **actual, potential, or perceived conflict of interest** that could reasonably affect, or appear to affect, the member's objectivity in the performance of Commission duties.

Disclosure shall occur **as soon as the member becomes aware of the conflict** and, when applicable, prior to the Commission's consideration of the affected matter.

Upon disclosure, the Chair may:

1. Seek guidance from legal counsel, the Juvenile Justice Specialist, or appropriate ethics authorities; and
2. Provide direction regarding participation, recusal, or other appropriate steps consistent with law.

If a conflict of interest requires recusal, the member shall:

1. Refrain from participating in discussion, deliberation, or decision-making on the affected matter.
2. Not make or second motions related to the matter; and
3. Abstain from voting on the matter.

The reason for the recusal shall be noted in the meeting minutes.

A member who has recused themselves due to a conflict of interest:

1. Shall not be counted toward the quorum for the specific agenda item from which they are recused; and
2. Shall not be counted in the vote on that matter.

Section 4.8 – Non-Voting Members: Requirements and Conditions of Service

A. Authority and Purpose

The Juvenile Justice Oversight Commission (“Commission”) may authorize the participation of non-voting members to provide subject-matter expertise, stakeholder input, or technical assistance in support of the Commission’s statutory duties under **NRS 62B.600–62B.645** and related legislative mandates, including, without limitation, activities required under **Assembly Bill 384 (2025)**.

Non-voting members serve in an advisory capacity only and shall not exercise decision-making authority.

B. Eligibility

A non-voting member:

1. Possesses demonstrated expertise, professional experience, or lived experience relevant to juvenile justice, youth services, reentry, wraparound services, behavioral health, education, data, law, or a related field.
2. Be capable of providing objective, informed input consistent with the mission and statutory purpose of the Commission.
3. Not be prohibited by law, ethics requirements, or conflict-of-interest standards from serving in an advisory role; and

4. Meet any additional qualifications established by the Commission.

C. Appointment and Term

Non-voting members may be appointed by action of the Commission, the Chair, or a committee, as authorized by the Commission.

Appointments may be time-limited, project-specific, or tied to the duration of a committee, task force, or advisory assignment.

Non-voting members are not subject to gubernatorial appointment or confirmation unless otherwise required by law.

D. Status and Oath

Non-voting members:

1. Shall not be considered members of the Commission for purposes of statutory composition requirements;
2. Shall not be counted toward a quorum; and
3. Shall not be required to take an oath of office.

E. Participation and Conduct

Non-voting members may:

1. Attend meetings of the Commission, committee, task force, or advisory group to which they are assigned;
2. Participate in discussion when recognized by the Chair;
3. Provide written or oral recommendations, reports, or technical input; and
4. Serve on working groups or task forces as authorized.

Non-voting members shall:

1. Comply with the Nevada Open Meeting Law, as applicable;
2. Adhere to these Bylaws and any policies, codes of conduct, or procedures adopted by the Commission;
3. Avoid communications or conduct that would circumvent transparency or public participation requirements; and
4. Disclose any actual or potential conflicts of interest related to matters under consideration.

F. Limitations

Non-voting members shall not:

1. Vote on any matter;
 2. Make or second motions;
 3. Be counted toward a quorum;
 4. Serve as an officer of the Commission; or
 5. Represent the Commission in an official capacity unless expressly authorized.
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G. Removal or Termination

The appointment of a non-voting member may be terminated at any time by the Commission if:

1. The purpose of the appointment has been fulfilled;
2. The non-voting member fails to comply with participation or conduct requirements; or
3. Continued service is no longer in the best interest of the Commission.

Section 4.9 – Orientation of New Members

The Chair and the Juvenile Justice Specialist shall provide a structured orientation for newly appointed members to ensure they understand the statutory authority, duties, and responsibilities of the Juvenile Justice Oversight Commission (“Commission”) and are prepared to participate effectively and in compliance with applicable law.

Orientation shall be offered to each newly appointed member as soon as practicable following appointment and prior to, or concurrent with, the member’s initial participation in Commission meetings. At a minimum, the orientation shall include instruction and materials addressing the following:

A. Statutory Authority and Role

- The Commission’s authority, purpose, and duties under **NRS 62B.600–62B.645** and **Assembly Bill 384**;
- The advisory, oversight, and planning functions of the Commission.

B. Governance and Procedures

- Commission bylaws, committee structure, and the roles of officers;
- Meeting procedures, including the application of Robert’s Rules of Order.

C. Legal and Ethical Requirements

- Nevada Open Meeting Law requirements;

- Public records obligations, ethics standards, and conflict-of-interest disclosure requirements.

