

2011-2012 BYLAWS

LAUGHLIN TOWN ADVISORY BOARD

Article I - Name

The name of this board shall be the Laughlin Town Advisory Board, hereinafter referred to as "LTAB", as created by the Clark County Board of Commissioners, pursuant to Clark County Ordinance No.490, dated February 4, 1976 and amended by Ordinance No. 667, dated December 4, 1979. [Ord. 3004, 1 (part), 2003]

Article II - Purpose

The purpose of this advisory board, pursuant to, Nevada Revised Statutes (NRS) 269.576 (4) (a) (b) and County Code, Chapter 3.30, is to assist the Board of County Commissioners in governing the unincorporated town of Laughlin by acting as a liaison between the residents of the town and the Board of County Commissioners and to advise the Board of County Commissioners on matters of importance to the unincorporated town and its residents.

Article III - Members

- A. Members of the LTAB must be qualified electors (they must be qualified to register to vote but do not have to actually be registered) and live within the boundaries of the unincorporated area of Laughlin. (NRS 269.576(1)(a))
- B. Five (5) members shall be appointed by the Board of County Commissioners to serve a two (2) year term, which will begin on the first Monday in January of odd-numbered years and shall serve at the pleasure of the Board of County Commissioners. (NRS 269.576 (1) (b))
 - 1. If a Straw Poll is conducted, it shall be conducted by the Town Manager's Office on the same day, time and place when official voting occurs for the General Election to determine the community's preferences for the five (5) candidates for the LTAB.
 - 2. The voting for the Straw Poll shall be made available to registered voters voting on both the Laughlin early voting day (date determined by the Clark County Registrar of Voters) as well as the regular voting day for the General Election (typically the first Tuesday after the first Monday each November of even numbered years).
 - 3. To successfully accomplish No. 2 above, the deadline for submitting applications to the LTAB must occur prior to the Laughlin early voting day for the General Election as determined by the Clark County Registrar of Voters.

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4. If a “Meet the Candidates Night” occurs, it must occur after the deadline for submitting applications for the LTAB and prior to the Laughlin early voting day.
- C. The provisions of Chapter 3.01 of Title 3 of the Clark County Code on absences of appointed members of boards shall apply to absences of members of the LTAB. The LTAB shall follow the procedure established by the County Manager or his or her designee for the administration of chapter 3.01. [ORD 3632 Amending title 3 of the Clark County Code by adding a new chapter concerning absences of members appointed by the Board of County Commissioners to various boards, commissions, committees, and districts; to amend sections 3.12.020, 10.20.050, and 19.06.050 of the Clark County Code to delete provisions in conflict with the new chapter; and providing for other matters properly relating thereto.]
 - D. Any member may resign his/her appointment by submitting a letter of resignation to the Clark County Board of Commissioners or the Clark County Department of Administrative Services and sending a copy to the Chair of the LTAB and the Laughlin Town Manager.
 - E. When a vacancy occurs, the Laughlin Town Manager’s Office, representing the LTAB and the Clark County Department of Administrative Services, shall provide a public notice to the residents of the opening soliciting applications at least 30 days before the expiration of a term or the filling of a vacancy by mail, newsletter or newspaper. The LTAB may recommend to the Board of County Commissioners a qualified replacement for the position. (NRS 269.576) [Ord. 3004, 1 (part), 2003]
 - F. All LTAB members shall observe the standards of ethical conduct outlined in Clark County Code of Ethics, Chapter 2.42, NRS 281 and the 1st and 2nd Amendatory Resolutions on Ethics adopted by the County Commission on January 4, 2004 and August 16, 2006, respectively and refrain from voting on any item which presents a conflict of interest.
 - G. Each member of the LTAB shall, within the first year of his/her initial term of office, and annually during every subsequent year that he/she serves in office, attend training relating to:
 1. State statutes, regulations, local ordinances, resolutions and regulations concerning land use planning, development and any

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other subject matter that the Board of County Commissioners deems necessary; and

2. The provisions of chapter 241 of NRS (Meetings of State and Local Agencies).
3. All standing committees of the LTAB shall receive annual training in Open Meeting Law, Ethics, duties and responsibilities.

