



ASIAN-AMERICAN PACIFIC ISLANDERS COMMUNITY COMMISSION

Clark County Commission Chambers, Clark County Government Center

500 South Grand Central Parkway

Las Vegas, Nevada 89106

Thursday, September 9, 2021

6:00 p.m.

AGENDA

Note:

- Items on the agenda may be taken out of order.
- The Commission may combine two (2) or more agenda items for consideration.
- The Commission may remove an item from the agenda or delay discussion relating to an item at any time.
- No action may be taken on any matter not listed on the posted agenda.
- Please turn off or mute all cell phones and other electronic devices.
- Please take all private conversations outside the room.
- With a forty-eight (48) hour advance request, a sign language interpreter or other reasonable efforts to assist and accommodate persons with physical disabilities, may be made available by calling (702) 455-3530, TDD at (702) 385-7486, or Relay Nevada toll-free at (800) 326-6868, TD/TDD.
- Supporting material provided to Board/Council members for this meeting may be requested from Gloria Wells at (702) 455-3500.
 - Supporting material is/will also available at the Clark County Department of Administrative Services, 500 S. Grand Central Parkway, 6th Floor, Las Vegas, Nevada 89155.
 - Supporting material is/will be available on the County's website at www.clarkcountynv.gov.

Commission Members:

Craig Valdez, Chairman
Arlene Anita Markthepharack, Vice-Chairwoman
Terry Chi
Son Dao
Christian Giovanni
David Kim
June Monroe
Swadeep Nigam

Nika Simpson
Edelweiss Solano
Hardeep Sull
Sunny Vinuya
Andrew Wong

Secretary:

Gloria Wells, (702) 455-3500, Gloria.Wells@ClarkCountyNV.gov
Business Address: Clark County Department of Administrative Services, 500 S. Grand Central Parkway, 6th Floor, Las Vegas, Nevada 89155

County Liaison:

Emily Nowlin, (702) 455-3222, Emily.Nowlin@ClarkCountyNV.gov
Business Address: Clark County Department of Administrative Services, 500 S. Grand Central Parkway, 6th Floor, Las Vegas, Nevada 89155

I. Call to Order, Pledge of Allegiance, Roll Call, and County Staff Introductions

II. Public Comment- This is a period devoted to comments by the general public about items on this agenda. No discussion, action, or vote may be taken on this agenda item. You will be afforded the opportunity to speak on individual Public Hearing Items at the time they are presented. If you wish to speak to the Commission about items within its jurisdiction but not appearing on this agenda, you must

BOARD OF COUNTY COMMISSIONERS

MARILYN KIRKPATRICK, CHAIR – JAMES B. GIBSON, Vice-Chair
JUSTIN C. JONES – WILLIAM MCCURDY II – ROSS MILLER – MICHAEL NAFT – TICK SEGERBLOM
YOLANDA KING, County Manager

wait until the "Comments by the General Public" period listed at the end of this agenda. Comments will be limited to three (3) minutes. Please step up to the speaker's podium, if applicable, clearly state your name and address and please **spell** your last name for the record. If any member of the Commission wishes to extend the length of a presentation, this will be done by the Chair or the Commission by majority vote.

III. Approval of the Agenda for September 9, 2021 and Hold, Combine, or Delete any Items. (For possible action)

IV. Informational Items

- a. Welcome and opening remarks from Clark County Commissioner Tick Segerblom and Clark County Commissioner Justin Jones. (For discussion only)
- b. Recognize Las Vegas Kaminari Taiko Drums and receive a performance. (For discussion only)
- c. Review the Clark County Ordinance that establishes the Asian-American Pacific Islanders Community Commission and the duties set-forth. (For discussion only)
- d. Receive a presentation from the Clark County District Attorney's Office regarding Nevada's Open Meeting Law (NRS Chapter 241). (For discussion only)
- e. Receive a presentation from the Clark County Department of Administrative Services regarding donations for the benefit of the Asian-American Pacific Islanders Community Commission and Clark County fiscal procedures. (For discussion only)

V. General Business

- a. Set and approve the 2021-2023 scheduled meeting dates, times, and locations of the Asian-American Pacific Islanders Community Commission. (For possible action)
- b. Discuss the Bylaws of the Asian-American Pacific Islanders Community Commission. (For discussion only)

VI. Comments by the General Public- A period devoted to comments by the general public about items relevant to the Commission's jurisdiction. No discussion, action, or vote may be taken on a matter not listed on the posted agenda. Comments will be limited to three (3) minutes. Please step up to the speaker's podium, if applicable, clearly state your name and address and please **spell** your last name for the record. If any member of the Commission wishes to extend the length of a presentation, this will be done by the Chair or the Commission by majority vote.

