

ARTICLE ONE

Name, Place and Bylaws

1.1 The Name: The name of the organization is the Nevada Commission on Mentoring (“NCOM” or “Commission”).

1.2 Place: The principal office of the Commission will be at the Nevada Department of Education, 700 East 5th Street, Carson City, NV 89701.

1.3 Bylaws: These bylaws are adopted pursuant to NRS 385.770(1) and constitute the rules and procedures of the Commission.

ARTICLE TWO

Mission/Purpose/Value Statement

2.1 Mission of NCOM: The mission of NCOM is to carry out the Commission’s duties as prescribed by NRS 385.760-780 and any future amending legislation, should it be approved, in an effort to support and facilitate mentorship programs in Nevada for the purpose of addressing issues relating to education, health, criminal justice and employment with respect to socioeconomically disadvantaged children who reside in Nevada.

2.2 Purpose of NCOM: The purpose of NCOM shall be to support and facilitate mentorship programs in Nevada.

2.3 NCOM’s Core Values: NCOM strives to carry out its mission and purpose with a strong and abiding commitment to promoting diversity, equality, equity, opportunity, civil engagement, and social justice through supporting effective mentorship programs and initiatives in Nevada.

ARTICLE THREE

Membership

3.1 Makeup: NCOM will consist of 13 members. As directed by NRS 385.760, the membership of the Commission shall be comprised as follows:

A. One member appointed by the Governor who is a representative of business and industry with a vested interest in supporting mentorship programs in Nevada.

B. One member appointed by the Governor who represents an employment and training organization located in this State.

C. One member appointed by the Governor who is a resident of a county whose population is less than 100,000.

D. One member who is the superintendent of a school district in a county whose population is 700,000 or more.

E. One member who is the superintendent of a school district in a county whose population is 100,000 or more but less than 700,000.

F. One member, who is not a Legislator, appointed by the Majority Leader of the Senate.

G. One member, who is not a Legislator, appointed by the Speaker of the Assembly.

H. One member, who is not a Legislator, appointed by the Minority Leader of the Senate.

I. One member, who is not a Legislator, appointed by the Minority Leader of the Assembly.

J. Four members appointed by the Commission, one of whom must also be a member of the Juvenile Justice Oversight Commission as established in NRS 62B.600.

3.2 Quorum: Quorum shall be established as provided by NRS 385.770(3). A majority of the members of NCOM constitutes a quorum for the transaction of business. A quorum may exercise any power or authority conferred on the Commission.

3.3 Terms: Initial terms for NCOM members shall be established as prescribed by NRS 385.780(4). Following the initial terms of NCOM members, the terms of each NCOM member shall be served in accordance with NRS 385.760(3).

3.4 Rotation of Terms: There will be no rotation of membership. Commission members may be reappointed for additional terms, provided that no member may serve more than two consecutive terms.

3.5 Membership Roster: An updated membership roster will be maintained and provided to the members upon request.

3.6 Vacancies: Vacancies on the Commission shall be filled in accordance with NRS 385.760(4). Any vacancy occurring in the membership of the Commission must be filled in the same manner as the original appointment not later than 30 days after the vacancy occurs. If a vacancy has not been filled within 30 days after occurrence, NCOM may (but is not obligated to) vote on a proposed member or members to forward to the individual or entity responsible for making the appointment by NRS 385.760. A member appointed to fill a vacancy shall serve as a member of the Commission for the remainder of the original term of appointment.

3.7 Removal for Cause: A member of the Commission may be removed for cause with a 2/3 majority vote of NCOM. Cause for removal shall include felony or misdemeanor criminal activity, malfeasance, unresolvable conflict of interest, dereliction of duty, or any other cause for which public officers may be removed from their office in the State of Nevada. In the event of a member's removal for cause, a vacancy shall occur and shall be filled in accordance with Article 3.6.

ARTICLE FOUR Officers

4.1 Officers: NCOM officers shall be appointed pursuant to NRS 385.770. Officers shall include a Chair, a Vice Chair, and a Secretary.

4.2 Powers and responsibilities of Chairperson: Responsibilities of the Chairperson will include (but not be limited to):

(A) Preside over meetings of the Commission.

(B) Review and approve the agenda for the meetings.

(C) Conduct all NCOM meetings in accordance with Robert's Rules of Order, Newly Revised, and Nevada Open Meeting Law (NRS 241.010 – 241.040 inclusive).

(D) Upon request of a NCOM member, excuse the member from attendance at any NCOM meeting and cause to be noted in the meeting minutes that the Member's absence is excused. The Chairperson may also designate a proxy on behalf of any NCOM member who has been properly excused from attendance at any NCOM meeting, provided that no NCOM member may be represented by a proxy designee for more than two consecutive meetings without the approval of a majority vote of the Commission at a regularly scheduled meeting.

