

NEVADA ASSOCIATION OF CONSERVATION DISTRICTS BY-LAWS

INTRODUCTION

The Nevada Association of Conservation Districts, authorized, created and operating in accordance with Nevada law, shall be guided in its operations by the following by-laws. In the event any of these by-laws are or become in conflict with present or future Nevada law, such part of the by-laws shall be null and void, but all other parts shall remain in effect.

ARTICLE I: PURPOSE

The purpose of the Nevada Association of Conservation Districts is and shall be to promote the conservation and management of the renewable natural resources of Nevada through the Nevada Conservation Districts which operate under Nevada Revised Statutes, Chapter 548.

ARTICLE II: OFFICERS

The State of Nevada shall be divided into three areas:

- Area 1 – shall consist of Elko, Eureka, Humboldt, Lander and Pershing counties.
 - Area 2 – shall consist of Carson City, Churchill, Douglas, Lyon, Storey, Mineral and Washoe counties.
 - Area 3 – shall consist of Clark, Esmeralda, Lincoln, Nye and White Pine counties
1. The officers of the Association shall consist of a President, First Vice President, Second Vice President, three Area Directors and the immediate past President constituting the Board of Directors. Any Board member can fill the dual role including NACD Council representative. The Treasurer is a non-voting ex-officio member of the Board.
 2. Assembled delegates of the Association at an Annual Business meeting of the Association shall elect the President, First Vice President, Second Vice President, and Council Member. They need not be Directors of the Association at the time of their election but shall be supervisors of Conservation Districts. After the initial election of the President, First Vice President and Second Vice President delegates shall elect the Second Vice President who shall proceed from Second Vice President to First Vice President to President.
 3. Each area shall caucus at an Annual Business Meeting to elect a Director for a 1 year term.

ARTICLE III: ELECTION PROCEDURES

1. The President, First Vice President, Second Vice President, and Council Member shall be elected for 2-year terms at an Annual Business Meeting of the Association.
2. The President will be the election chairperson.
3. The Second Vice President and Council Member will be elected in that order and before the area caucus for election of directors.
4. Procedure in the above election:
 - a. Nominations shall be accepted by the President from any qualified delegate.
 - b. In a contested election, those nominated will be required to leave the place of meeting.
 - c. Those nominated will be requested one at a time, to speak to those assembled, explaining their views, plans or qualifications, for a time of not over 10 minutes, then again leave the room.
 - d. The election chairman will conduct a secret ballot by the qualified delegates and the results announced.

ARTICLE IV: TERM OF OFFICE

1. The term of office for the President, First Vice President, Second Vice President, and Council Member of the Association will be two years and will not exceed two consecutive terms unless approved by a 2/3 majority vote of the official voting delegates at an Annual Business Meeting.
2. The duties of these officers shall be those normally ascribed to such officers.
 - a. The President's primary duties shall be to organize and conduct regularly scheduled meetings, represent the Association at public and legislative meetings, be the spokesman for the Nevada Association, and such other duties as may occur.
 - b. The First Vice President's primary duties shall be to assist the President in the duties and obligations of the office and such other duties as may be assigned. They shall lead organizing an Annual Business Meeting and make sure a budget is prepared for NvACD for the upcoming year.
 - c. The Second Vice President's primary duties shall be to liaison with the Conservation Districts and serve as a liaison to the CD's if the Council person needs a quick answer while at a national or regional meeting.
 - d. The Council Member's primary duties shall be to represent the Association and the Conservation Districts as the Nevada board member for the National Association of Conservation Districts at such meetings as are assigned and authorized by these by-laws.
 - e. In the event an officer resigns, or is unable to act, the remaining Board members shall appoint a new officer to serve out the remaining term of the respective office.

ARTICLE V: MEETINGS

1. An annual business meeting of the Association shall be held every year with efforts to hold the meeting during the months of October or November. The voting delegates at the previous annual meeting will be consulted on the day and place. In election years, the annual business meeting will be held after the first 10 days of November to allow newly elected supervisors to attend.
2. At the annual business meeting an option will be provided for virtual attendance, if feasible. A majority of voting delegates present in person or by virtual means will constitute a quorum for transacting business except for changing the Articles of the Association or By-laws, which will follow ARTICLE VII of these by-laws. All meetings of the membership of the Association shall be open to all District supervisors and staff and such other individuals as are declared eligible to attend, including members of the State Conservation Commission and their duly authorized representatives. All meetings shall be conducted in the spirit of *Robert's Rules of Order* (revised).
3. The Association Officers and the Area Directors shall hold a regular Annual Business meeting each year in conjunction with either an area meeting (as described in Article II and Article VI) or a yearly coordination meeting with the Conservation Districts Program.
4. The President or Board of Directors may call regular or special meetings of the Board of Directors. The meeting shall be open to all members of the Association and all Conservation Districts, and a majority of the Board of Directors present in person or by virtual means, shall constitute a quorum for transaction of business.
5. The Nevada Association of Conservation Districts will provide representation at the National Association of Conservation Districts annual meeting and regional meetings by the NvACD Council Member and an alternate, if feasible, or if the Council Member cannot attend. The alternate to the Council Member will be the President or First Vice-President, selected at an annual business meeting.

