

APPOINTMENT OF TAB/CAC MEMBERS

Pursuant to NRS 269.576 and Clark County Code 3.32, the Board of County Commissioners appoints three or five members who are qualified electors and residents of the unincorporated town or council area to serve for *two-year terms* as the town advisory board or citizens advisory council.

TAB/CAC members are appointed for two-year terms that expire on the first Monday in January of *odd-numbered years*. Members are selected from candidates who have submitted complete applications. Applications should be submitted to the Clark County Board of Commissioners, County Manager's Office or town secretary, who will forward the applications to the County Manager's Office. *An application form is included under Forms in the Reference section.*

Administrative Services will collect all *applications* and prepare an agenda item for the Board of County Commissioners, including the names of all applicants. The item will be placed on the agenda of the first meeting in January of odd-numbered years for the Board of County Commissioners to appoint TAB/CAC members.

The final decision for *appointments* to the advisory board/council lies with the Board of County Commissioners. The results of any poll or recommendation are advisory and will be considered by the Board of County Commissioners but are not binding. Persons submitting applications that are not part of a poll or recommendation may also be considered for appointment.

New appointees will be *notified* by mail and/or telephone. They will be sent or given at TAB training, an *oath of office* by the County Clerk–Commission Division, which must be signed and notarized and returned to the Clerk's Office. All TAB/CAC members must attend training organized by the Department of Administrative Services.

If a town advisory board or council member wishes to *resign*, he or she should submit a written letter of resignation to the Board of County Commissioners or the County Manager's Office. Once the letter has been received by Administrative Services, the town liaison will notify the town secretary or chair. An announcement may be posted seeking a qualified individual to fill the remainder of the two-year term. (*See sample announcement under Forms in the Reference Section.*) Once sufficient applications have been received, the town liaison will prepare an agenda item, which will be placed on a future agenda for the Board of County Commissioners to fill the *vacancy*.