

BY-LAWS
1 OCTOBER MEMORIAL ADVISORY COMMITTEE

SECTION I: NAME

The name of this Committee is the 1 October Memorial Advisory Committee, hereinafter referred to as the "Committee".

SECTION II: PURPOSE

The Committee serves in an advisory capacity to the 1 October Memorial Manager, Parks and Recreation Director, County Manager, and Board of County Commissioners to develop recommendations from victims' families, survivors, first responders, and the broader community for a permanent 1 October Memorial.

SECTION III: MEMBERSHIP

- A. The Committee consists of no more than seven members as appointed by the Board of County Commissioners.
- B. The Committee members are comprised of the following:
 - 1. One member to represent family members of those affected by 1 October;
 - 2. One member to represent the survivors of 1 October;
 - 3. One member to represent the first responders involved with 1 October;
 - 4. One member to represent the Resiliency Center; and
 - 5. Three members with a background in Public Art.
- C. Should a member resign or become ineligible or unable to be a member of the Advisory Committee, the replacement member will represent the same group/party the former member represented.
- D. The term of each member shall extend for the duration of the memorial project including construction and dedication of site.
- E. Any Committee member who compiles more than three consecutive unexcused absences or attends less than seventy-five percent of the regularly scheduled meetings within a calendar year, shall be considered to have resigned.

- F. Excused absences are defined as absences due to illness of a member or a member's family, employment related activities, or other instances as approved by the Chair on a case-by-case basis and notice must be given prior to the scheduled meeting to be excused except under extraordinary circumstances. Notifications of absences are to be made to the ex-officio secretary of the Committee.
- G. Vacancies of committee members must be appointed by the Board of County Commissioners.

SECTION IV OFFICERS

The Committee shall elect a chairperson and vice-chairperson from its members every year at their October meeting. There is no minimum or maximum limit on the number of times a member may serve as chairperson and vice-chairperson.

- A. The Chair shall preside at all meetings, call meetings, and review and approve the agenda for meetings. The Chair, or in his or her absence, the Vice-Chair shall preside over all meetings of the Committee. In the absence of Chair and Vice-Chair, a temporary Presiding Chair shall be elected from among the voting members present. He or she shall exercise a general supervision over all the affairs of the Committee.
- B. The Vice Chair shall act as Chair and perform those duties in the absence or abstention of the Chair.
- C. The County Manager, or the County Manager's designee, shall serve as the ex-officio secretary of the Committee.

SECTION V POWERS AND DUTIES

- A. The powers and duties of the Committee shall include, but not be limited to, the following:
 - 1. Hold forums and meetings to promote the exchange of information.
 - 2. Obtain public input.
 - 3. Review and compile information.
 - 4. Organize subcommittees.
 - 5. Propose amendments to the Board of County Commissioners to amend these bylaws, or adopt such administrative rules as deemed necessary for the efficient conduct of Committee business.

6. Act as an Advisory Committee to the Department of Parks and Recreation, County Manager and/or his/her designees, and the Board of County Commissioners.
 7. Represent the public point of view to the elected officials.
 8. Provide input regarding facility design components, programming, fundraising and promotion of the 1 October Memorial as appropriate.
 9. Act as an advocate for the 1 October Memorial by encouraging citizen participation in 1 October Memorial events, programs, services and volunteer opportunities.
 10. Develop recommendations for design criteria, program development, marketing and fundraising efforts for the 1 October Memorial.
 11. Submit an annual written report of findings to the BCC.
- B. The Committee may request, through County Management, that County staff members attend meetings.

SECTION VI MEETINGS

- A. Regular meetings of the Committee will be held monthly on the fourth Wednesday every month. Meetings will be held at the Clark County Commissioner Chambers at 9:00 am.
- B. All meetings shall be properly noticed, posted and conducted according to the open meeting law requirements in Nevada Revised Statutes 241.
- C. Four members constitute a quorum for any action to be taken by the Committee, except amendments to these by-laws.
- D. The Chair is a voting member.
- E. The majority vote is at least one vote more than half the members present and entitled to vote, excluding abstentions, at a meeting where a quorum is present.
- F. Action items considered by the Committee will require a majority vote for passage.
- G. A two-thirds vote pursuant to Section X(B) below, is a vote of at least two-thirds of the entire membership for the board entitled to vote, excluding abstentions.
- H. Special meetings may be called as directed by:

1. the Chair;
 2. the majority vote of a quorum at a meeting;
 3. the County Manager, or his/her designee.
- I. Action on routine motions, resolutions, and recommendations requires a majority vote of a quorum of the members present, excluding abstentions.

SECTION VII AGENDA

- A. Matters to be considered by the Committee at any regular meeting must be submitted to County Management no later than 12:00 p.m. (noon) eleven (11) working days preceding the day of the meeting. The order of business on the agenda shall be adjusted at the discretion of County Management to conform to the urgency of the subject matter. If it is desired to transact business out of its order, it shall be necessary to suspend the rule, which can be done by a majority vote of the members present.
- B. At least three (3) working days prior to any regular meeting, County Management shall prepare and submit to the Committee members an agenda setting forth the matters to be considered at the meeting. The agenda submitted shall also be accompanied by copies of information as may be available such as monthly reports by venue, copies of staff reports and substantiating information and other matters to be considered at such meeting. Copies of the agenda and accompanying materials shall be made available to the public by 9:00 a.m. three (3) working days prior to any regular meeting. Agenda shall be posted at the Clark County Government Center, Desert Breeze Community Center, Sunset Park Administrative Offices, Winchester Cultural Center, and Clark County website. The agenda shall include the time, place and location of the meeting.

SECTION VIII PARLIAMENTARY AUTHORITY

- A. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Committee in all cases where applicable and not inconsistent with these bylaws or any special Rules of Order the Committee may adopt.
- B. In the event of a conflict, the following order of priority shall prevail:
1) Governing ordinance, 2) Bylaws, 3) Special Rules, 4) Robert's Rules of Order.

SECTION IX FILING WITH COUNTY CLERK


- A. The executed, original of the bylaws must be filed with the County Clerk within 10 calendar days of adoption by the Committee.

- B. Originals of the agenda, agenda backup items, certificate of posting, and certificate of mailing are to be filed with the office of the County Clerk within 10 calendar days after the meeting date.
- C. Executed original of the meeting minutes are to be filed with the office of the County Clerk within 10 calendar days of approval.

SECTION X AMENDMENTS OF BYLAWS

- A. Proposed amendments to the bylaws must be presented to the Committee through the regular agenda process at two consecutive meetings.
- B. Proposed amendments to these by-laws shall require a two-thirds vote as defined in Section VI (F) above.

Chair, 1 October Memorial Advisory Committee



ATTEST:



Clark County Manager or his/her designee