

STATE OF NEVADA



**P-20W Research Data System Advisory Committee
(NPWR)**

Bylaws

Effective: *Upon Approval (4/12/2024)*

The following document constitutes the rules of practice for the P-20W Research Data System Advisory Committee ('Committee'), as authorized in [NRS 400](#).

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ARTICLE 1: NAME, AUTHORITY, DUTIES, AND SERVICE AREAS

Section 1.1. NAME

The name of this board is the P-20W RESEARCH DATA SYSTEM ADVISORY COMMITTEE (hereinafter the 'Committee'; NPWR).

Section 1.2. LEGAL AUTHORITY

The Committee is codified in Nevada Revised Statutes [\(NRS\) 400](#).

Section 1.3. DUTIES OF THE NPWR ADVISORY COMMITTEE

The Committee shall assist with:

1. Support and advise the Executive Director of the Office of Workforce Innovation regarding the maintenance and oversight of the statewide longitudinal data system.
 - a. As used in this section, "statewide longitudinal data system" means the system administered by the Governor's Office of Workforce Innovation pursuant to [NRS 232.975](#).
2. Develop a plan for collaborative research using data from the statewide longitudinal data system.
3. Advise and assist the Office of Workforce Innovation, and all NPWR partners in:
 - a. Applying for and obtaining grants of money for the operation of the statewide longitudinal data system or to carry out the work of the Committee;
 - b. Budgeting for the operation of the statewide longitudinal data system or to carry out the work of the Committee;
 - c. Proposing legislation relating to the statewide longitudinal data system or to carry out the work of the Committee; and
 - d. Matters relating to any contract for any services necessary for the operation or utilization of the statewide longitudinal data system or to carry out the work of the Committee.
4. The identification and dissemination of information on best practices.
5. The development of any other policies and recommendations that will encourage and promote improvements to the data system in the state.

Section 1.5 DESIGNATED STATE AGENCY, BOARD STAFF AND CONTACT INFORMATION

The Office of Workforce Innovation (OWINN) is the designated entity to provide administrative support to the Committee and its subcommittees within the limits of available resources.

OWINN
555 East Washington Avenue, Suite 4900
Las Vegas, NV 89101

ARTICLE 2: MEMBERSHIP, TERMS OF OFFICE AND OFFICERS

Section 2.1. MEMBERSHIP

The Committee membership shall include:

1. The Committee members will be represented by the NPWR data sharing partners.
2. The Committee may, by a vote of the majority of the Committee, nominate additional members for consideration by the Governor to be appointed to the Committee.
3. The Governor may appoint a nominee to the Committee if the Governor determines that the addition of the nominee to the Committee is necessary or desirable.
4. Nominee members of the Committee will be identified by their respective organization, who are a NPWR partner, and will be submitted to the Governor’s office boards and commissions for approval.

The application process to the Governor’s office boards and commissions can be found at: https://gov.nv.gov/Boards/Boards_Home/.

To be considered for NPWR appointment to a Nevada NPWR Advisory Committee or commission, an application must be submitted along with a current resume.

Submit application and Authorization for Release of Personal Information form to the committee and allow for a few weeks to process. Also send the notarized waiver and any other application materials requested. The applicant will be notified once an appointment decision is made.

Section 2.2. TERMS OF OFFICE

The member will serve on the Committee until he/she leaves their position with the organization, the representing organization identifies another individual to

take their place, the Governor requests a new individual from the organization, or the organization is no longer a data sharing partner within NPWR.

Section 2.3. OFFICERS

The officers of the Committee shall be: chair and vice chair. The members of the Committee shall elect a Chair and a Vice Chair from among the members of the Committee. The chair will be elected to serve a one-year term, and upon his/her completion of the term, the vice chair will assume the role of chair and a new vice chair will be elected by members of the Committee.

The duties of the officers are:

Chair: The chair shall preside over all meetings of the Committee, and shall have other duties as assigned by the NPWR Advisory Committee and/or these bylaws.

Vice Chair: The vice chair shall act as the chair in his/her absence, and shall have other duties as assigned by the NPWR Advisory Committee, the chair, and/or these bylaws.

ARTICLE 3: MEETINGS PROCEDURES, ATTENDANCE, QUORUM, VOTING RIGHTS, AND CONFLICT OF INTEREST

Section 3.1. MEETING PROCEDURES

The Committee shall meet at least four times per year at a time and location to be determined at the prior meeting. The chair may call special meetings at his/her discretion. Members may provide input and recommendations on relevant data topics they want to discuss for future meetings. OWINN will support the coordination of the agenda and if there is a request to bring in relevant speakers.

All meetings shall comply with Nevada’s Open Meeting Law, [NRS 241.020](#). Communications from persons not members of the Committee must be made to the chair in writing at least 20 days before a regularly scheduled NPWR Advisory Committee meeting, or made during published public comment period at the public meetings. All Committee meetings and business will be conducted pursuant to Roberts Rules of Order (current version).

