

2011-2013 BYLAWS

LOWER KYLE CANYON CITIZENS ADVISORY COUNCIL

Chapter 1 Article I- Name

The name of this council shall be the **LOWER KYLE CANYON** Citizens Advisory Council, as created by the Clark County Board of Commissioners, pursuant to **Clark County Ordinance No. 2449**, dated April 4, 2000.

Chapter 2 Article II - Purpose

The purpose of this Citizens Advisory Council, pursuant to **Clark County Code, Chapter 3.32**, is to assist the Board of County Commissioners in governing the unincorporated area of **LOWER KYLE CANYON** 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 area and its residents.

Chapter 3 Article III - Members

- A. Members of the **LOWER KYLE CANYON** Citizens Advisory Council 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 area of **LOWER KYLE CANYON**.
- B. Either three or five members shall be appointed by the Board of County Commissioners to serve a two-year term, which will begin on the first Monday in January of odd-numbered years, and shall serve at the pleasure of the Board of County Commissioners. **(ORD. 720 § 1 (part), 1980)**. [The provisions of chapter 3.01 of title 3 of the Clark County Code on absences of appointed members of boards shall apply to absences of members of the Council. The Council shall follow the procedure established by the County Manager or his or her designee for the administration of chapter 3.01.]
- C. Should a member neglect to attend three consecutive meetings without cause, the Citizens Advisory Council may consider recommending the replacement of that member by the Board of County Commissioners.
- D. Any member may resign his/her appointment by submitting a letter of resignation to the Clark County Board of Commissioners or the Clark County Department of Administrative Services and sending a copy to the Chair of the **LOWER KYLE CANYON** Citizens Advisory Council.
- E. When a vacancy occurs, the Citizens Advisory Council shall, at the request of Clark County 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 council members shall observe the standards of ethical conduct outlined in **Clark County Code, Chapter 2.42** and **NRS 281** and shall refrain from voting on any item that presents a conflict of interest.
- G. Each member of the **LOWER KYLE CANYON** Citizens Advisory Council 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 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 Citizens Advisory Council shall consist of Chair and Vice Chair selected amongst the members of the advisory council, and shall be selected to serve a two-year term, or at the pleasure of the advisory council, beginning the first meeting in January of odd-numbered years. (**NRS 269.0244**)
- B. The Chair is not eligible and shall not succeed him/her self as Chair or serve as Vice Chair for a period of one two-year term.
- C. Officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by this advisory council.
- D. The Chair shall act as presiding officer at all regular and special meetings of the advisory council.
- 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 council shall select a Chair from among the members of the advisory council to serve the remainder of the unexpired term.
- F. The Secretary shall be responsible to see that each meeting has been legally noticed and posted pursuant to the Nevada Open Meeting Law. (**NRS 241**)
- G. The Secretary of the advisory board shall be an independent contractor of the Clark County Department of Administrative Services, a member of county staff or a member of the advisory board who serves without compensation. The Secretary shall perform the duties stipulated by any contractual agreement and such duties asked by the county liaison, the chair or the entire advisory board in consultation with the liaison. Any duties the Secretary performs should not be in conflict with the contractual agreement, county policies of these bylaws.

- H. Although the final employment and contract decisions rests with Clark County, the advisory board may, at the request of the Clark County Department of Administrative Services recommend a qualified resident to fill a contract Secretary position prior to each fiscal year or at the time a vacancy may occur

Article V - Meetings

- A. The **LOWER KYLE CANYON** Citizens Advisory Council shall hold a regular meeting on the second Tuesday of each month, prior to the Planning Commission and County Commission meetings, unless holidays or other conflicts dictate moving the meeting date. A special call meeting **MAY BE** held on the last Tuesday of each month, **ONLY** if a zoning item is to be heard, prior to the Planning Commission and County Commission meetings, unless holidays or other conflicts dictate moving the meeting date.
- B. All meetings shall be held at 4701 N Durango at MT Crest Community Center or, in the case of an emergency or potential overcrowding, at another location as determined by the Chair and properly noticed and posted pursuant to Nevada Open Meeting Law. **(NRS 241)**
- C. Any special meeting of the advisory council may be held at the call of the Chair at the time, date, and place posted, pursuant to the Nevada Open Meeting Law. **(NRS 241)**
- D. Three members of a five-member council, or two members of a three-member council, shall constitute a quorum, and a quorum will be required to conduct any official business of the advisory council.
- E. The regular meetings of the council shall be held no less than once each month at the place, day and hour set forth in Sections A and B, above.
- F. Each person appearing before the advisory council 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.

Article VI - Agenda

- A. The Chair shall determine the order of business on the agenda of the regular or special meetings of the council, with the assistance of the council members. 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 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 council.

- C. The agenda shall be prepared by the advisory council Secretary, under the direction of the Chair, and posted by 9 a.m. three full working days (not counting the meeting date) before the meeting, by the council Secretary or if necessary by a council member, in compliance with the Nevada Open Meeting Law.
- D. Items can be placed on an agenda by the Board of County Commissioners, Clark County Administrative Services, Clark County Comprehensive Planning, Citizens Advisory Council Chair 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 Citizens Advisory Council Chair based on the issue, circumstances, appropriateness and ability of the Citizens Advisory Council to further the issue.
- E. Items for inclusion on the agenda must be submitted to the Secretary at least 8 calendar days prior to the scheduled meeting. The Secretary will combine requested items with the Planning & Zoning agenda provided by Comprehensive Planning and post three full working days before the meeting.
- F. Once action is taken on an item, the Citizens Advisory Council shall not re-hear the item unless there is (1) a timely request for rehearing (within 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.

Chapter 4 Article VII - Committees

- A. Committees may be appointed by the council at a regular public meeting.
- B. Appointments to various Clark County Committees representing the **LOWER KYLE CANYON** Citizens Advisory Council shall be made by majority vote of the council.

Article VIII- Parliamentary Authority

- A. All voting procedures shall be in accordance with the adopted Board of County Commission 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 in A above.
- C. The Chair of the advisory council shall have the same right as any other council member to initiate a motion, question, or debate, and vote on a motion.

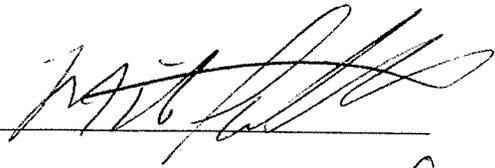
Article IX - Amendments

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 be required for adoption of any such amendment.

Adopted by the **LOWER KYLE CANYON** Citizens Advisory Council,

on this ____ day of April 2011.

By:

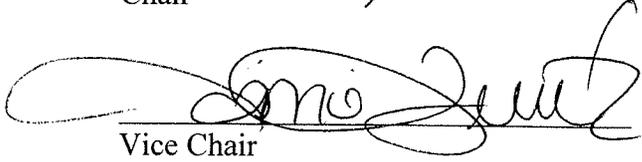


Chair

Attest:



Council Secretary



Vice Chair

Council Member