



C I T Y O F  
**RENO**  
Memorandum

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**DATE:** June 8, 2026

**TO:** Mayor and City Council

**THROUGH:** Jackie Bryant, City Manager

**FROM:** Tyler Shaw, Agenda Manager  
Cali Shy, Agenda Coordinator

**DEPT:** City Manager's Office

**SUBJECT:** 2026 Board, Commission, and Committee Officer Training

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On May 28, 2026, the City Manager's Office hosted a Board and Commission Officer Training for Chairs, Vice Chairs, and Secretaries serving on City of Reno boards, commissions, and committees.

The training was developed as part of the City's ongoing boards and commissions modernization efforts and was designed to provide officers with the tools, resources, and knowledge necessary to effectively lead public meetings, support Open Meeting Law compliance, and improve overall board operations.

### **Participation and Engagement**

The event was well attended with representation from most of the City's active boards and commissions. Attendees included Chairs, Vice Chairs, and Secretaries from advisory and decision-making bodies across the organization.

Participants were highly engaged throughout the training and contributed thoughtful questions, discussion, and practical examples drawn from their own experiences serving the community. The level of participation demonstrated a strong commitment among board officers to improving meeting effectiveness and strengthening public engagement.

### **Training Topics**

The training focused on several key areas, including:

- The role and purpose of City advisory boards and decision-making boards

- Nevada Open Meeting Law requirements and common compliance challenges
- Roles and responsibilities of Chairs, Vice Chairs, and Secretaries
- Robert's Rules of Order and meeting facilitation techniques
- Managing public comment and maintaining meeting decorum
- Strategies for balancing public participation, board discussion, and meeting efficiency
- Minute preparation requirements and best practices
- Annual report requirements and available resources
- Board officer resources available through [Reno.gov/Boards](https://reno.gov/Boards)

### **Interactive Scenario Exercise**

The training concluded with a facilitated group activity in which participants worked through realistic scenarios involving meeting management, public comment, and Open Meeting Law compliance.

Scenarios included:

- Managing a board member who dominates discussion and prevents balanced participation
- Responding to a disruptive public commenter while maintaining professionalism and decorum
- Identifying and avoiding Open Meeting Law violations involving serial communications and group text discussions

The exercise generated significant discussion among participants and provided an opportunity for officers to apply the concepts covered during the training to situations they may encounter in actual meetings.

### **Next Steps**

The City Manager's Office will continue to expand the resources available to board officers through [Reno.gov/Boards](https://reno.gov/Boards) and incorporate feedback received during the training into future educational materials and workshops. This training will be conducted annually, in February of each year, to align with the board officer election cycles.

The presentation and a training recording will be posted on the City's YouTube page and distributed to all board, commission, and committee officers by June 30, 2026.