CITY OF HENDERSON

Development Services Center Advisory Committee
Special Meeting

AGENDA

Tuesday, November 5, 2013
7:45 am
Meeting Inquiries: ***267-3631***

Westgate Conference Room
240 S. Water Street, 1st Floor
Henderson, NV 89015

Notice to persons with special needs: For those requiring special assistance or accommodation to attend or participate in this meeting, arrangements for a sign language interpreter or services necessary for effective communication for qualified persons with disabilities should be made as soon as possible, but no later than 72 hours before the scheduled event. Listening devices are available for persons with hearing impairments.

Please contact Michelle Page at 702-267-3631 or TTY: 7-1-1, **at least 72 hours in advance** to request a sign language interpreter. You may also submit your request by using Contact Henderson.

The Chairman reserves the right to hear agenda items out of order, combine two or more agenda items for consideration, remove an item from the agenda, or delay discussion relating to an item on the agenda at any time. All items are action items unless otherwise noted.

Individuals speaking on an item will be limited to three (3) minutes and spokespersons for a group will be limited to ten (10) minutes.

Backup materials for agenda items can be found at:
http://www.cityofhenderson.com/development_services_center/docs/DSC%20Advisory%20Committee/Agendas/agenda_2013-11-05.pdf

To request backup materials, please contact Michelle Page at (702) 267-3631.

I. CALL TO ORDER

II. CONFIRMATION OF POSTING AND ROLL CALL

III. ACCEPTANCE OF AGENDA (For Possible Action)

IV. PUBLIC COMMENT

Note: Items discussed under Public Comment cannot be acted upon at this meeting, but may be referred to a future agenda for consideration (NRS 241.020). Individuals speaking on an item will be limited to three (3) minutes and spokespersons for a group will be limited to ten (10) minutes.

V. NEW BUSINESS

1. Discussion and Adoption of Updated and Restated Bylaws (For Possible Action)
2. DSC Staffing Update (For Information Only)
3. Recognition of Departing Committee Members (For Information Only)

VI. PUBLIC COMMENT

Note: Items discussed under Public Comment cannot be acted upon at this meeting, but may be referred to a future agenda for consideration (NRS 241.020). Individuals speaking on an item will be limited to three (3) minutes and spokespersons for a group will be limited to ten (10) minutes.

VII. CHAIRMAN/MEMBER COMMENTS

The Chairman and Members may speak on any subject under this section of the agenda. Chairman and Members may comment on matters including, without limitation, future agenda items, upcoming meeting dates, and meeting procedures. Comments made cannot be acted upon or discussed at this meeting, but may be placed on a future agenda for consideration by the Body.

VIII. SET NEXT MEETING

IX. ADJOURNMENT

Posted prior to 9:00 a.m., ***Wednesday, October 30, 2013***
at the following locations:
City Hall, 240 Water Street, 1st Floor Lobbies (2)
Multigenerational Center, 250 South Green Valley Parkway
Whitney Ranch Recreational Center, 1575 Galleria Drive
Fire Station No. 86, 96 Via Antincendio

AMENDED AND RESTATED BY-LAWS

OF THE

DEVELOPMENT SERVICES CENTER ADVISORY COMMITTEE

ARTICLE I: NAME

The name of this committee is the City of Henderson Development Services Center Advisory Committee, hereinafter referred to as "the committee."

ARTICLE II: PURPOSE

The purpose of the committee shall be to review the operations of, and make advisory recommendations to the City Council, regarding the Development Services Center Enterprise Fund, pursuant to Nevada Revised Statutes Chapter 354 and City of Henderson Council Resolution No. 3406.

ARTICLE III: MEMBERSHIP

A. The committee consists of nine (9) members. Appointments to the committee shall be made by the Mayor and City Council.

B. ~~Appointments shall be for a two year term.~~ Members shall be appointed for staggered terms of two (2) years, with a minimum of four (4) members being appointed or reappointed each year. Initially, to implement the staggered terms, the first year five (5) members will be appointed to serve two-year terms, while four (4) members will be appointed to serve one-year terms. The second year, the four (4) expiring members will be either reappointed to serve two-year terms, or replaced with the replacement members appointed to serve two-year terms. Each year thereafter, a minimum of four (4) members' terms shall expire.

C. The term of each member shall commence at the next committee meeting following the appointment by the Mayor and City Council and shall automatically expire at the next meeting following the conclusion of the term~~.~~

~~D. No person may serve on the committee for any uninterrupted period longer than eight years~~, or until each member's successor has been appointed, whichever is later.

D. ~~E.~~ No member of the committee may serve concurrently on any other permanent City Council created board or committee.

E. ~~F.~~ Any committee member who compiles more than three consecutive unexcused absences, or fails to attend seventy-five percent or more of the regularly scheduled meetings within a calendar year, shall be considered to have resigned.

