DEPARTMENT OF HEALTH AND HUMAN SERVICES

ADVISORY COMMITTEE ON PROBLEM GAMBLING

BYLAWS

ARTICLE I

NAME

A. The name of this advisory committee shall be the Department of Health and Human Services Advisory Committee on Problem Gambling.

ARTICLE II

PURPOSE AND ROLE

A. The purpose of this Advisory Committee, created by Senate Bill 357 of the 2005 Legislative Session, shall be to advise and assist the Department of Health and Human Services (hereinafter referred to as "the Department") in the administration of the Problem Gambling Program.

B. The role of this Advisory Committee shall be to support the following Department mission as it relates to problem gambling:

    1. The Department of Health and Human Services promotes the health and well-being of Nevadans through the delivery or facilitation of essential services to ensure families are strengthened, public health is protected, and individuals achieve their highest level of self-sufficiency.

C. The role of Advisory Committee members shall be to represent the best interests of the Program in all public communications. Official statements regarding the Program must be approved in advance by the Director of the Department of Health and Human Services (hereinafter referred to as "the Director").

ARTICLE III

DUTIES

A. The Advisory Committee shall:

    1. Review requests received by the Department for awards of money to provide programs for the prevention and treatment of problem gambling;

    2. Submit recommendations to the Director concerning each request for an award of money that the Advisory Committee believes should be granted;

    3. Establish criteria to determine which agencies, organizations, other political subdivisions of the State, and educational institutions to recommend for an award of money;

    4. Monitor awards of money granted by the Department;

    5. Assist Department staff in determining the needs of local communities and in setting priorities for the prevention and treatment of problem gambling;

6. Consider funding strategies for the Department including, without limitation, seeking ways to avoid unnecessary duplication of the services for which awards of money are granted, and make recommendations concerning funding strategies to the Director; and
7. Assist in the development of performance indicators, accountability measures, reporting requirements, and program policies.

ARTICLE IV

MEMBERSHIP AND TERMS

A. The Advisory Committee shall be composed of nine (9) regular members appointed by the Governor:
   1. One regular member who holds a restricted gaming license;
   2. Two regular members who hold a non-restricted gaming license;
   3. Two regular members who work in the area of mental health, at least one of whom has experience in the treatment of persons who are problem gamblers;
   4. One regular member who represents the University and Community College System of Nevada and has experience in the prevention or treatment of problem gambling;
   5. One regular member who represents an organization for veterans; and
   6. Two regular members who represent organizations that provide assistance to persons who are problem gamblers.

B. Each regular member appointed pursuant to subparagraph A1 or A2 may appoint an alternate member to serve in his place if he is unable to attend a meeting or perform his duties.

C. Each alternate member serves during the term of the regular member who appointed him, and may be re-appointed.

D. Five members serve an initial term that begins August 2005 and expires August 2006. Four members serve an initial term that begins August 2005 and expires August 2007. After the initial terms, each member of the Advisory Committee serves for a term of two (2) years. Each member of the Advisory Committee continues in office until his successor is appointed.

E. Each member is expected to participate in a majority of the meetings and activities. The Advisory Committee may, after discussion, request a member resign due to absences.

F. Upon the occurrence of any vacancy, the Advisory Committee shall make recommendations to the Governor to appoint a new member. When a member is appointed to fill an unfinished term, that member shall complete the unfinished term and will be eligible to be appointed for one additional term.

ARTICLE V

OFFICERS

A. The Advisory Committee shall:
   1. At its first meeting, and annually thereafter, elect a Chair and a Vice Chair from among its members.

a. The nominee receiving the highest number of votes for each of the two positions shall serve in the respective office.

b. The officers shall not be from the same geographic area.

2. The Chair shall preside at all meetings and generally supervise the affairs of the Advisory Committee, or designate a representative to do so.