VII. Next Meeting Date: October 13, 2021.

VIII. Adjournment.

POSTING LOCATIONS: This meeting was legally noticed and posted at the following locations: Clark County Government Center, 500 S. Grand Central Parkway, Las Vegas, NV 89106; Regional Justice Center, 200 Lewis Avenue, 1st Floor, Las Vegas, NV 89101; Paradise Recreation & Community Services Center, 4775 McLeod Drive, Las Vegas, NV 89121; Desert Breeze Park & Community Center, 8275 Spring Mountain Road, Las Vegas, NV 89147; <https://notice.nv.gov>

**AGENDA ITEM
IV(c)**

CLARK COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM

Petitioner: Yolanda T. King, County Manager

Recommendation:

Conduct a public hearing to approve, adopt, and authorize the Chair to sign an ordinance amending sections of Chapter 3.64 of the Clark County Code relating to the Clark County Asian-American Pacific Islanders Community Commission; providing for other matters properly relating thereto; or take other action as appropriate. (For possible action)

FISCAL IMPACT:

Fund #:	N/A	Fund Name:	N/A
Fund Center:	N/A	Funded PGM/Grant:	N/A
Amount:	N/A		
Description:	N/A		
Additional Comments:	N/A		

BACKGROUND:

The Clark County Asian-American Pacific Islanders Community Commission (AAPICC) was re-established at the July 16, 2019, Clark County Board of County Commissioners (County Commission) meeting.

The AAPICC first met in October 2019 and has since focused their time and attention on completing the duties outlined in Section 3.64.040 of the Clark County Code (County Code). For the first year, the AAPICC conducted research and provided a report to the County Commission with recommendations to meet the identified needs of the Asian-American and Pacific-Islander communities in Clark County. The AAPICC recently held a virtual resource conference. Currently, the AAPICC is conducting a feasibility study regarding the development of a cultural center. It is anticipated that the AAPICC will complete the remainder of its current duties by the close of this fiscal year.

At the May 18, 2021, County Commission meeting, the Commissioners discussed amending Chapter 3.64 of the County Code as it relates to the AAPICC. Staff was directed to prepare an ordinance to modify Chapter 3.64.

The amendment to Chapter 3.64 of the County Code modifies the duties, composition, financial powers, and annual reporting requirements of the AAPICC. Further, the amendment removes the expiration date of the AAPICC.

The ordinance was introduced at the June 1, 2021, County Commission meeting.

ACTION: APPROVED (INCLUDING ADOPTION OF ORDINANCE NO. 4869) AS RECOMMENDED.

Cleared for Agenda

06/15/2021

File ID#

21-860

~~Bracketed and strikethrough~~ material is that portion being deleted
Underlined and italicized material is that portion being added

BILL NO. 6-1-21-1

SUMMARY – An ordinance to amend sections of Chapter 3.64 of the Clark County Code relating to the Clark County Asian-American Pacific Islanders Community Commission.

ORDINANCE NO. 4869
(of Clark County, Nevada)

AN ORDINANCE TO AMEND SECTIONS OF CHAPTER 3.64 OF THE CLARK COUNTY CODE RELATING TO THE CLARK COUNTY ASIAN-AMERICAN PACIFIC ISLANDERS COMMUNITY COMMISSION, AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO

NOW, THEREFORE, THE CLARK COUNTY BOARD OF COMMISSIONERS
DOES HEREBY ORDAIN AS FOLLOWS:

SECTION ONE. Section 3.64.010 of the Clark County Code is amended to read as follows:

3.64.010 Definitions.

Unless the particular provision of the context otherwise requires, the term “commission” wherever used in this chapter means the Asian-American Pacific Islanders ~~community commission~~ Community Commission.

