**Meeting Minutes**

**(DRAFT)**

**Nevada State Emergency Response Commission (SERC)**

**Bylaws Committee Meeting**

**Thursday, February 22, 2024 – 10:00am**

1. **CALL TO ORDER**

David Sellen called the meeting to order at 10:01am.

1. **ROLL CALL, CONFIRM QUORUM, AND INTRODUCTIONS**

Role was taken of members and a quorum was present.

1. **PUBLIC COMMENT**

Mr. Sellen called for public comment. There was none.

1. **APPROVAL OF MARCH 10, 2023, MINUTES**

Richard Brenner made a motion to approve the March 10, 2023, Bylaws Committee meeting minutes. Eric Santos seconded the motion which was approved unanimously.

1. **REVIEW ANY EXCEPTIONS FOUND BY SERC STAFF IN THE DOCUMENTS SUBMITTED BY THE LOCAL EMERGENCY PLANNING COMMITTEES (LEPCs) TO STAY IN COMPLIANCE WITH SERC POLICIES – MEMBERSHIP LIST AND BYLAWS**

Brandilyn Baxter shared the documents containing all seventeen LEPCs Membership Lists and Bylaws that were submitted to SERC by 1/31/2024.

Mr. Santos made a motion to approve all seventeen LEPC Membership Lists and Bylaws. Amanda Windes seconded the motion which was approved unanimously.

1. **UPDATE SERC BYLAWS FOR COMPLIANCE**

Mr. Sellen stated that all changes and updates were made to the SERC Bylaws, last year in 2023. Mr. Sellen asked for any updates or comments regarding the SERC Bylaws. Mr. Brenner noted he hasn’t heard of any changes to the SERC Bylaws.

Mr. Santos commented that the Bylaws Committee was mentioned as a subcommittee on the agenda rather than a committee. Mr. Brenner asked Ms. Baxter if there were any NAC’s or NRS’s regarding verbiage. Ms. Baxter stated she was unaware of any statutes that mentioned committee names, and this would be corrected on the agenda moving forward for next year.

Mr. Brenner asked Laurie Ginn if a motion should be made to approve the SERC Bylaws. Ms. Ginn stated since no changes were made to just accept the SERC Bylaws as they are. Mr. Brenner made a motion to approve the SERC Bylaws. Mr. Santos seconded the motion. All agreed no changes are needed to the SERC Bylaws. The motion was approved unanimously.

1. **PUBLIC COMMENT**

Mr. Sellen called for public comment.

Mr. Brenner commented on Mr. Sellen as a Chair for this committee for running it smoothly. Mr. Brenner thanked Ms. Baxter and her Assistant for their hard work.

Ms. Baxter thanked the committee for their patience as SERC is still learning as a Team.

1. **ADJOURNMENT**

Mr. Santos made a motion to adjourn the meeting at 10:55am. Ms. Windes seconded the motion which was approved unanimously.