

## BYLAWS

Per NRS 269.600, "Each town advisory board shall establish bylaws for town meetings and other matters of internal governance." The County Manager's Office also requires that Citizens Advisory Councils adopt bylaws.

Bylaws should contain basic information on the following:

1. Name
2. Purpose
3. Members
4. Officers
5. Meetings (Including Meeting Cancellation Policy)
6. Boards or Committees
7. Parliamentary Authority
8. Amendments

In order to standardize the bylaws for all town advisory boards and citizens advisory councils, a *template* has been designed to include all pertinent information. (*See Forms under References section.*)

With the appointment of new members to the town advisory boards (TAB) and citizens advisory councils (CAC) bylaws must be adopted in each odd numbered year. Town advisory boards and citizens advisory councils are asked to *review* and/or *revise* their bylaws in January and formally adopt the new bylaws in February of odd numbered years. This accomplishes several things. First, it gives new members an opportunity to review meeting procedures. Second, it gives all the members an opportunity to reach consensus in setting a date and time for the meeting.

The adoption of the bylaws is a *two meeting process*. An item must be placed on the January agenda letting the public know that the bylaws will be adopted. The TAB/CAC should discuss the bylaw template at the initial meeting. If changes are made to this template, the bylaws must be reviewed by the DA's office to ensure compliance with NRS. **The proposed bylaws must be posted along with the agenda for the following meeting where the TAB/CAC finalizes the bylaws.**

Bylaws should be adopted by the advisory board/council and filed with the County Clerk-Commission Division and Administrative Services by the *end of March* in odd-numbered years. The adopted bylaws should be signed by all members of the advisory board/council and copies distributed to each member.

Any *changes to the bylaws*, including changing the meeting day and time or changing the posting location requires that an item be placed on the agenda to adopt the new changes. This requires a two-meeting process as discussed above. Signed amended bylaws should also be forwarded to both the County Clerk - Commission Division and Administrative Services.