SECTION TWO. Section 3.64.020 of the Clark County Code is amended to read as follows:

3.64.020 Created- Composition.

(a) There is created the Asian-American and Pacific Islanders [~~community commission~~] Community Commission. The commission serves as a support liaison between the Asian-American Pacific Islander community in Clark County, the board of county commissioners, and the county manager's office.

(b) The commission shall consist of fifteen members appointed by the board of county commissioners, all of whom shall be residents of Clark County. The term of office shall commence [~~July 1, 2019~~] at the start of each fiscal year [~~or upon appointment~~] and be for a period [~~that expires June 30, 2021~~] of two years. Any vacancy resulting from a cause other than expiration of term shall be filled only for the unexpired portion of the term.

(c) The board of county commissioners shall appoint one member to serve as [~~chairman~~] chairperson and one member to serve as [~~vice-chairman~~] vice-chairperson.

(d) The commission shall have the ability to create subcommittees as desired by the commission or the board of county commissioners to assist in meeting identified duties and responsibilities.

(e) The commission shall meet monthly.

~~[(f) The commission expires June 30, 2021.]~~

SECTION THREE. Section 3.64.040 of the Clark County Code is amended to read as follows:

3.64.040 Duties [~~;~~] and Responsibilities.

1. The commission shall:

- (a) [~~Identify the various Asian American and Pacific Islander communities in the county~~]

Advise the board of county commissioners and the county manager's office on the matters and concerns of the Asian-American Pacific Islander community;

- (b) [~~Identify the population of each community~~] Educate the community on the

intolerance, xenophobia, and anti-Asian sentiment and promote equity for all Asian-Americans and Pacific Islanders;

- (c) [~~Research and describe the history of each community~~] Convene community forums

on public safety, human rights, economic development, housing, employment, social services, public health, transportation, education, and multicultural development for the Asian-American and Pacific Islanders communities;

- (d) [~~Identify the leaders and organizations of each community~~] Encourage youth to

become better trained and qualified for educational and employment opportunities;

- (e) [~~Identify the social and economic needs peculiar to each community and the Asian~~

~~American and Pacific Islander communities in general~~] Formulate a vision on how local Asian-American and Pacific Islander history could be blended into the significant history of the county;

- (f) [~~Have the ability to accept donations as authorized by the board of county~~

~~commissioners to meet the research needs identified, as well as to host a resource conference and conduct a feasibility study regarding the development of a cultural center~~] To perform such other tasks as the board of county commissioners and the county manager's office may direct; and

- (g) Report to the [~~findings of the commission and recommendations to address the~~

~~identified needs~~] board of county commissioners on an annual basis regarding its duties and responsibilities at a regularly scheduled board of county commissioners meeting.

2. The nature and the extent of its policies and programs shall be set by the commission and shall be implemented within accepted policies of the county.

SECTION FOUR. Section 3.64.050 of the Clark County Code is amended to read as follows:

3.64.050 Financial powers.

The commission shall not incur expenses, solicit for donations, hire, or retain employees nor enter into contracts. The commission shall have the ability to accept donations as authorized by the board of county commissioners.

SECTION FIVE. Section 3.64.060 of the Clark County Code is amended to read as follows:

3.64.060 *Annual* Report [~~of findings~~].

~~[On or before June 30, 2020, the commission shall provide a report to the board of county commissioners detailing the research conducted by the commission and any recommendations to meet the identified needs of the communities.]~~ The commission shall submit from time to time, but not less than once annually, a report of its duties and responsibilities to the board of county commissioners. The report shall be presented at a regularly scheduled board of county commissioners meeting. The report shall include a detailed summary of all donations [~~received~~ accepted] and how the donations were utilized by the commission.

SECTION SIX. If any section of this ordinance or portion thereof is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such holding shall not invalidate the remaining parts of this ordinance.

SECTION SEVEN. All ordinances, parts of ordinances, chapters, sections, subsections, clauses, phrases or sentences contained in the Clark County Code in conflict herewith are hereby repealed.