Article IV - Officers

- A. Officers of the LTAB consist of Chair and Vice Chair selected amongst and by the members of the LTAB, and shall be selected to serve a two (2) year term, or at the pleasure of the advisory board, beginning the first meeting in January of odd numbered years. (NRS 269.576) [Ord. 3004, 1 (part), 2003]
- B. The Chair is not eligible to serve a consecutive term of office as chairperson or to serve as Vice Chair for the following term after being the chairperson. (NRS 269.576) [Ord. 3004, 1 (part), 2003] and DA's Opinion.
- C. Officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by this advisory board. (NRS 269.576 (4) (a) (b))
- D. The Chair shall act as presiding officer at all regular and special meetings of the LTAB.
- E. The Vice Chair shall assume the responsibilities of the Chair in his/her absence.
- F. If a permanent vacancy occurs for the position of the Chair or Vice Chair, the LTAB shall select a Chair or Vice Chair from among the members of the LTAB to serve the remainder of the unexpired term.
- G. The Secretary shall be responsible to see that each meeting has been legally noticed and posted pursuant to the Nevada Open Meeting Law (NRS 241).
- H. A clerical employee of Clark County Administrative Services, Laughlin Town Manager's Office, will serve as the Secretary to the advisory board under the supervision of the Town Manager. The Secretary's duties will include but not be limited to agenda preparation, posting, the taking of the minutes, and preparation and distribution in accordance with Nevada Open Meeting Law.

Article V - Meetings

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- A. The LTAB shall hold regular meetings on the second Tuesday of each month and on the last Tuesday prior to Planning Commission and County Commission meetings, unless formally changed to another day of the week, when there are land use items to be discussed. (NRS 241)
- B. All meetings shall be held at the Regional Government Center (RGC), Laughlin, Nevada, commencing at 1:30 P.M., or in the case of an emergency or potential overcrowding, at a similarly convenient location, and properly noticed and posted pursuant to the Nevada Open Meeting Law. (NRS 241)
- C. Any special meeting of the advisory board may be held at the call of the Chair or the Laughlin Town Manager at the time, date, and place posted, pursuant to the Nevada Open Meeting Law. (NRS 241)
- D. Three (3) members of the five (5) member LTAB shall constitute a quorum, and a quorum will be required to conduct any official business of the LTAB. Whenever a member abstains from voting because of a conflict of interest, the necessary quorum to act upon and the number of votes necessary to act upon the matter, as fixed by any statute, ordinance or rule, is reduced as though the abstaining member were not a member of the board. (NRS 281.501.5)
- E. Each person appearing before the LTAB shall receive a fair and impartial hearing based solely on the merits of his/her petition, without regard to race, religion, sex, sexual orientation, age, disability or national origin.

Article VI – Agenda

- A. The Chair shall determine the order of business on the agenda of the regular or special meetings of the board, with the assistance of the board members. The first order of business shall be the approval of the agenda and approval of the minutes of any previous meeting.
- B. All business for consideration shall be included on the agenda. The Chair shall rule as "out of order" the consideration of any matter not on the agenda, or in conflict with the bylaws. If any information or discussion item is introduced at a meeting and action is to be taken thereon, it shall be placed on the agenda for the next regular meeting of the board.
- C. The agenda shall be prepared by the LTAB Secretary, or a clerical employee of the Clark County Administrative Services, Laughlin Town Manager's Office, and posted by 9:00 A.M., three (3) full working days (not counting the meeting date) before the meeting, by the board Secretary or by other staff in the Laughlin Town

Manager's Office, in compliance with the Nevada Open Meeting Law. (NRS 241)

- D. Items can be placed on an agenda by the Board of County Commissioners, Clark County Comprehensive Planning, LTAB Chair, Board Members or Laughlin Town Manager or as required by law. Citizens can request that an item be on an agenda, but whether the item appears on the agenda is at the discretion of the LTAB Chair and the Laughlin Town Manager based on the issue, circumstances, appropriateness and ability of the LTAB to further the issue.
- E. Items for inclusion on the agenda must be submitted to the Secretary at least eight (8) calendar days prior to the scheduled meeting. The Secretary will combine requested items with the Planning & Zoning agenda provided by Comprehensive Planning and post three (3) full working days before the meeting.
- F. Once action is taken on an item, the LTAB shall not re-hear the item unless there is (1) a timely request for rehearing (within five days by a member voting in the majority); (2) a change of circumstance; or (3) sufficient passage of time that it is reasonable to revisit the item.

Article VII - Committees

- A. Permanent standing committees, hereinafter referred to as "Committees" shall be appointed by the LTAB at a regular public meeting the first meeting in February of each year. One LTAB member will serve on each Committee and as Co-Chair with another member of the committee chosen by its members. Neither Co-Chair is required to have served previously on that Committee if chosen by its members.
- B. Appointments to various Clark County committees representing the LTAB shall be made by majority vote of the board.
- C. The following Committees shall be recognized as permanent standing Committees:

- *Community Development*

Purpose Statement: The Community Development Committee is committed to supporting Laughlin business. The focus of the committee is to retain and expand community businesses, to continually enhance the quality of life for Laughlin residents, and to assist in attracting new business to Laughlin.

