BYLAWS

MOAPA TOWN ADVISORY BOARD

Article I - Name

The name of this advisory board shall be the Moapa Town Advisory Board as created by the Clark County Board of Commissioners, pursuant to Clark County Ordinance No. 989, adopted on August 19, 1986.

Article II - Purpose

The purpose of this advisory board, pursuant to NRS 269.576 and County Code, Chapter 3.30, is to assist the Board of County Commissioners in governing the unincorporated town of Moapa 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 Moapa 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 Moapa.

B. Five members shall be elected to serve a two-year term, which will begin on the first Monday in January of odd-numbered years.

C. If there are fewer qualified candidates who file for election to the Moapa Town Advisory Board than there are seats on the Moapa Town Advisory Board, the Board of County Commissioners shall appoint as many new members as are necessary to fill the seats left vacant after the election.

D. Any member may resign his/her appointment by submitting a letter of resignation to the Board of Commissioners or the Department of Administrative Services and sending a copy to the Chair of the Moapa Town Advisory Board.

E. When a vacancy occurs, the advisory board shall, at the request of the Department of Administrative Services, post a public notice of the opening soliciting applications and may recommend to the Board of County Commissioners a qualified replacement for the position.

F. All advisory board members shall observe the standards of ethical conduct outlined in NRS 281, Clark County Code of Ethics, Chapter 2.42, and any resolution on Ethics adopted by the BCC, and refrain from voting on any item which presents a conflict of interest.

G. Each member of the Moapa Town Advisory Board shall, at least once during the first year of his/her initial term of office, and annually during every subsequent year that he/she serves in office, attend training pursuant to 3.30.090:

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 shall perform the duties prescribed by these bylaws.

B. Officers of the Moapa Town Advisory Board consist of Chair and Vice Chair selected amongst and by the members of the advisory board, and shall be selected to serve a two-year term, or at the pleasure of the advisory board, beginning the first meeting in January of odd-numbered years.

C. 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.

D. The Chair shall act as presiding officer at all regular and special meetings of the advisory board in accordance with the adopted Board of County Commission Rules of Procedure.

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 advisory board shall select a Chair or Vice Chair from among the members of the advisory board to serve the remainder of the unexpired term, consistent with section IV. C.

G. The Secretary of the advisory board shall ensure that each meeting has been legally noticed and posted pursuant to the Nevada Open Meeting Law.

Article V - Meetings

A. The Moapa Town Advisory Board shall hold regular meetings on the Tuesday prior to Planning Commission and County Commission meetings, unless holidays or other conflicts dictate moving the meeting dates.

B. All meetings shall be held at the Marley P. Robinson Justice Court and Community Center, 1340 E. Highway, commencing at 7:00 p.m. or in the case of an emergency or potential overcrowding, at another location and/or time as determined by the Chair, and properly noticed and posted pursuant to the Nevada Open Meeting Law.

C. The regular meetings of the advisory board shall be held no less than once per quarter at the place, day and hour set forth in Sections A and B above.

D. Any special meeting of the advisory board may be held at the call of the Chair at the time, date and place posted, pursuant to the Nevada Open Meeting Law.

E. Three members of the five 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.

F. The Chair or Vice-Chair will coordinate with the Secretary and County Liaison to ensure actions and reasoning is accurately reported in the minutes.

G. 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 race, religion, sex, sexual orientation, age, disability or national origin.

H. Agendas

1. 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.

2. The advisory board Secretary shall, in accordance with the uniform agenda format provided by the Department of Administrative Services, prepare the agenda in cooperation with the County Liaison and Chair, and post by 9:00 a.m., three full working days (not counting the meeting date) before the meeting in compliance with the Nevada Open Meeting Law.

3. Items can be placed on an agenda by the Board of County Commissioners, Department of Administrative Services, Department of Comprehensive Planning, and any advisory board member, 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 advisory board Chair and the Department of Administrative Services based on the issue, circumstances, appropriateness and ability of the advisory board to further the issue.

4. Non-planning and zoning items for inclusion on the agenda must be submitted to the Secretary at least eight calendar days prior to the scheduled meeting. The Secretary will combine requested items with the Planning & Zoning agenda provided by the Department of Comprehensive Planning and post three full working days before the meeting.

5. Once action is taken on an item, the Town Advisory Board shall not re-hear the item unless there is (1) a timely request for rehearing (within five working 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 VI - 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. A motion need not have a "second" before the motion may be put to a vote as provided for in "A" above.

C. 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.

Amended and Adopted by the Moapa Town Advisory Board, this 11 day of October 2016.

By:

Tim Watkins, Chair

Ryan Udall, Vice-Chair

Jamie Shakespear, Board Member

Sally Wirth, Board Member

Laurellyn Wren, Board Member

Attest:

Janice Ridondo, Northeast Liaison