SECTION EIGHT. This ordinance shall take effect and be in force from and after its passage and the publication thereof by title only, together with the names of the County Commissioners voting for or against its passage, in a newspaper published in and having a general circulation in Clark County, Nevada, at least once a week for a period of two (2) weeks.

PROPOSED on the 1st day of June, 2021.

PROPOSED BY: Commissioner Marilyn K. Kirkpatrick

PASSED on the 15th day of June 2021.

AYES: James B. Gibson

Justin Jones

Marilyn K. Kirkpatrick

William McCurdy II

Ross Miller

Michael Naft

Tick Segerblom

NAYS: None

ABSTAINING: None

ABSENT: None

BOARD OF COUNTY COMMISSIONERS
CLARK COUNTY, NEVADA

BY: Marilyn K. Kirkpatrick
MARILYN KIRKPATRICK, Chair

ATTEST:

Lynn Marie Goya
LYNN MARIE GOYA, County Clerk

This ordinance shall be in force and effect from and after
the 29th day of June 2021.

**AGENDA ITEM
IV(d)**

OPEN
MEETING LAW
NEVADA

Clark County Asian-
American Pacific
Islander Community
Commission

September 9, 2021





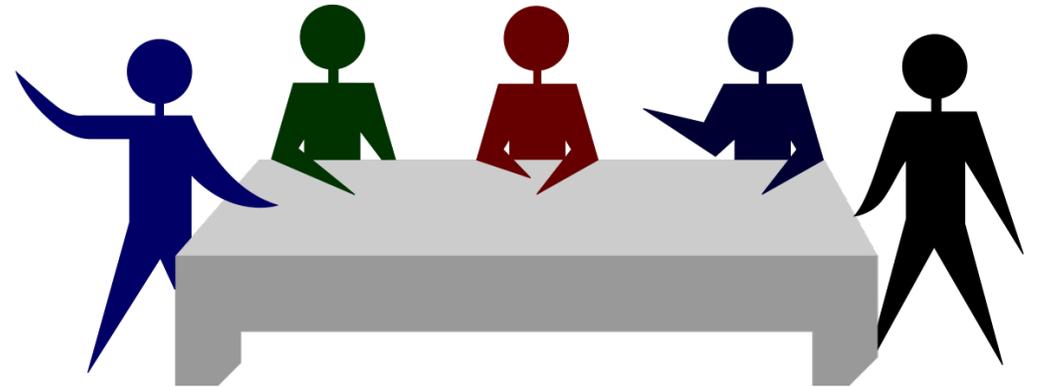
Nevada Revised Statutes
(NRS) Chapter 241

- Open Meeting Laws exist to conduct the people's business. Deliberations and actions taken by the public body are done openly..

NRS 241.010

Public Body defined:

- A public body includes “any ... advisory...body of the State or a local government entity of at least two persons which . . . advises or makes recommendations to any entity which expends or disburses or is supported in whole or in part by tax revenue...if the advisory, body is created by:
- A resolution or an action by the governing body of a political subdivision of this State.
- On July 16, 2019, the Board of County Commissioners re-established the AAPICC Committee.





Meeting defined:

- A gathering of members of a public body at which a quorum is present, in person, by use of a remote technology system or by means of electronic communication, and
- the members deliberate toward a decision or take action on any matter over which the public body has advisory power.
- Or
- A series of gatherings with less than a quorum where the collective number = quorum
- Intent to “avoid” OML requirements



Does not include...

- A social function as long as the members do not deliberate toward a decision or take action on any matter over which the public body has advisory power.
- For this Committee, a quorum equals 8 members because the Committee is made up of 15 members.

Serial meetings

- A serial meeting may occur through email. For example, if a member sends out an email to a quorum of the public body regarding an issue over which the public body has Duties and Responsibilities, this action may be a violation.
- Or if a member sends an email to one member who then forwards it on to another member, and it continues to be forwarded from one member to the next until a quorum of the public body has received the email, this may also be a violation.



