



## **BYLAWS OF THE NEVADA LIFESPAN RESPITE CARE COALITION**

**Section 1: Name** - The name of the state respite advisory board will be the Nevada Lifespan Respite Care Coalition (NLRCC), established under the Nevada Aging and Disability Services Division.

**Section 2: Applicable Public Law/Statute** – Lifespan Respite Care Act of 2006, Public Law 109-442.

**Section 3: Purpose** – The NLRCC purpose is to develop strategies to increase awareness of respite and its benefits; reduce barriers to the access of respite services; improve the quality of respite services; and advocate for education, training, and grants in support of family caregivers. The Coalition carries out its purpose by:

- a) Working with state and community-based agencies to build a coordinated system of accessible, community-based respite care services across the lifespan for family caregivers of children, adults, and elders with special needs.
- b) Identifying barriers to respite care and the challenges of access faced by family caregivers across all age groups, disabilities, and chronic conditions, and among geographically, socio-economically, and culturally diverse communities; and
- c) Ensuring the meaningful involvement of family members, family caregivers, and care recipients in the design and delivery of respite care services.

### **Section 4: The Coalition shall:**

1. Develop a state plan to address the availability and quality of respite and family caregiver support services in Nevada.
2. Monitor the progress in carrying out the state plan, including review and revisions each biennium.
3. Gather and disseminate information regarding family caregiver services and supports throughout Nevada; and monitor for unnecessary duplication of services.
4. Evaluate proposed legislation and provide insight on how it could affect family caregivers or afford them education, services or other supports based on their needs.
5. Make recommendations to the Legislature, the Governor's Office, or other State Agencies to improve the availability, quality, and access of respite services in Nevada.
6. Coordinate and create networking opportunities to assist the efforts of public and private organizations providing respite services in Nevada.

The Coalition may:

1. Review the procedures and practices of state entities and others to ensure that family caregivers have access to respite and other supportive services.
2. Make recommendations to state entities and others concerning:
  - a. Improving the health and well-being of family caregivers in Nevada.
  - b. Coordination of services and funding to support family caregivers.
3. Support respite workers and providers by offering educational opportunities that incorporate best practices and aim to improve the quality of respite services offered across the state.

## Section 5: Composition of the Advisory Board -

The Coalition consists of at least 11 members, but no more than 15 members, appointed by the Division. Members will represent constituents in the following categories:

- 1 member who is the parent of a minor who either has a disability or chronic health care condition.
- 1 member who is a family caregiver of an adult over the age of 18 who either has a disability or chronic health care condition.
- 1 member who is a compound family caregiver, taking care of more than one person.
- 2 members who represent organizations that provide services to children with disabilities.
- 2 members who represent organizations that provide caregiver support services to family caregivers who care for someone over the age of 18.
- 1 member who represents an organization that provides caregiver relief such as palliative care, personal care, or other in-home services.
- 1 member from a state agency that provides funding for respite and caregiver support services.
- 1 member who is a representative of the state's No Wrong Door, Nevada Care Connection initiative.
- 1 member of an organization that provides services to veterans with long term care needs and/or their family caregivers.
- 2 members who are direct service workers or volunteers, providing temporary respite services for family caregivers.

**Section 6: Appointment & Terms of Members** – The members of NLRCC shall be appointed by the Division Administrator from among residents of the State. The Division Administrator shall select members of NLRCC, at his or her discretion, after soliciting recommendations from organizations representing a broad range of people with disabilities or chronic health care conditions, including the non-State agency members of NLRCC. To the extent feasible, the membership of NLRCC shall be geographically representative of the State and reflect the diversity of the State with respect to race and ethnicity.

**Term Limitations** – The members of NLRCC are appointed for two-year terms, for a maximum of three full consecutive terms.

**Resignations** - A NLRCC member may resign from the advisory board by notifying the Chair by mail or e-mail.

**Removals** - A NLRCC member may be removed from the advisory board at the discretion of the Chair if the member cannot discharge the NLRCC duties because the member:

- is absent from at least two meetings during a calendar year
- commits a form of misconduct that impairs the member's effectiveness as a committee member

To remove a member, the Chair must send the member a letter by First-Class mail or e-mail informing the member of the removal and the reasons for the removal. The removal is effective seven calendar days after postmark of the letter or timestamp of the e-mail.

**Filling Vacancies** - Vacancies will be filled using the procedures in Section 6. If a NLRCC member resigns or is removed before the member's term has expired, the successor member appointed to fill the vacancy serves for the duration of a full term.

**Section 7: Voting & Non-Voting Members** - Each member of NLRCC shall have one vote, except as described below. Proxies are not permitted.

**Chair** - The Chair is elected by majority of a quorum. The Chair serves in that capacity during any remaining term in office. In the absence of the Chair, a member majority can elect a temporary Chair before conducting business. The absence of the elected Chair for more than two consecutive meetings will necessitate the election of a new Chair. The Chair facilitates the discussion of issues, formulates a decision or proposal on the issue, and calls for a motion to vote. In the event of a tie, the Chair will cast the deciding vote. The Chair ensures that notes of the meeting are taken and provided to the committee members for review. A Chair will also be selected to serve on all committees and subcommittees of NLRCC.

**Ex-Officio Members** - Ex-Officio members of NLRCC are Nevada state employees. Ex-Officio members are non-voting members of NLRCC. Ex-Officio members may not be removed by the Chair and are exempt from the attendance requirements.

**Conflict of Interest** - A member who has a personal or private interest in a matter pending before the NLRCC must publicly disclose the interest before the agenda item is discussed. For purposes of this section, the phrase "personal or private interest" means the member has a direct monetary interest in a matter pending before the NLRCC. This does not include the member's engagement in a profession, trade, or occupation when the member's interest is the same as all others similarly engaged in the profession, trade, or occupation. The member is prohibited from voting or otherwise participating in decisions regarding any personal or private interest.

**Section 8: Meetings & Attendance** - The NLRCC shall meet at least quarterly as determined by the Chair. Notice of NLRCC meetings plus agendas will be provided to the administering agency in accordance with Nevada Open Meeting Law. The agenda will be developed by the NLRCC Chair, with support from the Division.

**Quorum** - The quorum at any meeting of NLRCC (or any of its committees or subcommittees) shall consist of one half of the members with the addition of a Chair. A quorum shall be required for any business or action by the NLRCC. A majority vote will carry.

**Procedures** - All meetings shall comply with the open meeting laws of the State of Nevada. All members will accept and adhere to a code of ethics and etiquette for their conduct in meetings. Meetings shall be conducted (and members shall in all circumstances when representing the NLRCC conduct themselves) in a manner that preserves the credibility and reputation of the NLRCC.

**Committees & Subcommittees** - The Chair may establish committees or subcommittees as necessary to assist the NLRCC in carrying out its duties. The Chair appoints members of the NLRCC to serve on committees/subcommittees and to serve as Chair on committees/subcommittees.

A committee or subcommittee Chair makes regular oral reports to the NLRCC at scheduled meetings or submits interim written reports to the Chair as needed. The reports must include a summary of each subcommittee meeting.