

2009-2010 BYLAWS

LAUGHLIN TOWN ADVISORY BOARD

Article I - Name

The name of this board shall be the Laughlin Town Advisory Board, as created by the Clark County Board of Commissioners, pursuant to Clark County Ordinance No.490, dated February 4, 1976 and amended by Ordinance No. 667, dated December 4, 1979. [Ord. 3004, 1 (part), 2003]

Article II - Purpose

The purpose of this advisory board, pursuant to, Nevada Revised Statutes (NRS) 269.576 (4) (a) (b) and County Code, Chapter 3.30, is to assist the Board of County Commissioners in governing the unincorporated town of Laughlin by acting as a liaison between the residents of the town and the Board of County Commissioners and to advise the Board of County Commissioners on matters of importance to the unincorporated town and its residents.

Article III - Members

- A. Members of the Laughlin Town Advisory Board 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 Laughlin. NRS 269.576(1)(a)
- B. Five (5) members shall be appointed by the Board of County Commissioners to serve a two (2) 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. NRS 269.576 (1) (b)
 - 1. If a Straw Poll is conducted, it shall be conducted by the Town Manager's Office on each day when official voting occurs for the General Election to determine the community's preferences for the five (5) candidates for the Laughlin Town Advisory Board.
 - 2. The voting for the Straw Poll shall be made available to citizens voting on both the Laughlin early voting day (date determined by the Clark County Registrar of Voters) as well as the regular voting day for the General Election (typically the first Tuesday after the first Monday each November of even numbered years).

3. To successfully accomplish No. 2 above, the deadline for submitting applications to the Laughlin Town Advisory Board must occur prior to the Laughlin early voting day for the General Election as determined by the Clark County Registrar of Voters.
 4. If a “Meet the Candidates Night” occurs, it must occur after the deadline for submitting applications for the Laughlin Town Advisory Board and prior to the Laughlin early voting day.
- 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 Laughlin Town Advisory Board. The Laughlin Town Advisory Board shall follow the procedure established by the County Manager or his or her designee for the administration of chapter 3.01.
[ORD 3632 Amending title 3 of the Clark County Code by adding a new chapter concerning absences of members appointed by the Board of County Commissioners to various boards, commissions, committees, and districts; to amend sections 3.12.020, 10.20.050, and 19.06.050 of the Clark County Code to delete provisions in conflict with the new chapter; and providing for other matters properly relating thereto.]
- D. Any member may resign his/her appointment by submitting a letter of resignation to the Clark County Board of Commissioners or the Clark County Department of Administrative Services and sending a copy to the Chair of the Laughlin Town Advisory Board and the Laughlin Town Manager.
- E. When a vacancy occurs, the Laughlin Town Manager’s Office, representing the Town Advisory Board and the Clark County Department of Administrative Services, shall provide a public notice to the residents of the opening soliciting applications at least 30 days before the expiration of a term or the filling of a vacancy by mail, newsletter or newspaper. The Town Advisory Board may recommend to the Board of County Commissioners a qualified replacement for the position. NRS 269.576 [Ord. 3004, 1 (part), 2003]
- F. All Laughlin Town Advisory Board members shall observe the standards of ethical conduct outlined in Clark County Code of Ethics, Chapter 2.42, NRS 281 and the 1st and 2nd Amendatory Resolutions on Ethics adopted by the County Commission on January 4, 2004 and August 16, 2006, respectively and refrain from voting on any item which presents a conflict of interest.

- G. Each member of the Laughlin Town Advisory Board 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 relating to:
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 of the Laughlin Town Advisory Board shall consist of Chair and Vice Chair selected amongst the members of the Laughlin Town Advisory Board, and shall be selected to serve a two (2) year term, or at the pleasure of the advisory board, beginning the first meeting in January of odd numbered years. NRS 269.576 [Ord. 3004, 1 (part), 2003]
- B. 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. NRS 269.576 [Ord. 3004, 1 (part), 2003] and DA's Opinion.
- C. Officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by this advisory board. NRS 269.576 (4) (a) (b)
- D. The Chair shall act as presiding officer at all regular and special meetings of the advisory board.
- E. The Vice Chair shall assume the responsibilities of the Chair in his/her absence. If a permanent vacancy occurs for the position of the Chair, the advisory board shall select a Chair from among the members of the advisory board to serve the remainder of the unexpired term. NRS 269.576
- F. The Secretary shall be responsible to see that each meeting has been legally noticed and posted pursuant to the Nevada Open Meeting Law (NRS 241).

- G. A clerical employee of Clark County Administrative Services, Laughlin Town Manager's Office, will serve as the Secretary to the advisory board under the supervision of the Town Manager. The secretary's duties will include but not be limited to agenda preparation, posting, the taking of the minutes, its preparation and distribution in accordance with Nevada Open Meeting Law.

