

## BYLAWS FOR 2015-2016

### SEARCHLIGHT TOWN ADVISORY BOARD

#### Article I – Name

The name of this board shall be the Searchlight Town Advisory Board, as created by the Clark County Board of Commissioners, pursuant to Clark County Ordinance No. 662, dated December 4, 1979.

#### 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 Searchlight 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 Searchlight Town Advisory Board 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 Town of Searchlight [NRS 269.576(1)(a)].
- B. Five (5) members shall be appointed by the Board of County Commissioners to serve two (2) year terms, which expire 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(c) and .2].
- C. If a Straw Poll is conducted, it shall be conducted by the Town Advisory Board utilizing the Laughlin Town Manager's Office or the Searchlight Town Liaison during, but separate from, the General Election to determine the community's preferences for the five (5) candidates for the Searchlight Town Advisory Board.
- D. Should a member neglect to attend three (3) meetings without cause, the town advisory board may consider recommending to the Board of County Commissioners replacement of that member.
- E. Any member may resign his/her appointment by submitting a letter of resignation to the Clark County Board of Commissioners and sending a copy to the Chair of the Searchlight Town Advisory Board and the County Liaison.

- F. When a vacancy occurs, the advisory board shall post a public notice of the opening, soliciting applications. The Searchlight Town Advisory Board may recommend to the Board of County Commissioners a qualified replacement for the position. The Clark County Department of Administrative Services, representing the Board of County Commissioners, shall provide public notice of the expiration of the term of a Searchlight Town Advisory Board member and any vacancy on the Town Advisory Board to the residents of Searchlight by mail, newsletter or newspaper at least thirty (30) days before the expiration of the term or filling the vacancy. NRS 269.576.3; [ORD.3004, 1 (part), 2003]
- G. All Searchlight Town Advisory Board members shall observe the standards of ethical conduct outlined in the Clark County Code on Ethics, Chapter 2.42, NRS 281 and the Amendatory Resolutions on Ethics adopted by the Clark County Commission on January 4, 2004 and August 16, 2006, respectively, and shall refrain from voting on any item that presents a conflict of interest.
- H. Each member of the Searchlight Town Advisory Board shall, at least once during the first year of his/her initial term of office and at least once 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 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).

#### Article IV – Officers

- A. Officers of the Searchlight Town Advisory Board shall consist of Chair and Vice Chair, and shall be selected to serve a two (2) year term, 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 advisory board.

- E. The Vice Chair shall assume the responsibilities of the Chair in his/her absence. If a permanent vacancy occurs for the position of the Chair, the advisory board shall select a Chair from among the members of the advisory board to serve the remainder of the unexpired term. NRS 269.576
- F. 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 of the advisory board may also be an independent contractor who shall perform the duties stipulated by any contractual agreement and such duties as assigned. The secretary's duties will include but not be limited to agenda preparation, posting, and the taking of the minutes, its preparation and distribution in accordance with Nevada Open Meeting Law.

#### Article V – Meetings

- A. The Searchlight Town Advisory Board shall hold regular meetings on the Wednesday prior to Planning Commission and Board of County Commission meetings, unless holidays or other conflicts dictate moving or canceling the meeting dates, and may hold meetings at the end of each month as determined by Clark County Comprehensive Planning for zoning actions as may be required. (NRS 241)
- B. All meetings shall be held at Searchlight Community Center, Searchlight, Nevada, commencing at 6:00 P.M. (NRS 241)
- C. All meetings shall be properly posted under the Nevada Open Meeting Law (NRS Chapter 241) and shall be open to the public. The Secretary shall do complete minutes of the entire advisory board meeting. Any audio or video recording made shall be of the entire meeting. Both minutes and recordings shall be public records and retained as required by the Nevada Open Meeting Law.
- D. Any special meeting of the advisory board may be held at the call of the Chair or the Liaison at the time, date, and place posted, pursuant to the Nevada Open Meeting Law. (NRS 241)
- E. Three (3) members of a five (5) member board, or two (2) members of a three (3) member board, shall constitute a quorum, and a quorum will be required to conduct any official business of the advisory board. 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

- F. Each person appearing before the advisory board shall receive a fair and impartial hearing based solely on the merits of his/her petition, without regard to sex, race, and religion, political party or other irrelevant requirement.

#### 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, and must comply with the Nevada Open Meeting Law. 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 an issue is introduced at the meeting and action is to be taken thereon, it shall be placed on the agenda for the next regular meeting of the board, or on an agenda specified by the board.
- C. The agenda shall be prepared by the advisory board secretary, and posted by 9:00 A.M. three (3) full working days before the meeting, (not counting the meeting day) 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, Town Advisory Board Chair, Town Board member, Town Board Liaison, or as may be 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 Town Advisory Board Chair and Liaison based on the issue, circumstances, appropriateness and ability of the Town Advisory board to further the issue.
- E. Items for inclusion on the agenda must be submitted to the Secretary at least eight (8) working 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 Searchlight Town Advisory Board shall not re-hear the item unless there is 1) a timely request for rehearing (within five (5) 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. Appointments to various Clark County Committees representing the Searchlight Town Advisory Board shall be made at a regular public meeting by majority vote of the board.
- B. The following committees shall be recognized as permanent standing committees:
- **Capital Funds**
  - **Searchlight Heritage Partnership Trails Committee**
- C. The Capital Funds committee shall meet semi-annually on the first Tuesday in June and December each year. All other committees shall meet at least quarterly. The committee shall report to the Town Board on the committee's activities at the monthly meeting of the next Town Board meeting immediately following the standing committee meeting.
- D. All meetings shall be held in a public place and shall be open to the public. Notice of these meetings shall be posted in accordance with the open meeting law with the minutes of said meetings made available as public record. (NRS Chapter 241).
- E. One Town Advisory Board member may serve on each committee and as co-chair with another member of the committee chosen by its members. Should a committee member neglect to attend two (2) consecutive meetings without cause or notification of the committee secretary, the Searchlight Town Advisory Board may consider replacement of that member.

Article VIII – Parliamentary Authority

- 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. The Chair of the advisory board shall have the same right as any other board member to initiate a motion, question, or debate, and vote on a motion.
- C. Roll call votes may be requested by the Chair or any other board member.
- D. A motion must have a "second" before the motion may be put to a vote.

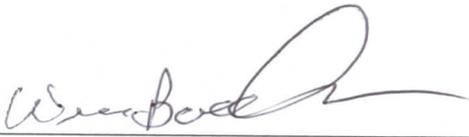
Article IX – Amendments

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 membership is required for adoption of any such amendment.

ADOPTED by the Searchlight Town Advisory Board, March 11, 2015

By:

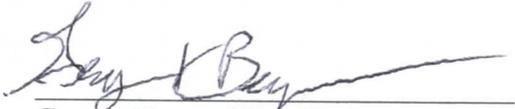
Attest:



William Bodkin, Chair



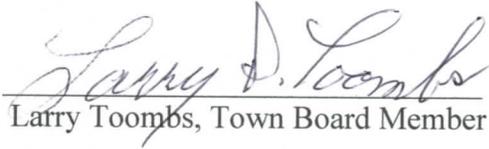
Tammy J Harris, Town Secretary



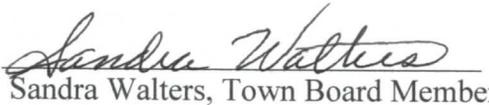
George Beyer, Vice Chair



Ellie Deever, Town Board Member



Larry Toombs, Town Board Member



Sandra Walters, Town Board Member