3. The Vice Chair shall assist and assume the duties of the Chair in case of his absence.

ARTICLE VI

MEETING PROCEDURES AND PROTOCOL

A. The Advisory Committee shall:

1. Meet at the call of the Director, the Chair, or a majority of its members as necessary, within the budgetary constraints of the Advisory Committee, but not to exceed six (6) meetings per year; and

2. Adopt rules for its own management and governance.

B. A majority of the members of the Advisory Committee constitutes a quorum for the transaction of business, and a majority of a quorum present at any meeting is sufficient for any official action taken by the Advisory Committee.

C. All proceedings and actions shall be conducted in accordance with the Nevada Open Meeting Law (NRS 241.010 – 241.040 inclusive).

D. Advisory Committee members shall, to the extent practicable, inform Department staff at least twenty-four (24) hours in advance of an anticipated absence.

E. In the event that a videoconference is scheduled to accommodate Advisory Committee members or the public, the following procedures will be observed:

1. Speakers will identify themselves to the Chair for the benefit of remote participants;

2. The Chair will restate the names of members who make and second motions requiring action;

3. All members will facilitate the process by observing the following:

a. Refraining from informal speech or conversation that is not intended for public consumption;

b. Proactive inclusion of members from remote sites; and

c. Attentiveness to speakers from remote sites.

ARTICLE VII

WORKGROUPS

A. The Chair of the Advisory Committee may appoint groups composed of members of the Advisory Committee, former members of the Advisory Committee, and members of the public who have relevant experience or knowledge.

B. Workgroups may be formed for the purpose of considering specific problems or matters related to and within the scope of activities of the Advisory Committee.

C. Workgroups may review requests for grants of money or contracts related to specific programs for the prevention and treatment of problem gambling.

D. Workgroups may take action with a majority of workgroup members present.

E. Workgroups are subject to the Nevada Open Meeting Law.

F. All recommendations approved by workgroups will be forwarded to the Advisory Committee on Problem Gambling for further action.

ARTICLE VIII

EXPENSES

A. All members of the Advisory Committee will serve without compensation while engaged in the business of the Advisory Committee.

B. While engaged in the business of the Advisory Committee, each member of the Advisory Committee is entitled to receive the per diem allowance and travel expenses provided for State officers and employees.

C. A member of the Advisory Committee who is an officer or employee of this State or a political subdivision of this State must be relieved from his duties without loss of his regular compensation so he may prepare for and attend meetings of the Advisory Committee and perform any work necessary to carry out the duties of the Advisory Committee in the most timely manner practicable. A State agency or political subdivision of this State shall not require an officer or employee who is a member of the Advisory Committee to:

   1. Make up the time he is absent from work to carry out his duties as a member of the Advisory Committee; or

   2. Take annual leave or compensatory time for the absence.

ARTICLE IX

CONFLICT OF INTEREST

A. The Department will survey its Advisory Committee members annually to collect information regarding their affiliations outside the Department. Each member is responsible for fully disclosing all current affiliations.

B. Conflicts of interest must be declared by members prior to discussion of any matter that would provide direct financial benefit for that member, or otherwise have the appearance of a conflict of interest. When funding or other decisions are made regarding an organization with which a member has an affiliation, the member shall state his intention to abstain from making specific motions or casting a vote before participating in related discussion.

C. The Chair or a majority of Advisory Committee members may also declare a conflict of interest exists for a member, and ask that the member be removed from the voting process.

ARTICLE X

AMENDMENTS

A. These operating procedures may be altered, amended, or repealed by a majority of the Advisory Committee members at any of its regularly scheduled meetings, subject to affirmation of the Director.

AMENDED, ADOPTED AND APPROVED THIS 21ST DAY OF NOVEMBER, 2013

Chair, Advisory Committee on Problem Gambling

Vice Chair, Advisory Committee on Problem Gambling

Advisory Committee Members at Large:

APPROVED:

~~Michael J. Willden~~ Romaine Gilliland
Director, Department of Health and Human Services