D. State and Federal Context

- The Commission's role as the State Advisory Group (SAG) under the Juvenile Justice and Delinquency Prevention Act (JJDPDA);
- An overview of applicable federal and state reporting or compliance responsibilities.

E. Current Priorities

- An overview of the Commission's strategic plan;
- Current legislative mandates, initiatives, or priority work areas, including any active committees or task forces.

Orientation may be delivered through one or more of the following methods:

- Live or recorded training sessions;
- Written orientation materials or manuals;
- Briefings provided by the Chair, Juvenile Justice Specialist, or designee; or
- A combination of the above.

The Commission may periodically require or offer additional training to all members to address updates in law, policy, governance practices, or Commission responsibilities.

Section 5.8 – Quorum

A **quorum** is defined as a majority (more than fifty percent) of the voting members of the Commission or committee who are appointed and currently serving. No business may be conducted in the absence of a quorum.

The affirmative vote of a majority of the members present and voting, **once a quorum is established**, is required to adopt a motion or to elect an officer.

Section 5-9 – Agenda Preparation and Posting

A. Legal Authority and Notice Requirements

Pursuant to **NRS 241.020(2)(c)** and **NRS 241.020(3)**, an agenda for a meeting of the Juvenile Justice Oversight Commission (“Commission”), or any committee or task force subject to Nevada Open Meeting Law, must provide clear and complete notice to the public of the matters to be considered and any action that may be taken. Each agenda shall identify the public body, meeting date, time, and location; include required opening items and periods for public comment; and list each agenda item separately with:

(a) a clear and descriptive title;

- (b) a brief, plain-language description sufficient to inform the public of the subject matter;
- (c) the authority for the item, when applicable; and
- (d) the expected outcome of the item, expressly stating whether the item is for information, discussion, or possible action.

No action may be taken on any matter unless such action has been clearly noticed on the agenda, and discussion or deliberation shall not exceed the scope of the agenda item as noticed.

B. Agenda Preparation

The agenda for each meeting shall be prepared by the Juvenile Justice Specialist or designee, in consultation with the Chair of the Commission or the Chair of the applicable committee.

Agenda topics may be submitted by Commission members, committee chairs, or staff in a manner and timeframe established by these Bylaws.

C. Example of Compliant Agenda Items

5. For Discussion and Possible Action: The Executive Committee will present recommended amendments to Article VII of the JJOC Bylaws. The Commission will review and discuss the proposed amendments and may vote to approve, deny, or modify the proposed changes.

Authority: JJOC Bylaws, Article IX (Amendment of Bylaws).

D. Review and Approval

The Chair of the Commission or committee shall review the draft agenda with the Juvenile Justice Specialist to ensure clarity, completeness, and compliance with Nevada Open Meeting Law. Agenda review meetings shall occur no fewer than **seven (7) working days** prior to the meeting date to allow sufficient time for review, submission to the assigned Deputy Attorney General, and any necessary revisions.

E. Posting and Distribution

Agendas shall be posted by **9:00 a.m. at least three (3) working days** prior to the meeting, with a clear and complete statement of topics. All materials intended for posting shall be submitted to the Programs Office no later than **one (1) working day prior to the three-working-day posting deadline** to allow sufficient time for posting to required locations.

F. Supporting Materials and Attachments

Any supporting materials or attachments shall be made available to the public at the same time they are provided to Commission members and shall therefore be posted concurrently with the agenda.

Pursuant to **NRS 241.020(7)–(9)**, if supporting materials are provided to members for the first time at a meeting and were not available beforehand:

- The materials must be made available to the public at the meeting, if practicable; or
- If first provided during the meeting, the materials may be posted to the public body's website within **24 hours after the meeting adjourns**.

The posting of such materials after the meeting, as permitted by statute, does not constitute a violation of Nevada Open Meeting Law.

G. Agenda Order and Modification

The Chair may reorder agenda items for the orderly conduct of the meeting, provided such reordering does not violate Nevada Open Meeting Law or materially affect public notice.

The Chair may direct that separate motions or votes be taken when doing so:

1. Improves clarity for members or the public;
2. Separates distinct decisions (e.g., approval versus direction);
3. Avoids confusion or unintended approval of bundled actions; or
4. Supports clear and accurate meeting minutes.

The Chair may separate an agenda item into multiple motions or votes for clarity, provided each motion or vote falls within the scope of action clearly noticed on the agenda.

Section 7.4 – Duties

The duties of the Executive Committee:

Delete:

Coordinate duties of committees to ensure there is no unnecessary overlap.

