

**BY-LAWS
CITIZENS ADVISORY COMMITTEE**

ARTICLE I: NAME

The name of this committee is the Citizens Advisory Committee.

ARTICLE II: PURPOSE

The purpose of said Committee shall be to formulate recommendations to the City Council on issues of community-wide concern as assigned by the City Council.

ARTICLE III: MEMBERS

- A. The fifteen members of the Citizens Advisory Committee shall be appointed by the Mayor and City Council of the City of Henderson to serve at the pleasure of the appointing authority for such terms as are hereinafter set forth.
- B. The terms of each appointee shall commence at the next Citizens Advisory Committee meeting following the appointment by the Mayor and City Council and shall expire at the next Citizens Advisory Committee meeting following the conclusion of the term of the appointing member of the City Council.
- C. The Mayor shall appoint one (1) member as Chair, and one (1) member as Vice Chair.

 The City Clerk of the City of Henderson, or the City Clerk's designee, shall serve as the ex-officio secretary of the Committee.
- D. Any committee member who compiles more than three (3) consecutive unexcused absences, or fails to attend more than seventy-five (75%) percent of the regularly scheduled meetings within a calendar year, shall be considered to have resigned.
- E. 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. Notifications of absences are to be made to the City Clerk's Office.

ARTICLE IV: POWERS AND DUTIES

- A. The Chair shall preside at all meetings, call meetings, review and approve the agenda for meetings, and present progress reports to the City Council.
- B. The Vice Chair shall act as Chair and perform those duties in the absence of the Chair.

- C. The powers and duties of the Committee shall include, but not be limited to the following:
1. Hold such public hearings, forums, and meetings as are necessary to promote the exchange of information;
 2. Obtain public input;
 3. Review and compile information and prepare such reports as are necessary;
 4. Organize subcommittees;
 5. Adopt such administrative rules as it deems necessary for the efficient conduct of its business.
- D. The Committee may request, through the City Manager or designee, that City staff members attend meetings as necessary.

ARTICLE V: MEETINGS & MEETING REQUIREMENTS

- A. Meetings of the Citizen's Advisory Committee shall be held as deemed necessary. When held, meetings will take place on the second Wednesday of the month in which they are scheduled at Henderson City Hall at 5:30 p.m.
- B. A quorum of the committee is eight.
- C. Special meetings may be called as directed by:
1. The Chair.
 2. By a majority vote of a quorum at a meeting, which would be at least five affirmative votes.
 3. By request of more than one half the membership, which would be at least eight affirmative votes.
- D. All meetings shall be properly noticed and posted according to Nevada Revised Statutes.
- E. Routine motions and resolutions require a majority vote of a quorum of the members, including the Chair, which is at least five affirmative votes.
- F. Recommendations which are forwarded to City Council shall require a majority vote of the committee, which is at least eight affirmative votes.
- G. The Citizens Advisory Committee will use a prepared agenda. Any action items must be submitted to the Chair ten (10) calendar days prior to the official meeting date. Appropriate backup materials must be submitted with the item requested.

ARTICLE VI: **PARLIAMENTARY AUTHORITY**

- A. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Citizens Advisory Committee in all cases where they are applicable and in which they are not inconsistent with these by-laws and any special Rules of Order the Committee may adopt or City Ordinance No. 1504.

- B. Seconds to motions are not required.

ARTICLE VII: **AMENDMENTS OF BY-LAWS**

- A. Proposed amendments to the by-laws shall require a two third (2/3) vote of the membership, which is at least ten affirmative votes provided that the amendment has been submitted in writing at the previous regular meeting.

Adopted September 9, 2015; originally adopted September 14, 1994; resigned on August 1, 2001; and January 12, 2011.



Tom Piechota, Chairman