Duties and Responsibilities

- As authorized by the Board of County Commissioners (“BCC”), the AAPICC is to make recommendations to the BCC on matters and concerns of the Asian-American Pacific Islander community. The AAPICC can also educate the community on equity, convene community forums, encourage youth, formulate a vision, report to the BCC, accept donations and perform other directed tasks. CCC 3.64.040.
- “Deliberate” means collectively to examine, weigh and reflect upon the reasons for or against the action. The term includes, without limitation, the collective discussion or exchange of facts preliminary to the ultimate decision.” NRS 241.015(2)
- “Action” means a decision, commitment or promise made by a majority of the members present, whether in person or by means of electronic communication, during a meeting of a public body. NRS 241.015(1).



NRS 241.020

All meetings must be open and public and all persons must be permitted to attend any of the AAPICC meetings at a physical location or by means of a remote technology system. Reasonable efforts must be taken to assist and accommodate persons with physical disabilities who want to attend a meeting.

Upon request, provide copies of the agenda and supporting material at no charge and make at least one copy available to the public at the meeting.

Public comment must be allowed for items not posted for action, but no action can be taken without posting at a future meeting.



Written notice must be provided no later than 9 a.m. of the third working day before the meeting. (and on the Internet if online)

The notice must include:

the time, place and location of the meeting
a list of the locations where posted
the name, business address and contact information from whom a member of the public may request supporting material and
a list of locations where material is available to the public or how the supporting material may be found on the Internet.

A clear and complete statement of the topics to be considered

a list describing the items on which action may be taken and placing the term “**for possible action**” by those items

Board Minutes & Agendas

Meeting Agendas

Approved Meeting Minutes

- [March 2017 – Approved Minutes](#)
- [February 2017 – Approved Minutes](#)
- [January 2017 – Approved Minutes](#)
- [December 2016 – Approved Minutes](#)

Minutes & Agendas

Meeting Agendas

Approved Meeting Minutes

March 2017 – Approved Minutes

February 2017 – Approved Minutes

January 2017 – Approved Minutes

December 2016 – Approved Minutes

The notice must also include:

- periods devoted to public comment periods (2 options) and any restrictions on comments as authorized by NRS 241.020(3)(d)(7)
- notification that items may be taken out of order, may be combined, may be removed, or discussion on an item may be delayed
- Minimum public notice
posting at the principal office of the public body; if none, then the place where the meeting will be held and at least three additional places provide a copy of the notice to any person who has requested notice of the meetings
posting on the official website of the State pursuant to NRS 232.2175

Remote Technology Meetings

- AB253 passed in 2021
- If the meeting is held using a remote technology system and has no physical location, the notice must include information on how a member of the public may:
 - (1) Use the remote technology system to hear and observe the meeting;
 - (2) Participate in the meeting by telephone; and
 - (3) Provide live public comment during the meeting.
- The public body must also have a website and post to its website the public notice requirement and supporting material not later than the time the material is provided to the members, if there is no physical location.
- Prerecorded comments are allowed if approved by the AAPICC.



Stick to the
posted
agenda,
don't stray



Alternates NRS 241.025(1)

- “Unless the designation is expressly authorized by the legal authority pursuant to which a public body was created: (a) The public body may not designate a person to attend a meeting of the public body in the place of a member of the public body; and (b) A member of the public body may not designate a person to attend a meeting of the public body in his or her place.”
- The BCC did not authorize alternates for this Committee.

NRS 241.030(4)

- A person who willfully disrupts a meeting to the extent that its orderly conduct is made impractical may be removed from the meeting.



Meeting Records NRS 241.035

- a. must keep written minutes of each meeting including:
 - the date, time, and place
 - members present in person or by means of electronic communication and those absent
 - substance of all matters proposed, discussed or decided, and, at the request of any member, a record of each member's vote on any matter decided by vote. **STATE YOUR NAME EVERY TIME YOU SPEAK.**
 - substance of remarks made by the public or a copy of the written remarks if the member of the public submits a copy for inclusion. **SPEAKER TO STATE THEIR NAME, ADDRESS. Board members do not get in discussions with public during public comment.**
 - any other information which a member of the public body requests to be included
- b. each meeting must be recorded on audiotape, or another means of sound reproduction, or be transcribed by a certified court reporter
- c. minutes or audiotape recordings of the meetings are public records and must be made available for inspection by the public
- d. a member of the public may record the meeting on audiotape or by other means so long as this in no way interferes with the conduct of the meeting
- e. unless good cause is shown, a public body shall approve the minutes of a meeting within 45 days after the meeting or at the next meeting of the public body, whichever occurs later.