F. ~~G.~~ The committee chairman may excuse the absence of a member if the absence is due to the illness of the member, an illness within the member's family, the death of a family member, or an employment-related activity that could not have been reasonably foreseen by the member. The chairman will consider the request for an excused absence on a case-by-case basis:

G. ~~H.~~ Notifications of absences are to be made to the ex-officio secretary of the committee.

ARTICLE IV: OFFICERS

The committee shall annually elect a chairman and vice-chairman from its members. The election of officers shall occur in November of each year, or as positions become open due to vacancies. The term of chairman and vice-chairman shall be for one year. There is no minimum or maximum limit on the number of times a member may serve as chairman or vice-chairman.

A. The chairman shall preside at all meetings, call meetings, and review and approve the agenda for meetings.

B. The vice-chairman shall act as chairman and perform those duties in the absence or abstention of the chairman.

C. The Development Services Center Coordinator, or the coordinator's designee, shall serve as the ex-officio secretary of the committee.

ARTICLE V: POWERS AND DUTIES

A. The powers and duties of the Committee shall include, but not be limited to, the following:

1. Hold regular and special meetings, pursuant to the purpose of the committee and open meetings laws contained in Nevada Revised Statutes 241;
2. Receive, compile and review information related to the purpose of the committee;
3. Obtain public input;
4. Organize subcommittees;
5. Adopt and amend these bylaws, or adopt such administrative rules as it deems necessary for the efficient conduct of its business;

6. Make advisory recommendations to the City Council pursuant to City Council Resolution No. 3406; and
7. Make an annual report to the City Council pursuant to City Council Resolution No. 3406

B. The Committee may request, through the Development Services Center Coordinator that city staff members attend meetings as needed for the exchange of information relevant to the committee's duties.

ARTICLE VI: MEETINGS

A. Regular meetings of the committee shall be held quarterly on a schedule established by the committee at the last meeting of the prior year, at 7:45 a.m. Regular meeting locations may vary subject to room availability, but shall be posted in advance according to state law.

B. Special meetings may be called as needed by:

1. the chairman;

2. a majority vote of a quorum at a meeting;

3. by request of a majority of the members; or

4. by the Development Services Center Coordinator or his designee.

C. All meetings shall be properly noticed, posted, and conducted according to the open meeting law requirements in Nevada Revised Statutes 241.

D. Five members constitute a quorum for any action to be taken by the committee.

E. The chair is a voting member.

F. A 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.

G. A two-thirds vote is the vote of two-thirds of the members present and entitled to vote, excluding abstentions, at a meeting where a quorum is present.

H. Action on routine motions and resolutions requires a majority vote of the committee.

I. Recommendations to be forwarded to City Council shall require a majority vote of the committee.

J. Pursuant to Nevada Revised Statutes 241, the committee must use a prepared agenda and may act only on those items listed on the agenda. Any action items must be submitted to the Development Services Center Coordinator or his designee at least 10 calendar days prior to the official meeting date. Appropriate backup materials must be submitted with the item.

ARTICLE VII: PARLIAMENTARY AUTHORITY

A. These bylaws may not conflict with city ordinances, or state law. In the event of a conflict, the applicable ordinance or state law will prevail.

B. Rules of procedure not covered by these bylaws, city ordinances or state law will be governed by the current edition of Robert's Rules of Order Newly Revised.

ARTICLE VIII: INITIAL ADOPTION AND AMENDMENT OF BYLAWS

A. The bylaws may be considered for initial adoption after being posted as an action item on the agenda of a regular meeting of the committee, and copies of the proposed bylaws have been distributed to committee members as part of the agenda process for the meeting at which they will be considered. Initial adoption of the bylaws shall require an affirmative two-thirds vote, as defined in Article VI. G.

B. After initial adoption, proposed amendments to the bylaws must be acted upon by the committee through the regular agenda process at two separate meetings. Amendments to the bylaws shall require a two-thirds affirmative vote.

ARTICLE IX: FILING WITH CITY CLERK

A. The executed original of the bylaws must be filed with the City 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 City 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 City Clerk within 10 calendar days of approval.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

~~Considered~~These Amended and Restated Bylaws were considered and adopted by the Development Services Center Advisory Committee on ~~November 6, 2012~~_____, 2013.

_____
Ralph Murphy, Chairman

ATTEST:

_____
Michelle Page, Ex-Officio Secretary

Document comparison by Workshare Compare on Thursday, October 03, 2013 10:15:41 AM

Input:	
Document 1 ID	file://Z:\BUILDING AND FIRE SAFETY\DSC Advisory Committee Bylaws- 2013 Final Draft CLEAN (July 2013).doc
Description	DSC Advisory Committee Bylaws- 2013 Final Draft CLEAN (July 2013)
Document 2 ID	file://Z:\BUILDING AND FIRE SAFETY\DSC Advisory Committee Bylaws- 2013 Final CLEAN (September 21 2013).doc
Description	DSC Advisory Committee Bylaws- 2013 Final CLEAN (September 21 2013)
Rendering set	standard

Legend:	
Insertion	
~~Deletion~~	
~~Moved from~~	
Moved to	
Style change	
Format change	
~~Moved deletion~~	
Inserted cell	
Deleted cell	
Moved cell	
Split/Merged cell	
Padding cell	
Statistics:	
	Count
Insertions	9
Deletions	9
Moved from	0
Moved to	0
Style change	0
Format changed	0
Total changes	18