

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.