Absolute Privilege NRS 241.0353

- – statements made by a member of the public body during the course of a public meeting are absolutely privileged and do not impose liability for defamation or constitute grounds for recovery in any civil action



got privilege?

Violations of OML and consequences



- a. The action of any public body taken in violation of any provision of this chapter is void. NRS 241.036.
- b. Corrective action may be taken in accordance with NRS 241.0365. If corrective action is taken, it is effective prospectively.
- c. NRS 241.037 authorizes the attorney general and any person denied a right conferred by OML to sue in court to declare the action void or to seek an injunction within 120 days of the alleged violation.
- d. NRS 241.039 authorizes the attorney general to investigate and prosecute any OML violation.
- e. NRS 241.040 addresses criminal and civil penalties for OML violations.

FINAL THOUGHTS

- Attendance
 - CCC Chapter 3.01 – three unexcused absences during a calendar year are grounds for mandatory removal from the committee for good cause or neglect of duty.
 - Regular attendance is vital. For one thing, meetings cannot be held without a quorum which means no action can be taken. Further, having full attendance is always preferable so that the important work of the Committee may advance with all members providing their expertise and insight.
- Clark County Code 3.64.010-3.64.060
- If in doubt ask
- Questions



AGENDA ITEM

V(a)

Asian-American Pacific Islanders Community Commission Meeting Dates

Wednesday, October 13, 2021 at 6:00 p.m. in the Pueblo Room

Wednesday, November 10, 2021 at 6:00 p.m. in the Pueblo Room

Wednesday, December 8, 2021 at 6:00 p.m. in the Pueblo Room

Wednesday, January 12, 2022 at 6:00 p.m. in the Pueblo Room

Wednesday, February 9, 2022 at 6:00 p.m. in the Pueblo Room

Wednesday, March 9, 2022 at 6:00 p.m. in the Pueblo Room

Wednesday, April 13, 2022 at 6:00 p.m. in the Pueblo Room

Wednesday, May 11, 2022 at 6:00 p.m. in the Pueblo Room

Wednesday, June 8, 2022 at 6:00 p.m. in the Pueblo Room

Wednesday, July 13, 2022 at 6:00 p.m. in the Pueblo Room

Wednesday, August 10, 2022 at 6:00 p.m. in the Pueblo Room

Wednesday, September 14, 2022 at 6:00 p.m. in the Pueblo Room

Wednesday, October 12, 2022 at 6:00 p.m. in the Pueblo Room

Wednesday, November 9, 2022 at 6:00 p.m. in the Pueblo Room

Wednesday, December 14, 2022 at 6:00 p.m. in the Pueblo Room

AGENDA ITEM

v(b)

BYLAWS AND PROCEDURES

ASIAN-AMERICAN PACIFIC ISLANDERS COMMUNITY COMMISSION

Article I – Name

The name of this community commission shall be the Asian-American Pacific Islanders Community Commission (hereinafter the “Commission”) as created by the Clark County Board of Commissioners, pursuant to Clark County Ordinance No. 4709, adopted on July 16, 2019.

Article II – Purpose

The purpose of this Commission, pursuant to County Code, Chapter 3.64, is to:

- (a) Identify the various Asian-American and Pacific Islander communities in the county;
- (b) Identify the population of each community;
- (c) Research and describe the history of each community;
- (d) Identify the leaders and organizations of each community;
- (e) Identify the social and economic needs peculiar to each community and the Asian-American and Pacific Islander communities in general;
- (f) Have the ability to accept donations as authorized by the Board of County Commissioners to meet the research needs identified, as well as to host a resource conference and conduct a feasibility study regarding the development of a cultural center; and
- (g) Report the findings of the Commission and recommendations to address identified needs.

On or before June 30, 2020, the Commission shall provide a report to the Board of County Commissioners detailing the research conducted by the Commission and any recommendations to meet the identified needs of the communities. The report shall include a detailed summary of all donations received and how the donations were utilized by the Commission.

