

Instructions for Completion of Sunset Subcommittee Review Form

The form should be filled out and submitted on-line. It can be found at:

<http://www.leg.state.nv.us/Interim/76th2011/Committee/StatCom/Sunset/?ID=33>

If you can, please also submit the additional information required pursuant to the form electronically to Jeanne Peyton, the Secretary for the Subcommittee, at Jeanne.Peyton@lcb.state.nv.us. If you have material that is not in electronic format, just mail it to Jeanne at the address on this letterhead (Carson City address). Please submit all of the requested information on or before February 3, 2012. When your board or commission comes up for review, you will be notified of the time and place of the meeting, and of any additional information that the Sunset Subcommittee will need for the purposes of the review.

Following is an explanation of the individual items on the form (note that you may submit additional pages if the text boxes do not have sufficient space for your response to an item):

Board of Commission Name: The statutory name of the board or commission

Members' Names: The names of the current members; contact information is not required

Web site Address: The URL for your web site, if you have one

Web site Developer: In addition to indicating the developer, if it was not developed by the Department of Information Technology (DoIT), please indicate whether DoIT approved the web site

Executive Director's Name and Contact Information: Regardless of the title of the position, please provide contact information for the person responsible for the operations of the board or commission

Staff Members' Names: Each employee's name and title

Created by What Authority: Citation to the section or sections of NRS creating the board or commission

Authority to adopt regulations (NRS) and citation to regulations (NAC): Citation to every section or NRS that authorizes or requires the board or commission to adopt regulations and citation to the sections of the Nevada Administrative Code that contain your regulations

Any required regulations that have not been adopted: If a section of NRS or a bill passed by the Legislature requires the adoption of regulations and the board or commission has not adopted regulations yet, cite the statute pursuant to which the adoption of the regulations is mandated

Governing structure of the Board or Commission: Provide a brief description of the governing structure (or submit an organizational chart)

Duties of the Board or Commission: Either summarize the duties or cite to the *specific* sections of NRS that set forth the duties

Dates of the Immediately Preceding Six Meetings: Just indicate the dates of the meetings in this location; the minutes of meetings held in the past year are requested later on the form

Statement of the objectives and programs of the Board or Commission: Provide a brief description of each of the objectives and programs

Statutory tax exemptions, abatements or money set aside for the Board or Commission: Cite to each section of NRS that provides for such an exemption, abatement or set-aside; budget information is requested later on the form

Conclusion concerning the effectiveness of the objectives and programs of the Board or Commission: The board or commission's assessment of the effectiveness of its objectives and programs

Any duplication of services with those offered by another Board or Commission or recommendation for consolidation with another Board or Commission: Regardless of whether the board or commission recommends consolidation, list any services also provided by another board or commission and identify that board or commission; the second part is any recommendations for consolidation, indicating which entity would be the surviving board or commission

Any recommendations for statutory changes which are necessary for the Board or Commission to carry out its objective and programs: If the board or commission has any recommendations, they may be summarized or set forth specifically

In addition, the form indicates that the following information must also be submitted (emailed, if available in electronic format):

1. The operating budget of the board or commission. Please provide the budget for the board or commission for the 2011-2013 biennium.

2. A statement setting forth the income and expenses of the board or commission for at least 3 years immediately preceding the date on which the board or commission submits this form, including the balances of any fund or account maintained by or on behalf of the board or commission. This statement should include all sources of income for the board or commission and expenditures by category, along with current balances of each fund or account.

3. The most recent legislative audit or other audit of the board or commission, and any efficiency studies or constituent or staff surveys conducted in the past 3 years. Audits conducted by the Legislative Auditor may be referenced by number (i.e., "LA10-11"), as they are available on the Legislature's web site. Copies of all other requested documents must be submitted.

4. Any reports required to be filed with the Legislative or Executive Branch over the past 3 years. Please indicate if any reports were filed late or have not been filed. If the report is on the Legislature's web site you may refer to it by number:

<http://www.leg.state.nv.us/Division/Research/Library/Documents/ReportsToLeg/2009-2011/LegislativeReports.pdf>

<http://www.leg.state.nv.us/Division/Research/Library/Documents/ReportsToLeg/2009/2009LegislativeReports.pdf>

Otherwise please provide a copy of the report. Also note whether any were filed late or if any reports required by statute have not been filed.

5. The minutes of any meetings of the board or commission in the past year, if any. If you have held any meetings in the past year, and you have minutes of those meetings, please provide a copy.