ARTICLE VI: COORDINATION MEETINGS WITH AREAS AND THE CONSERVATION DISTRICT PROGRAM

The Association will hold at least one area meeting annually on a rotating basis among the three areas. If for some reason it is determined an area cannot fulfill the obligation to hold the meeting the next area in rotation would be given the opportunity to hold an area meeting. These meetings will be held prior to the annual business meeting. The Association will assist the Area Director in-line to hold the Annual Area meeting with setting up the time and place for the meeting in this area and will notify each member district in the area at least two weeks in advance but striving for at least a month's notice. The annual area meeting will provide the opportunity for each member district within the area to showcase their districts accomplishments, either by project tours or presentations. In addition to such other business as may come before the group, time will be allocated to hold a Local Work Group discussion, if desired by the area districts, to confirm area resource concerns and management priorities and practices. These area priorities will then be provided to the NRCS State Technical Advisory Board. In an election year each area will develop a list of potential nominees to be considered during the annual Association business meeting to include one or more nominees for each of the following offices, as applicable: Second Vice President, NACD Council Member, recommendation to the Governor for the State Conservation Commission, and Area Directors.

Meetings may be held by conference call or video conference and as a last resort by email.

ARTICLE VII: AMENDING PROCEDURES

By-laws or Articles of Association may be amended by two-thirds (2/3) vote of Conservation District voting delegates and Board of Directors present in person or by virtual means (including email as a last resort) at any regular meeting of the Association or at any special meeting of the membership called for that purpose.

ARTICLE VIII: FISCAL POLICIES

The following guidelines for attendance at meetings including but not limited to those following shall be:

- Annual State Association Business Meeting
 - Southwest Regional of NACD
 - Board Meetings of NACD
 - National Association Meeting
 - Special Meetings as called by the President or Directors of Areas
 - Area Meetings of NvACD
 - Other meetings as directed by the President or Board of Directors
1. The Association pays only for the individuals authorized by these by-laws or the President. Any expense for additional persons attending the meeting will be borne by that attending delegate.
 2. Registration fees will be paid at least 30 days prior to the meeting, if feasible.
 3. Air transportation will be the most economic rate, and reservations will be made at least 30 days prior to departure to take advantage of optimal rates, if feasible.
 4. The use of rental cars is not authorized unless there is no public transportation available to the meeting site. Exceptions must be approved prior to departure.
 5. Use of private owned vehicles will be reimbursed at the current State of Nevada rate but will not exceed the cost of airline fare.
 6. Per Diem will be based upon Nevada State Statutes for in state and out of state travel.
 7. The Association President must approve any additional expenses by the delegate prior to leaving for the meeting.

ARTICLE IX: TREASURER

NvACD shall retain a Treasurer to oversee the financial operations of the Association. This position may be a paid or volunteer position; it may be combined with an Administrative Assistant position. The Treasurer is responsible to the Board of Directors but will not serve as an officer on the Board of Directors.

ARTICLE X: COMMUNICATIONS AND OUTREACH

NvACD may retain a Communications and Outreach position. This position may be a paid or volunteer position. The Communications and Outreach position is responsible to the Board of Directors but will not serve as an officer on the Board of Directors.

ARTICLE XI: EXECUTIVE DIRECTOR

NvACD may retain an executive director with duties as prescribed by the Board of Directors to fit the needs of the Association and its member districts.

ARTICLE XII: CONSERVATION DISTRICTS ANNUAL INVESTMENT FEE

It is incumbent upon all Districts to pay their fair share of the expenses of running the Association, supporting the activities and attending the required meetings. Therefore, Conservation District's Annual Investment fee will be set annually at the annual business meeting.

The Annual Investment fee for supporting the Association are due and payable either by September 30 of each year or before the annual business meeting. In order for a District to have a voting delegate and be able to vote at an annual business meeting, the district must have paid their current investment fee and must have designated a District supervisor as the voting delegate at a regular meeting of the Conservation District.

- ** Amended October 28, 2004 @ the annual meeting in Minden, NV
- ** Amended October 22, 2008 @ the annual meeting in Jackpot, NV
- ** Amended November 6, 2013 @ the annual meeting in Elko, NV
- ** Amended November 16, 2016 @ the annual meeting in Las Vegas, NV
- ** Amended November 8, 2017 @ the annual meeting in Minden, NV
- ** Amended July 28, 2025 @ the monthly board meeting held virtually.