



*Town Advisory Board (TAB) / Citizens Advisory Council (CAC) Application*

Name of TAB or CAC: \_\_\_\_\_

**General Information**

Applicant Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

**Relevant Affiliations**

Please list below any other committees you are currently serving on. Please list, if applicable, the jurisdiction and term of appointment. If you were appointed by an individual and not by a local jurisdiction please include that information.

**Skills and Experience**

Please provide a brief description of your qualifications; include any special skills, interests, experience or training which you possess that would benefit the work of the above board.

**A resume or letter of interest is REQUIRED. Please attach it to this form.**

*I certify that I am a QUALIFIED ELECTOR, that my primary RESIDENCE is WITHIN THE BOUNDARIES of the TAB/CAC area to which I am applying, and that the information provided is true and accurate to the best of my knowledge.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

You may deliver your signed application to the Clark County Administrative Services Department, 6<sup>th</sup> Floor, Clark County Government Center, 500 South Grand Central Parkway, or mail it to the following address: **Administrative Services Department – 6<sup>th</sup> Floor Attn: Agenda Coordinator, P.O. Box 551712, Las Vegas, NV 89155-1712, or fax it to (702) 455-3558 or email a scanned copy to [mpd@ClarkCountyNV.gov](mailto:mpd@ClarkCountyNV.gov).**

## **TOWN ADVISORY BOARDS/CITIZENS ADVISORY COUNCILS**

Town Advisory Boards (TABs) are formed per Nevada Revised Statutes (NRS) Section 269.576, and Citizens Advisory Councils (CACs) are formed per Clark County Code Section 3.32, to assist the Board of County Commissioners with the decision-making process in supplying public services to the unincorporated towns and areas of the County. Members are appointed by the County Commissioners and are subject to the provisions of the Nevada Open Meeting Law, NRS Chapter 241, and Nevada Ethics in Government Law, NRS Chapter 281.481-551. The final decision for appointments to TABs/CACs 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.

TABs are appointed to represent unincorporated towns that have been created by law to generate area-specific taxes designated for services within the town. CACs are appointed to serve specific areas in the County that fall outside the boundaries of either incorporated cities or unincorporated towns, but because of the proximity of the residents share common concerns. The Board of County Commissioners may appoint either three or five residents to serve as members of a TAB or CAC. The members must meet two criteria: 1) be a qualified elector; and 2) be a resident of the unincorporated town or area encompassed by the TAB or CAC. These members serve without compensation for two-year terms beginning on the first Monday in odd-numbered years, and assist the Board of County Commissioners in the governance of the unincorporated town or council area by acting as representatives of the residents of their town or area.

TABs and CACs are scheduled to hold public meetings at least once a month, usually in the evenings, and make recommendations based on community input on issues pertaining to the town or area such as long-term planning, zoning changes, public works and parks projects; provide input regarding resident concerns and problems to the Board of Commissioners; and disseminate information from the County to the residents of the town or area. TABs and CACs and the communities they serve receive assistance from the staff of the County Manager's Office and other County departments.

## **NEVADA OPEN MEETING LAW**

Persons interested in applying for membership on a TAB/CAC should be aware of the requirements of the Nevada Open Meeting Law under which all TABs/CACs are governed. The Nevada Open Meeting Law, NRS Chapter 241, declares legislative intent that all public bodies (including TABs and CACs) exist to aid in the conduct of the people's business and that it is the intent of the law that the public body's actions be taken openly and their deliberations conducted openly. Any TAB/CAC member who takes action in violation of the Open Meeting Law, with knowledge of the violation, is guilty of a misdemeanor and may be prosecuted. Wrongful exclusion of any person from a meeting of the public body is also a misdemeanor. Any time a majority of TAB/CAC members gather together in a place that has not been legally posted per Open Meeting Law requirements, they cannot discuss or deliberate on an issue over which they have advisory power. It is important that TAB/CAC members understand the impact of such an action. This does not preclude members from gathering together; it does require that they do not discuss or deliberate on town or area business.