

# Town Board/Citizen Advisory Council Calendar

*Odd-Numbered Years*

*Even-Numbered Years*

## January

<p>Board of County Commissioners (BCC) appoint TAB/CAC members for two-year term at first meeting of new year <b><u>Agenda Item Required</u></b></p> <p>County staff coordinates orientation and training for all TAB/CAC members and secretaries <b><u>Public Posting by all TABs/CACs Recommended</u></b></p> <p>TABs/CACs elect chair and vice-chair for two-year term at first meeting of new year <b><u>Agenda Item Required</u></b></p> <p>Moapa and Moapa Valley TABs nominate one Board member as the TAB representative on the Moapa Valley Fire Protection District Advisory Board <b><u>Agenda Item Required</u></b></p> <p>TABs/CACs approve yearly meeting calendar at first meeting of new year <b><u>Agenda Item Required</u></b></p> <p>Liaisons provide TAB/CAC members copy of By-Laws for review</p> <p>TABs/CACs introduce By-Laws at first meeting in January to review or revise then <b>POST</b> proposed By-Laws, including yearly meeting calendar, for adoption at second meeting of new year <b><u>Agenda Item Required</u></b></p>	<p>Liaisons provide Ethics Training for all TAB/CAC members prior to the start of first meeting in January</p> <p>County staff coordinate TAB/CAC chair and vice chair meeting</p> <p>TABs/CACs approve yearly meeting calendar at first meeting of new year <b><u>Agenda Item Required</u></b></p>
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## February

<p>Board of County Commissioners (BCC) appoint Moapa Valley Fire Protection District Advisory Board members for two-year term <b><u>Agenda Item Required</u></b></p> <p>County staff coordinate TAB/CAC chair and vice chair meeting</p>	
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## March

TAB/CAC Liaisons send By-Laws with original signatures to County Clerk and a copy to Administrative Services	
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## April

County staff begin preparation for TAB/CAC chair and vice chair meeting in July	County staff begin preparation for TAB/CAC chair and vice chair meeting in July
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## May

## June

County staff begin preparation for all TAB/CAC secretary training in August  Liaisons provide all TAB/CAC secretaries new contract for secretarial services commencing on July 1 and expiring on June 30 for review	County staff begin preparation for all TAB/CAC secretary training in August  Liaisons provide all TAB/CAC secretaries new contract for secretarial services commencing on July 1 and expiring June 30 for review
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## July

Liaisons update TABs/CACs on budget requests from prior fiscal year <b><u>Agenda Item Required</u></b>  County staff coordinate TAB/CAC chair and vice chair meeting  TAB/CAC secretaries return signed contracts to Liaisons	Liaisons update TABs/CACs on budget requests from prior fiscal year <b><u>Agenda Item Required</u></b>  County staff coordinate TAB/CAC chair and vice chair meeting  TAB/CAC secretaries return signed contracts to Liaisons
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## August

<p>TABs/CACs discuss and take public input regarding suggestions for next funding year budget requests <b><u>Agenda Item Required</u></b></p> <p>County staff coordinate training for all TAB/CAC secretaries</p>	<p>TABs/CACs discuss and take public input regarding suggestions for next funding year budget requests <b><u>Agenda Item Required</u></b></p> <p>County staff coordinate training for all TAB/CAC secretaries</p> <p>County staff post formal notice that applications are currently available for 2-year term appointments to TABs/CACs</p>
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## September

<p>TABs/CACs discuss and take public input regarding suggestions for next funding year budget requests <b><u>Agenda Item Required</u></b></p>	<p>TABs/CACs discuss and take public input regarding suggestions for next funding year budget requests <b><u>Agenda Item Required</u></b></p> <p>TABs/CACs make an announcement that applications are available to serve 2-year terms on the TAB/CAC beginning the first BCC meeting of the upcoming year <b><u>Agenda Item Required</u></b></p>
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## October

<p>TABs/CACs finalize and make formal recommendations in regard to next funding year budget requests <b><u>Agenda Item Required</u></b></p> <p>Liaisons provide Administrative Services and Board of County Commissioners cumulative report of TABs/CACs formal budget recommendations by October 30<sup>th</sup></p>	<p>TABs/CACs finalize and make formal recommendations in regard to next funding year budget requests <b><u>Agenda Item Required</u></b></p> <p>Liaisons provide Administrative Services and Board of County Commissioners cumulative report of TABs/CACs formal budget recommendations by October 30<sup>th</sup></p> <p>TABs/CACs make an announcement that specifies when applications are due to serve 2-year terms on the TAB/CAC beginning the first BCC meeting of the upcoming year <b><u>Agenda Item Required</u></b></p>
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## October

	County staff confirms location and speakers for TAB/CAC members and secretaries orientation and training scheduled for January of the upcoming year
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## November

	TABs/CACs make an announcement that specifies when applications are due to serve 2-year terms on the TAB/CAC beginning the first BCC meeting of the upcoming year <b><u>Agenda Item Required</u></b>
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## December

<p>County staff begin preparation for all TAB/CAC members Ethics Training prior to start of first meeting in January</p> <p>County staff begin preparation for TAB/CAC chair and vice chair meeting in January</p>	<p>Liaisons verify information provided by TAB/CAC applicants and present information to County Commissioners for consideration</p> <p>County staff prepares agenda item for first BCC meeting of new year to appoint TAB/CAC members for 2-year terms</p> <p>County staff finalizes schedule for January orientation and training for all TAB/CAC members and secretaries</p> <p>County staff begin preparation for TAB/CAC chair and vice chair meeting in February</p>
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