

**STATE OF NEVADA
COMMITTEE TO REVIEW SUICIDE FATALITIES
BYLAWS**

ARTICLE 1 – AUTHORIZATION AND PURPOSE

1.1 Authorization

The Committee to Review Suicide Fatalities is authorized by Nevada Statute (NRS) Chapter 439.5102.

1.2 Purpose

Per NRS 439.5106 Section 1 and 2, the Committee shall:

- (a) Except as otherwise provided in this paragraph, shall adopt a written protocol setting forth the suicide fatalities in this State which must be reported to the Committee and screened for review by the Committee and the suicide fatalities in this State which the Committee may reject for review. The Committee shall not review any case in which known litigation is pending.
- (b) May review any death which the Committee determines may assist in suicide prevention efforts in this State.
- (c) May establish differing levels of review, including, without limitation, a comprehensive or limited review depending upon the nature of the incident or the purpose of the review.
- (d) Review suicide fatalities in this State to determine trends, risk factors and strategies for prevention;
- (e) Determine and prepare reports concerning trends and patterns of suicide fatalities in this State;
- (f) Identify and evaluate the prevalence of risk factors for preventable suicide fatalities in this State;
- (g) Evaluate and prepare reports concerning high-risk factors, current practices, lapses in systematic responses and barriers to the safety and well-being of persons who are at risk of suicide in this State; and
- (h) Recommend any improvement in sources of information relating to investigating reported suicide fatalities and preventing suicide in this State.

ARTICLE 2 – MEMBERS AND STRUCTURE

2.1 Structure, the Committee is organized based on NRS 439.5104, as follows:

2.1.1 The Committee must consist of the following 10 members appointed by the Director of the Nevada Department of Health and Human Services (DHHS)

- a) A county coroner or medical examiner or his or her designee;
- b) One person who represents providers of health care;
- c) One person who represents organizations having expertise in suicide prevention;
- d) One person who represents organizations having expertise in the treatment of substance abuse and prevention;
- e) One person who represents mental health agencies;
- f) One person who represents law enforcement;
- g) One person who represents injury prevention;
- h) One person who represents Native American tribes;
- i) One person who represents advocates for individuals and families with mental illness
- j) One person who represents veterans.

2.1.2 The committee shall utilize subject matter experts (SME) to augment the team composition. These SMEs will not have voting powers nor contribute to required quorum requirements to meet open meeting laws. These SMEs will be added to the meeting rosters with a simple majority vote by the voting members of the committee.

2.2 Non-Discrimination

The Committee shall not discriminate in any regard with respect to age, race, creed, color, sex, sexual orientation, marital status, religion, national origin, ancestry, pregnancy, parenthood, custody of a minor child, physical disability, or mental disability.

2.3 Proxies

A member may designate a proxy from the same membership category for any meeting. Advance notice must be given in writing to the Co-Chairs and/or administrative staff for the Committee. Electronic mail is acceptable. Proxies may not represent Committee members for more than 50% of meetings held within a calendar year. Proxies may vote on behalf of the Committee member they represent. SMEs will not be afforded the opportunities for proxies as this is reserved for the members. Additional SME can be approved as needed to cover an SMEs absence.

ARTICLE 3 – OFFICERS AND ELECTIONS

3.1 Officers

The members of the Committee shall elect two Co-Chairs. One Co-Chair shall be elected from the Clark County region, because Clark County represents the largest population base in the state and therefore the largest number of suicide deaths.

3.2 Qualifications and Limitations

Members of the Committee nominated for the office of Co-Chair shall be required to have participated in the suicide death review process. Nominees shall be drawn from the general membership of the Committee.

3.3 Terms of Office

The term of office for each Co-Chair shall be two years. Each officer shall serve until the election of a successor.

3.4 Officer Nominations and Elections

Elections for Committee offices shall be held at the first regularly scheduled meeting falling on or after October 1 at the end of the current officers' two-year term. Elections will be staggered such that only one new Co-Chair is elected each year, while the remaining Co-Chair completes his or her two-year term. A Nominating Subcommittee established by the Committee may nominate candidates for open office positions, or Committee members may make nominations from the floor. Each office shall be voted upon separately. If more than two nominees are selected for a single office, the lowest vote recipient shall be eliminated during each round of voting necessary until only two nominees remain. Nominees for offices who receive a majority vote for the office available shall be declared elected to that office, effective within 30 days of the meeting at which the election occurred.

3.5 Vacancies in Office

Any Co-Chair vacancies during an unexpired term shall be filled by an election of the Committee and the person elected shall hold office for the remainder of the unexpired term of office.

ARTICLE 4 – MEETING ATTENDANCE

4.1 Attendance

Meeting attendance (in person or virtual) is required for each member of the Committee for at least 50% of review and meetings scheduled within a calendar year. Two consecutive absences from regularly scheduled meetings within a calendar year without sufficient or overriding reason will be considered unexcused absences and may constitute grounds for removal from membership. The Co-Chairs determine if absences are excused or unexcused. An excused absence includes, but is not limited to, an unexpected occurrence or emergency with health, family, or employment that would prevent the member from attending the meeting. An unexcused absence includes, but is not limited to, lack of communication (no contact) with one of the Co-Chairs or administrative support staff. Unless an absence is the result of an emergency or unexpected occurrence, members who cannot attend a

regularly scheduled meeting must give prior notice to one of the Co-Chairs or administrative support staff prior to the meeting. This includes naming a proxy as allowed for in Section 2.3 of these bylaws.