(E) The Chairperson may also designate any NCOM member to preside over any meeting in the event that the Chairperson and Vice-Chairperson are unable to preside.

(F) Serve as Chair of the NCOM Grants and Finance Standing Subcommittee as provided in Article 7.2, and as Chair of the NCOM Strategic Planning Standing Subcommittee as provided in Article 7.4.

4.3 Responsibilities of Vice-Chairperson: In the absence of the Chairperson and when designated by the Chairperson, the Vice-Chairperson will fulfill the duties and responsibilities described in 4.2. The Vice-Chairperson will also serve as Chair of the Bylaws, Rules, and Procedures Standing Subcommittee as provided in Article 7.3.

4.4 Responsibilities of Secretary: The Secretary will generally manage and oversee administrative, reporting, and record-keeping matters for the Commission, including, but not limited to, ensuring meeting minutes are properly recorded, ensuring notice and agenda requirements for meetings are satisfied, ensuring compliance with all reporting requirements, and attending to other administrative matters as necessary.

4.5 Manner of Election/Terms: The Chairperson, Vice-Chairperson, and Secretary will be elected for a one-year term as set forth in NRS 385.770(1), and a new election for Chairperson, Vice-Chairperson, and Secretary will occur at the first meeting of each calendar year.

ARTICLE FIVE

Meetings

5.1 Meeting Schedule: NCOM shall meet as prescribed in NRS 385.770(2). The Commission shall meet at least once each calendar quarter and at other times at the call of the Chair or a majority of NCOM members.

5.2 Attendance at NCOM Meetings: Membership and service on NCOM is voluntary. However, upon agreeing to serve, regular attendance and participation at meetings is required. As provided by NRS 385.760(5), a NCOM member's failure to attend two consecutive meetings of the Commission will result in that member's replacement. An absence that is properly excused pursuant to Article 4.2(D) of these bylaws, including, but not limited to, an excused absence resulting from a member's illness, medical emergency, or other unforeseen circumstance, does not constitute a failure to attend, and such excused absences will not result in replacement or removal of a NCOM member. All other unexcused absences constitute a failure to attend. In addition to the provisions of NRS 385.760(5) requiring the replacement of a NCOM member for unexcused absences, such unexcused absence at two consecutive meetings will also constitute grounds for removal for cause in accordance with Article 3.7.

5.3 Notice of Meetings: Notice of the time and place of NCOM meetings must be published in accordance with the Nevada Open Meeting Law (NRS 241.010 – 241.040 inclusive).

5.4 Meeting Agenda: The NCOM Chairperson will approve the meeting agenda with input from the NCOM members.

5.5 Voting: Each member and officer will have one vote on every issue submitted to a vote of NCOM. Proxies will be allowed pursuant to the parameters outlined in Article 4.2(D) of these bylaws.

5.6 Action Without a Meeting: NCOM may not take any action outside of a meeting in accordance with Nevada Open Meeting Law (NRS 241.010 – 241.040 inclusive), but may, by a majority vote of the Commission at a regularly scheduled meeting, authorize members or a subcommittee or working group to act on its behalf when such action is consistent with the Nevada Open Meeting Law, the provisions of NRS 385.760 – 385.780 (inclusive), and these bylaws.

5.7 Minutes: Minutes shall be prepared and made available to the public consistent with NRS 241.035 and all relevant provisions of Nevada law.

5.8 Special Meetings: Any special meetings of NCOM shall be in accordance with Nevada Open Meeting Law (NRS 241.010 – 241.040 inclusive).

ARTICLE SIX

Governance and Responsibilities

6.1 General Powers, Roles, and Responsibilities: All powers of NCOM will reside with the whole NCOM. NCOM may, by a majority vote at a regularly scheduled meeting, authorize a standing subcommittee or other duly formed subcommittee or workgroup to carry out the duties

or responsibilities of the Commission in accordance with these bylaws and as set forth in NRS 385.760 – 385.780 (inclusive). Such duties and responsibilities of NCOM shall include:

A. Establish model guidelines and parameters for existing mentorship programs, including, without limitation:

(1) The development of a model management plan setting forth guidelines for the operation of mentorship programs and strategic goals and benchmarks to measure the success of a mentorship program.

(2) The process for identifying children in need of mentorship and geographic areas of need within this State. Such a process must include, without limitation, consideration of children who:

(I) Are disproportionately at risk of being deprived of the opportunity to develop and maintain a competitive position in the economy.

(II) Are disproportionately at risk of failing to make adequate yearly progress in a school in this State.

(III) Have been involved with the system of juvenile justice in this State, either as a victim or as an offender.