Replace with:

Receive reports and updates from the chairs of each standing committee for the purpose of identifying and avoiding unnecessary overlap in committee activities.

Delete:

Review bylaws on an annual basis.

Replace with:

Review the bylaws and make recommendations to the full Commission regarding any areas requiring modification or revision. Such reviews shall be conducted as needed, but no later than one year following the most recent bylaw review.

Section 7.9 – Work Group and Task Force Formation and Authority

A. Purpose and Authority

The Juvenile Justice Oversight Commission and its standing committees may establish advisory bodies to assist in carrying out the Commission's statutory duties under NRS 62B.600–62B.645, applicable federal juvenile justice laws, and legislative mandates, including Assembly Bill 384 (2025).

Such advisory bodies shall be limited to **work groups** and **task forces**, as defined in this section.

B. Work Groups

1. Formation of a Work Group

A work group may be established by a **standing committee Chair**, for matters within the scope of that committee's authority.

The action establishing a work group must clearly identify:

- The purpose and scope of the work group;
- The specific issue(s) or task(s) to be addressed;
- Any expected deliverables; and
- The anticipated duration of the work group.

2. Membership

Work group membership may include:

- Members of the Commission; and
- Non-Commission members with relevant subject-matter expertise, lived experience, or stakeholder representation, as deemed appropriate by the Commission or Committee Chair.

Non-Commission members serve in an advisory capacity only and shall not be counted toward quorum requirements of the Commission or any standing committee.

3. Leadership

Each work group shall have a designated **facilitator**, who is a Commission member identified by the Commission or Committee Chair. The facilitator is responsible for coordinating meetings, guiding discussions, and ensuring timely reporting of work group activities and findings.

4. Meetings and Compliance

Work groups shall not exercise decision-making authority on behalf of the Commission or any standing committee.

- If a work group includes a **quorum of Commission members or standing committee members**, it meets the definition of a public body under the Nevada Open Meeting Law, and its meetings must be publicly noticed and conducted in compliance with **NRS Chapter 241**.
- If a work group does **not** include a quorum of Commission members or standing committee members, its meetings are not subject to Open Meeting Law requirements; however, discussions shall remain informational and shall not be used to deliberate toward decisions reserved to the Commission or a standing committee.

5. Authority and Limitations

A work group may:

- Gather information and data;
- Solicit stakeholder or expert input;
- Analyze policies, practices, or statutory provisions; and
- Develop findings, options, or recommendations for Commission or committee consideration.

A work group may **not** take action on behalf of the Commission or any standing committee.

6. Reporting and Dissolution

Work groups shall report their findings and recommendations to the Commission or the applicable standing committee at a publicly noticed meeting.

A work group shall automatically dissolve upon completion of its assigned tasks or submission of its final report, unless otherwise extended by the Commission or Committee Chair.

C. Task Forces

1. Purpose and Characteristics

A **task force** is a temporary, advisory body established to address a significant, complex, or high-priority issue requiring structured stakeholder engagement and the development of formal findings or recommendations.

Task forces are characterized by:

1. A clearly defined mandate and scope approved by the Commission;
2. A fixed or legislatively driven duration;
3. Structured membership that may include Commission members, representatives of partner agencies, stakeholders, subject-matter experts, and individuals with lived experience;
4. Clearly articulated deliverables, such as written reports, findings, or recommendations; and
5. A heightened expectation of transparency and public engagement.

2. Formation

A task force shall be established only by a majority vote of the Commission at a duly noticed public meeting. The establishing action must approve the task force's purpose, scope, anticipated deliverables, and duration.

3. Meetings and Compliance

Task forces are subject to the Nevada Open Meeting Law and shall conduct all meetings in compliance with **NRS Chapter 241**.

4. Membership

Task force membership may include:

- Members of the Commission; and
- Non-Commission members with relevant subject-matter expertise, lived experience, or stakeholder representation, as deemed appropriate by the Commission.

Non-Commission members serve in an advisory capacity only and shall not be counted toward quorum requirements of the Commission.

5. Leadership

Each task force shall have a designated **Chair** and **Vice Chair**, who are Commission members identified by the Commission. The Task Force Chair is responsible for

coordinating meetings, developing agendas, guiding discussions, and ensuring timely reporting of task force activities and findings.

6. Reporting and Dissolution

Each task force shall report their findings and recommendations to the Commission at a publicly noticed meeting.

Each task force shall automatically dissolve upon completion of its assigned tasks or submission of its final report, unless otherwise extended by the Commission,