

CLARK COUNTY COMPREHENSIVE PLAN
STEERING COMMITTEE

RULES OF PROCEDURE

1. Rules of Governance: The committee shall follow Robert's Rules of Order. The Chairperson shall preside at all board meetings unless absent, in which case the Vice-Chairperson presides. In the event both Chairperson and Vice-Chairperson are absent, a person designated by the attending representatives shall preside. The committee shall conform with the Nevada Open Meeting Law.
2. Attendance: A notice will be forwarded to the member organization or appointor if a member fails to attend two (2) consecutive meetings or does not attend a minimum of fifty percent of the regularly scheduled meetings in a calendar year.
3. Quorum: A quorum shall consist of a simple majority of the constituent membership of the committee.
4. Minutes of the Meetings: The minutes of previous meetings shall be approved, with additions, corrections, and deletions made by the committee. Minutes of previous meetings and supplemental reading material are to be mailed with the committee agenda when possible.
5. Agendas: Clark County Department of Comprehensive Planning staff will prepare and mail agendas no later than five (5) working days before the scheduled meeting.
6. Officers: The committee shall, at the first meeting in each calendar year, elect a Chairperson and a Vice-Chairperson from among the membership. The officers are eligible for re-election to consecutive terms. At the first regularly scheduled meeting, officers shall be elected.
7. Meeting Schedules: Meetings will be held the 2nd Monday of the month at 7 p.m., or as determined by the Chairperson.
8. Task Forces: The Chairperson, at their discretion, can designate task force assignments and chairpersons of task forces. Any task force shall consist of at least three (3) persons, one of which should be a Comprehensive Plan Steering Committee member or alternate to chair the Task Force committee.
9. Staff: The committee will be provided with staff support by the Clark County Department of Comprehensive Planning. The staff will advise the committee on all matters and provide secretarial and other functions as required.