4.2 Removal from Membership

When a member has a third unexcused absence within a calendar year, one of the Co-Chairs will send a notification letter to the member that the Committee intends to take action to request removal and replacement of the member at the next regularly scheduled meeting. At that meeting, the member will have an opportunity to refute the action or the Committee will proceed with the removal and replacement process. The removal and replacement process shall be a simple majority vote to recommend the removal of the member and request that a replacement be appointed by the Director of the Nevada Department of Health and Human Services (DHHS) based on NRS 439.5104.

ARTICLE 5 – MEETING SCHEDULING AND AGENDAS

5.1 Frequency of Meetings

The Committee to Review Suicide Fatalities shall meet at least four times per year. Meetings shall be coordinated by administrative support staff in cooperation with the Co-Chairs. Special meetings of the Committee may be called at any time by the Co-Chairs, and shall be scheduled within 10 days of the request being made.

5.2 Open Meetings

All meetings of the Committee shall comply with the requirements of the State of Nevada Open Meeting Law, contained in NRS Chapter 241. A Public Comment item shall be included after each agenda item to allow members of the public to address the Committee.

5.3 Agendas

Agendas shall be developed by administrative support staff in cooperation with the Co-Chairs. Required notification of action items, public comment, and agenda posting shall comply with the requirements of the State of Nevada Open Meeting Law, contained in NRS Chapter 241.

5.4 Closed Meetings

In accordance with NRS 439.5108. Suicide reviews are not subject to the open meeting laws and will be closed to the public and minutes can be recorded as long as the recording is secured in accordance with Nevada Open Meeting Law Manual 10.04. Data from case reviews will be aggregated, deidentified, and individual identifications removed for analysis and reporting.

ARTICLE 6 – QUORUM AND VOTING

6.1 Quorum

A quorum will consist of a simple majority of the statutory members of the Committee (greater than 50%), per the State of Nevada Open Meeting Law definitions contained in NRS 241.015.

6.2 Quorum Present

Voting shall occur only when a quorum is present. A majority vote of the Committee members present (greater than 50%) is required to carry a motion.

6.3 Subject Matter Experts and staff will not be counted as quorum or be allowed to vote on any matter.

ARTICLE 7 – MEETING RECORDS AND MINUTES

7.1 Meeting Records and Minutes

7.1.1 Meeting records shall be maintained by administrative staff based on federal and State record retention requirements.

7.1.2 The case review meetings of the CRSF shall be exempt from the provisions of NRS 241.

7.1.3 Records of the CRSF, including testimony by persons participating in or appearing before the CRSF and deliberations relating to the review of any death/s, shall be confidential and privileged and

shall be protected from direct or indirect means of discovery, subpoena, or admission into evidence in any judicial or administrative proceeding.

ARTICLE 8 - SUBCOMMITTEES

8.1 Appointments of all Permanent and Ad Hoc Subcommittees

The Co-Chairs, in consultation with the Committee members, shall appoint all chairs and members of all subcommittees established by the Committee.

8.2 Powers

Subcommittees appointed by the Co-Chairs shall have power and authority to make decisions only as specifically assigned by a majority of a quorum of the Committee at any regular or special meeting of the Committee. Subcommittee chairs and/or administrative support staff shall be responsible for keeping minutes of subcommittee meetings and reporting on subcommittee activities to the Committee as a whole.

8.3 Removal

The subcommittee chair and/or any member may be removed at the direction of the Co-Chairs or by a majority of a quorum of the Committee at any regular or special meeting of the Committee.

ARTICLE 9 – BUDGET OVERSIGHT

9.1 Budget Subcommittee

A permanent Budget Subcommittee shall be maintained by the Committee in order to work in collaboration with staff from the Office of Suicide Prevention, Division of Public and Behavioral Health to develop biennial budgets for the expenditure of supporting funds.

ARTICLE 10 – REIMBURSEMENT

10.1 Travel and Per Diem

Reimbursement for travel and per diem will follow state GSA guidelines and shall be processed by administrative support staff to the Committee for each eligible member, and drawn from the travel funds budgeted as part of the **NOSPs/Committee's biennial budget**.

ARTICLE 11 – BYLAW AMENDMENTS

11.1 Amendment or Repeal

The Committee Bylaws may be amended or repealed at any regular meeting of the Committee by a majority vote of the quorum, provided that a written notice of proposed change(s) has been submitted to each member at least 10 days before the meeting.

ARTICLE 12 – FUNCTIONS NOT COVERED

12.1 Functions Not Covered by Bylaws

Any necessary functions not specifically covered by these bylaws will be covered by *Roberts Rules of Order, Revised*.

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