Article V - Meetings

- A. The Laughlin Town Advisory Board shall hold regular meetings on the second Tuesday of each month and on the last Tuesday prior to Planning Commission and County Commission meetings, unless formally changed to another day of the week, when there are land use items to be discussed. (NRS 241)
- B. All meetings shall be held at the Regional Government Center (RGC), Laughlin, Nevada, commencing at 1:30 P.M., or in the case of an emergency or potential overcrowding, at a similarly convenient location, and properly noticed and posted pursuant to the Nevada Open Meeting Law. (NRS 241)
- C. Any special meeting of the advisory board may be held at the call of the Chair or the Laughlin Town Manager at the time, date, and place posted, pursuant to the Nevada Open Meeting Law. (NRS 241)
- D. Three (3) members of the five (5) member advisory board shall constitute a quorum, and a quorum will be required to conduct any official business of the advisory board. 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 board. NRS 281.501.5
- E. Each person appearing before the advisory board shall receive a fair and impartial hearing based solely on the merits of his/her petition, without regard to race, religion, sex, sexual orientation, age, disability or national origin.

Article VI - Agenda

- A. The Chair shall determine the order of business on the agenda of the regular or special meetings of the board, with the assistance of the board members. The first order of business shall be the approval of the agenda and approval of the minutes of any previous meeting.
- B. 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 board.
- C. The agenda shall be prepared by the advisory board Secretary, or a clerical employee of the Clark County Administrative Services, Laughlin Town Manager's Office, and posted by 9:00 A.M., three (3) full working days (not counting the meeting date) before the meeting, by the board Secretary or by other staff in the Laughlin Town Manager's Office, in compliance with the Nevada Open Meeting Law.
- D. Items can be placed on an agenda by the Board of County Commissioners, Clark County Comprehensive Planning, Town Advisory Board Chair, Board Members or Laughlin Town Manager 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 Town Advisory Board Chair and the Laughlin Town Manager based on the issue, circumstances, appropriateness and ability of the Town Advisory board to further the issue.
- E. Items for inclusion on the agenda must be submitted to the Secretary at least eight (8) calendar days prior to the scheduled meeting. The Secretary will combine requested items with the Planning & Zoning agenda provided by Comprehensive Planning and post three (3) full working days before the meeting.
- F. Once action is taken on an item, the Laughlin Town Advisory Board shall not re-hear the item unless there is (1) a timely request for rehearing (within five (5) 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 VII - Committees

- A. Permanent standing committees shall be appointed by the Laughlin Town Advisory Board at a regular public meeting the first meeting in February of each year. One Town Advisory Board member will serve on each committee and as co-chair with another member of the committee chosen by its members. The committee member co-chair is not required to have served previously on that committee if chosen by its members.
- B. Appointments to various Clark County Committees representing the Laughlin Town Advisory Board shall be made by majority vote of the board.
- C. The following committees shall be recognized as permanent standing committees:
 - * Community Development
 - * Parks & Recreation
 - * Public Safety
 - * Public Works
 - * Social Services
- D. Special Committees may be appointed by the Town Advisory Board at a regular public meeting as the Board deems appropriate.
- E. Standing and Special committees will meet in regular sessions once a month, with such prior exceptions as the Town Advisory Board deems appropriate and report recommendations to the Board as an agenda item at a public meeting. Should a member neglect to attend two (2) consecutive meetings without cause or notification of the committee secretary, the Town Advisory Board may take a public vote at the next regular meeting to consider replacement of that member.
- F. Reports lasting no longer than five (5) minutes on other areas of interest such as schools, libraries, and special events will be on the agenda as requested by the Chair.

Article VIII - Parliamentary Authority

- A. All voting procedures shall be in accordance with the adopted Board of Clark County Commissioner Rules of Procedure, except as otherwise outlined in these bylaws.
- B. Roll call votes may be requested by the Chair or any other board member for purposes of clarification.
- C. The Chair of the advisory board shall have the same right as any other board member to initiate a motion, question, or debate, and vote on a motion.
- D. A motion must have a "second" before the motion may be put to a vote.

Article IX - Amendments

Amendments to the bylaws may be proposed at any regular meeting and voted upon at any succeeding meeting, provided that at least a majority affirmative vote of the membership be required for adoption of any such amendment.

Amended and adopted by the Laughlin Town Advisory Board, this 12th day of May, 2009.

By:

Attest:

James Vincent, Chair

Leslie Uncel, Town Secretary

Yoko Allen, Vice Chair

Michael A. Bekoff, Board Member

Janet Medina, Board Member

Vacant, Board Member