Minutes of the Committee meetings shall be recorded and maintained by the designated state agency pursuant to [NRS 241.035](#).

Section 3.2. ATTENDANCE

Committee members are expected to attend all meetings in person or via remote access. If the chair calls a special meeting, the chair may elect for the meeting to be held remotely in a virtual format. The public meeting notice should specify the physical location and address or the virtual option of a place where advisory committee members and members of the public may appear and listen to the meeting discussion over a telephone speaker device, video conference equipment, or other electronic media.

Committee members who miss three regular meetings in a row without prior notification to the NPWR Manager at OWINN and/or chair shall be recommended for replacement for another individual from their organization. An exception may be granted when absences are justified for good cause. This exception does not apply to ex-officio members. Said exception for retention must be made in writing no later than two days in advance of the meeting, except in cases of emergency where the notice requirement is waived. The chair will either approve the absence and mark as excused or will not approve the absence and mark as unexcused. If the NPWR Manager and/or chair are not notified of a non-emergency absence before the meeting, then it is automatically unexcused. In the event that the chair is not available, the vice chair is able to review absences.

Section 3.3. **QUORUM**

A quorum of the Committee shall consist of a simple majority (51 percent). A quorum of any advisory committee or subcommittee shall consist of a simple majority of the members of said committee, council and/or subcommittee.

If a quorum is present, the affirmative vote of the majority shall be an official act of the Committee. Proxy votes are allowed for the Committee, council, and/or subcommittee meetings, provided the member has submitted written authorization to OWINN's NPWR Manager and the chair prior to the meeting. In the case of the chair requesting the proxy, it will go to the NPWR Manager and the vice chair.

Section 3.4. **VOTING RIGHTS**

Each member of the Committee who is present shall cast one vote on any question.

Section 3.5. **CONFLICT OF INTEREST**

1. A member of the Committee shall:

- a. When met with a potential conflict of interest, announce publicly the nature of the potential conflict prior to taking any action thereon; or
- b. When met with an actual conflict of interest, announce publicly the nature of the conflict and refrain from participating in any discussion or debate on the issue out of which the actual conflict arises and refrain from voting on the issue.

ARTICLE 4: COUNCILS, SUBCOMMITTEES, AND WORKGROUPS

Section 4.1. OTHER STANDING COMMITTEES, SUBCOMMITTEES, and WORKGROUPS

The Committee may establish standing committees, councils, subcommittees, and workgroups as needed to carry out its duties and responsibilities.

Standing committees, councils and subcommittees may conduct public meetings, and are subject to Nevada's Open Meeting Law, [NRS 241.020](#), and shall provide any reports and/or recommendations back to the NPWR Advisory Committee for approval and/or ratification.

Any workgroups assigned by the Committee shall not deliberate, as defined in [NRS 241.015\(2\)](#), and therefore shall not constitute a 'public body' as defined in [NRS 241.020\(4\)](#) and be bound by Nevada's Open Meeting Law, [NRS 241.020](#). Said workgroups shall only work on ad hoc Committee projects and present said workings to the Committee at its public meetings.

Formation of a new standing committee, council, or subcommittee will be voted on by the full committee. Upon consultation with the Office of Workforce Innovation, the Committee chair shall appoint the chair of the subcommittee. The subcommittee chair shall determine the number of seats on the subcommittee, which shall be no more than one third of the full advisory committee. The subcommittee chair shall determine the composition of those seats and appoint members to the subcommittee. Non-NPWR members can be appointed to a subcommittee but must not comprise more than three of the total subcommittee seats.

Subcommittees may also have non-voting members. They do not have the power to vote and are not counted when determining the quorum for the subcommittee.

Subcommittees shall meet on a quarterly basis, unless otherwise determined by the subcommittee chair. If a subcommittee member misses two or more consecutive

subcommittee meetings, the Committee Chair has the authority to remove them from the subcommittee and appoint a new person to serve in their position.

ARTICLE 5: AMENDMENT OF BYLAWS

Section 5.1. BYLAW REVISION

These bylaws can be amended, repealed or new bylaws enacted at any regular or special meeting of the Committee. Said action must be placed on a future agenda for *possible action*, properly posted and noticed to the NPWR Advisory Committee and the public per Nevada’s Open Meeting Law, [NRS 241.020](#).

Section 5.2. BYLAW REVIEW

OWINN shall review these bylaws on an annual basis based on advisory committee members’ feedback throughout the year. Any changes proposed to the bylaws shall be presented to the full Committee for approval.

APPROVAL

These bylaws have been ratified by the Committee on January 12, 2024.

Chair, P-20W Research Data System Advisory Committee

Date