(IV) Have been involved with the criminal justice system, either as a victim or as an offender.

(V) Are in the child welfare system.

B. Develop a model financial plan that provides for the sustainability and financial stability of mentorship programs, including, without limitation:

(1) The development of a resource plan to provide for diversified fundraising.

(2) The identification of potential sources of revenue to fund the hiring of the coordinator for mentorship programs in this State, as required by paragraph (e).

(3) The identification of potential sources of revenue to fund the hiring of administrative support staff for mentorship programs in this State.

(4) The development, in coordination with the Office of Grant Procurement, Coordination and Management of the Department of Administration of a plan for seeking gifts, grants, donations and contributions from any source for the purpose of carrying out a mentorship program.

(5) The identification of potential strategic private partners to assist in the implementation and continuation of mentorship programs.

(6) The development of public relations and marketing campaigns for the purpose of increasing public awareness regarding existing mentorship programs and the value of mentorship programs.

C. Develop model protocols for the recruitment, screening, training, matching, monitoring and support of mentors.

D. Develop model protocols for the effective management of mentors, mentees and matches under mentorship programs, including, without limitation, protocols for the introduction of a mentor to a mentee and closure of the relationship between a mentor and a mentee.

E. Within the limits of legislative appropriations, employ a coordinator for mentorship programs in this State. The Commission shall work in consultation with the Department of Education to provide direction and guidance for the coordinator, as provided by NRS 385.780(e).

F. Within the limits of legislative appropriations, develop a competitive grants program to award grants of money to mentorship programs in this State. In coordination with the Office of Grant Procurement, Coordination and Management of the Department of Administration, the Commission shall:

(1) Administer the grants program;

(2) Establish guidelines for the submission and review of applications to receive grants from the program; and

(3) Consider and approve or disapprove applications for grants from the program.

6.2 Parliamentary Authority: All NCOM meetings shall be governed by Robert's Rules of Order, Newly Revised, the latest revision of which has been in publication for at least two years, and Nevada Open Meeting Laws (NRS 241.010 – 241.040 inclusive).

ARTICLE SEVEN

Standing Subcommittees, Other Subcommittees, and Workgroups

7.1 The Commission will establish Subcommittees or Workgroups as necessary. All Subcommittee or Workgroup meetings shall be conducted in accordance with Nevada Open Meeting Law (NRS 241.010 – 241.040 inclusive).

7.2 NCOM Grants and Finance Standing Subcommittee: In accordance with NRS 385.770(4)(a), there is hereby established the NCOM Grants and Finance Standing Subcommittee, comprised of the NCOM Chairperson and at least two additional voting NCOM members, elected by the Commission by a majority vote at a regularly scheduled meeting. The NCOM Chairperson shall serve as Chair of this subcommittee. The Grants and Finance Standing Subcommittee is authorized to carry out the duties of the Commission enumerated in NRS 385.780, including, but not limited to, the Commission's responsibilities to identify and develop sources of grant funding and other sources of revenue set forth in NRS 385.780(1)(b) and 385.780(1)(f), provided that any action taken by the subcommittee must be approved by the Commission by a majority vote at a regularly scheduled meeting of the Commission.

7.3 NCOM Bylaws, Rules and Procedures Standing Subcommittee: In accordance with NRS 385.770(4)(a), there is hereby established a NCOM Bylaws, Rules, and Procedures Standing Subcommittee, comprised of the NCOM Vice-Chairperson and at least two additional voting NCOM members, elected by the Commission by a majority vote at a regularly scheduled meeting. The NCOM Vice-Chairperson shall serve as Chair of this subcommittee. The Bylaws, Rules, and Procedures Standing Subcommittee is authorized to draft and propose amendments to these bylaws in accordance with NRS 385.770(1), provided that any such proposed amendments shall not take effect except in accordance with Article 8.1 of these bylaws.

7.4 NCOM Strategic Planning Standing Subcommittee: In accordance with NRS 385.770(4)(a), there is hereby established the NCOM Strategic Planning Standing Subcommittee, comprised of the NCOM Chairperson and at least two additional voting NCOM members, elected by the Commission by a majority vote at a regularly scheduled meeting. The NCOM Chairperson shall serve as Chair of this subcommittee. The Strategic Planning Standing Subcommittee is authorized to carry out the duties of the Commission enumerated in NRS 385.780, including, but not limited to, the Commission's responsibilities to establish model guidelines and parameters for existing mentorship programs as provided in NRS 385.780(1)(a), provided that any action taken by the subcommittee must be approved by the Commission by a majority vote at a regularly scheduled meeting of the Commission.

ARTICLE EIGHT Amendments

8.1 Bylaw Amendments. These Bylaws may be amended by a majority vote at a regular or special meeting of the Commission.