2011 – 2013 BYLAWS

MT. CHARLESTON TOWN ADVISORY BOARD

Article I – Name

The name of this board shall be the Mt. Charleston Town Advisory Board, as created by the Clark County Board of Commissioners, pursuant to Clark County Ordinance No. 525, dated March 11, 1977.

Article II – Purpose

The purpose of this board, pursuant to NRS 269.576 and County Code, Chapter 3.30, is to assist the Board of County Commissioners in governing the unincorporated town of Mt. Charleston 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 town and its residents.

Article III – Members

A. Members of the Mt. Charleston Town Advisory Board 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 town of Mt. Charleston (Kyle Canyon, Lee Canyon and Deer Creek.)

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 Mt. Charleston Town Advisory Board. The Mt. Charleston Town Advisory Board 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 Mt. Charleston Town Advisory Board.

E. When a vacancy occurs, the advisory board 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. (NRS 269.576: ORD. 3004 § 1 (part), 2003)

F. All advisory board 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 Mt. Charleston Town Advisory Board 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 Mt. Charleston Town Advisory Board shall be a Chair and Vice Chair selected amongst the members of the advisory board, and shall be selected to serve a two-year term, or at the pleasure of the advisory board, beginning the first meeting in January of odd-numbered years. (NRS 269.576: ORD. 3004 § 1 (part), 2003)

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. (NRS 269.576: ORD. 3004 § 1 (part), 2003)

C. Officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by this advisory board.

D. The Chair shall act as presiding officer at all regular and special meetings of the advisory board.

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 board shall select a Chair from among the members of the advisory board to serve the remainder of the unexpired term. (NRS 269.576)

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, or a member of the advisory board who serves without compensation, and shall perform the duties stipulated by any contractual agreement and such duties assigned by the Chair or by direction of the advisory board, so long as these duties are not in conflict with the contractual agreement or these bylaws.

H. The advisory board 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 Mt. Charleston Town Advisory Board shall hold regular and special call meetings on the Thursday prior to Planning Commission and Board of County Commission meetings, unless holidays or other conflicts dictate moving the meeting dates.

B. All meetings shall be held at the Mt. Charleston Library commencing at 7:00 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 board 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 board, or two members of a three-member board, shall constitute a quorum, and a quorum will be required to conduct any official business of the advisory board.

E. The regular meetings of the board 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 board 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 board, with the assistance of the board 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 board.

C. The agenda shall be prepared by the advisory board 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 board Secretary or if necessary by a board 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, Town Advisory Board 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 Town Advisory Board Chair based on the issue, circumstances, appropriateness and ability of the Town Advisory Board 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 Town Advisory Board 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.

Article VII – Committees

A. The town board, at a regularly scheduled meeting, may appoint town board committees.

B. Appointments to various committees representing the Mt. Charleston Town Advisory Board shall be made by majority vote of the board.

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 board shall have the same right as any other board 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 Mt. Charleston Town Advisory Board, this 30 day of June 2011.

By:

Chair

Vice Chair

Board Member

Board Member

Board Member

Attest:

Kerri Paniagua, Secretary