



11/01/2016

Nevada Industry Excellence (NVIE) Advisory Board Bylaws

Objectives:

The NVIE Advisory Board advises and assists the NVIE Business Team in advancing the program's mission for assessments, technical assistance and training for Nevada's manufacturers, mining and construction companies to improve their competitiveness and to increase economic development of Nevada. The Board functions solely in an advisory capacity. The objectives of the Board are to advise the NVIE Director and NVIE Business Team by:

- a. Providing advice on NVIE programs, plans, and policies.
- b. Assessing the soundness of NVIE plans and strategies.
- c. Assessing current performance against NVIE program plans.
- d. Advocating and assisting for methods to obtain resources, financial support and interest in NVIE activities from a variety of sources.
- e. Assisting the NVIE Director and Business Team to develop a strategic plan and direction for NVIE.
- f. Assisting the Director as needed with interactions and representation with NVIE constituencies, including private industry, the National Institute of Standards and Technology Manufacturing Extension Partnership (NIST-MEP), the Nevada System of Higher Education, State of Nevada, and other organizations as appropriate.

Membership:

1. The Board will report to the NVIE Director.
2. The Board is comprised of 10-15 members, broadly representative of local stakeholders, appointed by the NVIE Director. Board composition must have a majority of its members comprised of persons representing small to medium-sized Nevada manufacturers (less than 500 employees), however membership may also include other stakeholders such as from educational institutions, or economic development agencies.
3. Members will typically be appointed at the spring meeting of the Board. The NVIE Director will seek diversity in the board's membership including stakeholder entities, geographic locations, and company size. If vacancies occurs, new members may be appointed at any time.
4. The term of office of each member of the Board shall be three years, except that vacancy appointments shall be for the remainder of the unexpired term of the vacancy. Board members may be reappointed to additional terms as deemed appropriate by the NVIE Director.

5. The Advisory Board Chair will be elected by the Advisory Board Members. The Chair will serve three years, under the advisement of the NVIE Director.

6. To insure no conflict of interest, a Board member may not serve as a vendor or provide services to NVIE or have a family member serve as a vendor or provide services to NVIE. Board members may not concurrently serve on more than one MEP center Advisory Board. If any of these situations occurs, a Board member must immediately disclose this information and recuse themselves from service to NVIE Board activities.

Meeting Schedule:

The Board will meet at least three times per year, with dates generally set at the spring meeting. Other meetings may be called by the NVIE Director as deemed necessary. Meetings are planned to accommodate both northern Nevada and southern Nevada with physical attendance (preferred) but attempts will also be made to accommodate interactive video or call-in attendance. The NVIE Director will designate a staff member to record the minutes of the meeting and to maintain other records as appropriate.

While there will not be an established quorum necessary to meet, the NVIE Director will reschedule the meeting if sufficient participation is not anticipated based on board members' other obligations. If a quorum is not present, any matter requiring a vote will be postponed until such time that a quorum is present. A quorum is a simple majority of the Board membership. Occasionally an item put to a vote may result in a tie at which time the Board Chair will decide the issue.

Members of the Board are asked to serve without compensation; at the member's request, the NVIE will cover reasonable travel expenses incurred in connection with their attendance and participation on the Board.

These bylaws can be amended as needed by a vote of the Advisory Board with a quorum present, as long as they comply with NIST-MEP requirements of Advisory Board bylaws.

I have acknowledged and agree with the NVIE Advisory Board Bylaws as stated above.

Printed Name

Signature

Date