- *Parks & Recreation*

Purpose Statement: The Parks and Recreation Committee's purpose is to assist park staff and deliver clear concise recommendations of quality of life enhancements of the local park system to and/or at the direction of the LTAB.

- *Public Safety*

Purpose Statement: It is the purpose of the Public Safety Committee to partner with Clark County law enforcement, safety agencies and Public Works to assist in providing public safety for our community, remain vigilant to issues within our community which may have an adverse affect on our public safety, and provide a working platform for members of the community to openly address safety issues and suggest possible remedies as they arise.

- *Public Works*

Purpose Statement: The purpose of the Public Works Committee shall be to enhance the capabilities of the Clark County Department of Public Works in providing services to Laughlin. Mission objectives shall include observing the Clark County Public Works activities on-going within Laughlin, reviewing issues and on-going work orders at the monthly committee meeting, observing and reporting potential Public Works discrepancies to the committee's point of contact, and interfacing with Public Works management concerning open work orders.

- *Social Services*

Purpose Statement: The purpose of the Social Services Committee shall be to identify and address health, education and quality of life issues for the residents of Laughlin. Purpose objectives shall include establishing and maintaining a personal health quick reference program to assist first responders to home medical calls, reviewing and assessing the needs of Laughlin residents who cannot pay for paramedic and ambulance services, establishing and maintaining a Laughlin Social Services Resource Directory, and reviewing and assessing the diverse needs of the population of Laughlin.

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- D. Standing and special committees exist to provide the LTAB with clear, concise recommendations. The board may assign tasks, refer matters for consideration, and set priorities for any committee.
- E. Special committees may be appointed by the LTAB at a regular or special public meeting as the LTAB deems appropriate.
- F. Standing and special committees shall meet in regular sessions once a month, with such prior exceptions as the LTAB deems appropriate, and report recommendations to the LTAB as an agenda item at a public meeting.
- G. Should a member, during the annual term of the committee, be absent from three (3) meetings the committee shall have an agenda item to discuss the member's attendance and may recommend the LTAB take appropriate action.
- H. Reports lasting no longer than five (5) minutes on other areas of interest such as schools, libraries, and special events shall be on the agenda as requested by the Chair.
- I. Regular meetings of Committees shall be held in the same location as regular meetings of the LTAB unless otherwise posted.
- J. Persons wishing to be appointed to a Committee must apply. Applications forms are available at the Laughlin Town Manager's Office at 101 Civic Way, Laughlin, NV, or online at the following website: http://www.Clarkcountynv.gov/Depts/admin_services/Laughlin/Pages/Forms_Original.aspx.
- K. Announcements and agendas for all Committees shall be posted in the same manner as posted for the LTAB.
- L. Each Committee shall have no more than seven (7) and no less than three (3) members, including the Co-Chairs. Alternate members shall not count toward the requirement for a quorum, but shall count toward satisfying the requirement for a quorum when sitting for an absent member. As any absence at a meeting occurs, alternate members shall be granted voting status in order of their assigned seniority. Only members, or alternate members sitting for an absent member, may vote in committee proceedings.
- M. It is the express intent of the LTAB to make members of the public feel comfortable attending meetings of the Committees. Committee Chairs shall establish a seating arrangement conducive to public participation.

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- A. All voting procedures shall be in accordance with the adopted Board of Clark County Commissioner Rules of Procedure, except as otherwise outlined in these bylaws.
- B. Roll call votes may be requested by the Chair or any other board member for purposes of clarification.
- C. The Chair of the LTAB shall have the same right as any other board member to initiate a motion, question, or debate, and vote on a motion.
- D. A motion shall have a "second" before the motion may be put to a vote.

Article IX - Amendments

Amendments to the bylaws may be proposed at any regular meeting and voted upon at any succeeding meeting, provided that at least a majority affirmative vote of the total LTAB membership be required for adoption of any such amendment.

Amended and adopted by the Laughlin Town Advisory Board, this 14th day of June, 2011.

By:

Attest:

Janet Barela, Chair

Leslie Uncel, Town Secretary

Candice FitzGerald, Vice Chair

Michael A. Bekoff, Board Member

Rosemary Munger, Board Member

James Vincent, Board Member