Article III – Members

- A. The Commission shall consist of fifteen members appointed by the Board of County Commissioners, all of whom shall be residents of Clark County. The term of office shall commence July 1, 2019 or upon appointment and be for a period that expires June 30, 2021.
- B. The members of the Commission shall serve at the pleasure of the Board of County Commissioners.
- 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 Commission. The Commission shall follow the procedure established by the County Manager or

his or her designee for the administration of chapter 3.01. The assigned staff member referred to in Clark County Code Section 3.01.10 shall be the County Liaison.

- D. Any member may resign his/her appointment by submitting a letter of resignation to the Board of Commissioners or Department of Administrative Services and sending a copy to the Chair of the Commission.
- E. When a vacancy occurs, the Commission shall, at the request of the 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.

All Commission members shall observe the standards of ethical conduct outlined in NRS 281A, Clark County Code, Chapter 2.42 and any resolution on Ethics adopted by the BCC, and shall refrain from voting on any item that presents a conflict of interest.

Article IV – Officers

- A. Officers shall perform the duties prescribed by these bylaws.
- B. Officers of the Commission shall consist of a Chair and Vice Chair. The Board of County Commissioners shall appoint one member to serve as chairman and one member to serve as vice-chairman.
- C. The Commission shall have the ability to create subcommittees as desired by the Commission or the Board of County Commissioners to assist in meeting identified duties.
- D. The Officers' terms shall expire on June 30, 2021.
- E. The Chair shall act as presiding officer at all regular and special meetings of the Commission in accordance with the adopted Board of County Commission Rules of Procedure.
- F. The Vice Chair shall assume the responsibilities of the Chair in his/her absence.
- G. If a permanent vacancy occurs for the position of the Chair or Vice Chair, the Board of County Commissioners shall select a Chair or Vice Chair from among the members of the Commission to serve the remainder of the unexpired term, consistent with section IV. D.
- H. The Secretary of the Commission shall ensure that each meeting has been legally noticed and posted pursuant to the Nevada Open Meeting Law (NRS 241).

Article V – Meetings

- A. The Commission shall hold monthly meetings, unless holidays or other conflicts dictate moving the meeting dates.
- B. All meetings shall be held at Clark County Government Center, 500 S Grand Central Parkway, Las Vegas, NV, commencing at 7:00 p.m. or, in the case of an emergency or potential overcrowding, or at another location and/or time as determined by the Chair and properly noticed and posted pursuant to the Nevada Open Meeting Law (NRS 241).
- C. The regular meetings of the Commission shall be held no less than once per month pursuant to Clark County code 3.64.020(e) at the place, day and hour set forth in Sections A and B above.
- D. Any special meeting of the Commission may be held at the call of the Chair at the time, date and place posted, pursuant to the Nevada Open Meeting Law.
- E. Eight members of a fifteen-member Commission shall constitute a quorum, and a quorum will be required to conduct any official business of the Commission. Whenever a member abstains from voting because of a conflict of interest, the necessary quorum to act upon and the number of votes necessary to act upon the matter, as fixed by any statute, ordinance or rule, is reduced as though the abstaining member were not a member of the Commission.
- F. The Chair or Vice-Chair will coordinate with the Secretary and County Liaison to ensure actions and reasoning is accurately reported in the minutes.
- G. Each person appearing before the Commission 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.
- H. Agendas
 - a. 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 Commission.
 - b. The Commission Secretary shall, in accordance with the uniform agenda format provided by the Department of Administrative Services, prepare the agenda in cooperation with the Chair and County Liaison, and post by 9:00 a.m., three full working days (not counting the meeting date) before the meeting in compliance with the Nevada Open Meeting Law (NRS 241).
 - c. Items can be placed on an agenda by the Board of County Commissioners, Department of Administrative Services, and any Commission member, 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 Chair and the Department of Administrative Services based on the issue, circumstances, appropriateness and ability of the Commission to further the issue.

- d. Once action is taken on an item, the Commission shall not re-hear the item unless there is (1) a timely request for rehearing (within five working 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 VI – Compensation & Financial Powers

- A. The members of the Commission shall serve without compensation for their services. The Commission shall not incur expenses, hire or retain employees, nor enter into contracts.
- B. All donations received by this Commission shall be spent pursuant to Article II.