2015 – 2017 BYLAWS

SANDY VALLEY CITIZENS ADVISORY COUNCIL

Article I – Name

The name of this council shall be the Sandy Valley Citizens Advisory Council, as created by the Clark County Board of Commissioners, pursuant to Clark County Ordinance No. 1405, dated August 5, 1992.

Article II – Purpose

The purpose of this council, pursuant to NRS 269.576 and County Code, Chapter 3.32, is to assist the Board of County Commissioners in governing the unincorporated area of Sandy Valley by acting as a liaison between the residents of the area and the Board of County Commissioners and to advise the Board of County Commissioners on matters of importance to the area and its residents.

Article III – Members

A. Members of the Sandy Valley 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 Sandy Valley.

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. (NRS 269.576)

C. 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 Sandy Valley Citizens Advisory Council. The Sandy Valley Citizens Advisory Council shall follow the procedure established by the County Manager or his or her designee for the administration of chapter 3.01.

D. Any member may resign his/her appointment by submitting a letter of resignation to the Clark County Board of Commissioners or Clark County Department of Administrative Services and sending a copy to the Chair of the Sandy Valley Citizens Advisory Council.

E. When a vacancy occurs, the 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 Sandy Valley 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 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 of the Sandy Valley Citizens Advisory Council shall be a Chair and Vice Chair selected from 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.

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 or upon his/her request. 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 Council shall be an independent contractor of the Clark County Department of Administrative Services or a member of the Advisory Council who serves without compensation. The Secretary shall perform the duties stipulated by any contractual agreement and such duties requested by the county liaison, the Chair or the majority of the Advisory Council in consultation with the

liaison. Any duties the Secretary performs should not be in conflict with the contractual agreement, county policies or these bylaws.

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

Article V – Meetings

A. The Sandy Valley Citizens Advisory Council shall hold regular meetings on the Tuesdays prior to the 3rd Tuesdays of the month, unless holidays or other conflicts dictate moving or canceling the meeting dates.

B. All meetings shall be held at the Sandy Valley Community Center commencing at 7:30 p.m. 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 the 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 goal shall be to hold regular meetings of the Council no less than once each month at the place, day and hour set forth in Sections A and B above; however, the Chair may cancel the meeting if there are no zoning or other items to be heard. When a meeting is cancelled, Council members will be notified as soon as possible after the decision is made.

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, gender identity or expression, 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 Clark County Administrative Services 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, majority vote of the Citizens Advisory Council 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; (3) sufficient passage of time that it is reasonable to revisit the item; or (4) direction from the Planning Commission or Board of County Commissioners.

Article VII – Committees

A. The Advisory Council, at a regularly scheduled meeting, may appoint Advisory Council committees.

B. Appointments to various committees representing the Sandy Valley 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 for 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 is required for adoption of any such amendment.

Adopted by the Sandy Valley Citizens Advisory Council this 10th day of February, 2015.

By:

William Carter, Chair

Attest:

Electra Smith, Secretary

Greg Neff, Vice Chair

Sarah Avila, Council Member

George Odell, Council Member

Wade Schneiderman, Council Member