

BYLAWS

Per NRS 269.600 and CCC 3.32.100, all Town Advisory Boards and Citizen Advisory Councils presently have adopted bylaws.

Bylaws should contain basic information on the following:

1. Name
2. Purpose
3. Members
4. Officers
5. Meetings (Including Meeting Cancellation Policy)
6. Parliamentary Procedure

With the appointment or election of new members to the TABs and CACs, bylaws should be reviewed in each odd numbered year. TABs and CACs are asked to *review* and, if necessary, revise their bylaws in January and vote upon the new bylaws by March of odd numbered years. This accomplishes several things. First, it gives new members an opportunity to review meeting procedures. Second, it gives all the members an opportunity to reach consensus in setting a date and time for the meeting.

The process to revise, if necessary, the bylaws requires an item be placed on the respective TAB or CAC meeting agenda to let the public know that the bylaws will be discussed. Any changes proposed to this template must be reviewed and approved by the District Attorney's office to ensure compliance with NRS. The approved bylaws will be posted, along with the TAB or CAC meeting agenda on the respective TAB or CAC webpage.