

## **BYLAWS AND PROCEDURES**

### **SANDY VALLEY CITIZENS ADVISORY COUNCIL**

#### Article I – Name

The name of this advisory council shall be the Sandy Valley Citizens Advisory Council, as created by the Clark County Board of Commissioners, pursuant to Clark County Ordinance No. 1405, adopted on August 5, 1992.

#### Article II – Purpose

The purpose of this advisory council, pursuant to Clark County Code, Chapter 3.32, is to assist the Board of County Commissioners in governing the unincorporated area of Sandy Valley by acting as a liaison between the residents of the area and the Board of County Commissioners and to advise the Board of County Commissioners on matters of importance to the unincorporated area and its residents.

#### Article III – Members

- A. Members of the Sandy Valley Citizens Advisory Council 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 area of Sandy Valley.
- 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.
- 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 Sandy Valley Citizens Advisory Council. The Sandy Valley Citizen Advisory Council 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 Sandy Valley Citizens Advisory Council.
- E. When a vacancy occurs, the advisory council 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.
- F. All advisory council 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.

- G. Each member of the Sandy Valley Citizens Advisory Council 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 pursuant to 3.32.120:
  - 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 shall perform the duties prescribed by these bylaws.
- B. Officers of the Sandy Valley Citizens Advisory Council shall be a Chair and Vice Chair selected amongst the members of the advisory council, and shall be selected to serve a two-year term, or at the pleasure of the advisory council, beginning the first meeting in January of odd-numbered years.
- C. The Chair is not eligible to serve a consecutive term of office as chairperson or to serve as Vice Chair for the following term after being the chairperson.
- D. The Chair shall act as presiding officer at all regular and special meetings of the advisory council in accordance with the adopted Board of County Commission Rules of Procedure.
- E. The Vice Chair shall assume the responsibilities of the Chair in his/her absence.
- F. If a permanent vacancy occurs for the position of the Chair or Vice Chair, the advisory council shall select a Chair or Vice Chair from among the members of the advisory council to serve the remainder of the unexpired term, consistent with section IV. C.
- G. The Secretary of the advisory council shall ensure that each meeting has been legally noticed and posted pursuant to the Nevada Open Meeting Law.

#### Article V – Meetings

- A. The Sandy Valley Citizens Advisory Council shall hold regular meetings on the Tuesday prior to the third Tuesday of the month, unless holidays or other conflicts dictate moving the meeting dates.
- B. All meetings shall be held at the Sandy Valley Community Center, 650 W. Quartz Ave., commencing at 7:30 p.m. or, in the case of an emergency or potential

overcrowding, at another location and/or time as determined by the Chair and properly noticed and posted pursuant to the Nevada Open Meeting Law.

- C. The regular meetings of the council shall be held no less than once per quarter at the place, day and hour set forth in Sections A and B above.
- D. Any special meeting of the advisory council may be held at the call of the Chair at the time, date and place posted, pursuant to the Nevada Open Meeting Law.
- E. Three members of a five-member council, or two members of a three-member council, shall constitute a quorum, and a quorum will be required to conduct any official business of the advisory council. 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 council.
- 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 advisory council 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
  - 1. 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 council.
  - 2. The advisory council 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.
  - 3. Items can be placed on an agenda by the Board of County Commissioners, Department of Administrative Services, Department of Comprehensive Planning, any advisory council 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 advisory council to further the issue.
  - 4. Non-planning and zoning items for inclusion on the agenda must be submitted to the Secretary at least eight calendar days prior to the scheduled

meeting. The Secretary will combine requested items with the Planning & Zoning agenda provided by Department of Comprehensive Planning and post three full working days before the meeting.

5. Once action is taken on an item, the Citizens Advisory Council 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- Parliamentary Procedure

- 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 council shall have the same right as any other council member to initiate a motion, question or debate, and vote on a motion.