



## LYON COUNTY CITIZEN ADVISORY BOARD BY-LAWS

### **ARTICLE I - General**

1. Citizen Advisory Boards are established by the Lyon County Commission to represent residents of Lyon County in designated geographical areas. Citizen Advisory Boards provide information and recommendations to the Lyon County Commission and to other appointed Lyon County boards and commissions. Within their respective geographic area of responsibility, Citizen Advisory Boards:
  - a. Provide input on land use, services, budget, taxes and other matters;
  - b. Represent the views and concerns of citizens in a fair and equitable manner;
  - c. Serve as a liaison between the citizens of Lyon County and the County Commissioners; and,
  - d. Disseminate information to the citizens on issues of concern.
2. Citizen Advisory Board members should strive to keep the citizens within their geographic areas of responsibility informed. Information provided to the Citizen Advisory Boards should be distributed by the advisory board members to the citizens to the maximum extent possible.
3. Citizen Advisory Boards act in an advisory capacity only. Issues of concern noted by the Citizen Advisory Board shall be presented to the appropriate Lyon County Board, commission, department, or liaison either in writing or at a public meeting.
  - a. Citizen Advisory Boards shall record any concerns or issues during advisory board meetings and provide this information to the appropriate board, commission, department or liaison. The advisory board may also decide to provide a recommendation of approval or denial; however, the advisory board should primarily concentrate its efforts on gathering and providing adequate information to the Lyon County Board of Commissioners.
  - b. New members must attend a new member orientation training session annually. Failure to comply with this requirement may result in automatic removal from the Citizen Advisory Board.
4. The Lyon County Manager's Office provides membership documents, records retention, and office supplies to all Citizen Advisory Boards. Citizen Advisory Boards should contact the Advisory Board Liaison if a question arises in these areas of support. A copy of all minutes, notice of posting, audio files and agendas must be provided to the County Manager's Office for public record retention within 45 days or the next meeting, whichever occurs first.

### **ARTICLE II – Representation**

1. Citizen Advisory Board members must permanently reside within the geographic area of responsibility for their advisory board.

2. Applicants must fill out an Advisory Board Application that will be reviewed by the Lyon County Commission prior to review of possible appointment to a Citizen Advisory Board.
3. Vacancies on a Citizen Advisory Board will be filled according to Lyon County Code.
  - a. If no acceptable applications are received for a Citizen Advisory Board position the affected Citizen Advisory Board will hold nominations on their agenda until an appropriate candidate can be brought forward for appointment to the Board of Commissioners.

### **ARTICLE III – Removal from Citizen Advisory Board**

1. The Lyon County Commission may remove a Citizen Advisory Board member for the following:
  - a. Poor performance or unprofessional conduct
  - b. Ethics violations or open meeting law violations
  - c. The applicant misrepresented themselves in the application process
  - d. Three unexcused absences
2. The Chair of the Citizen Advisory Board will notify the County Manager's office when a member is subject to the aforementioned. The County Commissioners will then take appropriate actions to notify the member. The County Manager's office may place an item on the Commission agenda. A vote of the Board of County Commissioners is necessary to remove a Citizens Advisory Board member.

### **ARTICLE IV – Meetings**

1. Each Citizen Advisory Board should meet once a month, in a meeting place in or near their geographic area of responsibility. Meetings will be noticed and conducted in accordance with the Nevada State Open Meeting Law. The meeting place will be at a location accessible to the general public and pursuant to the Americans with Disability Act that will accommodate people with disabilities. Whenever possible, these meetings should be conducted in a publicly owned building.
2. For public convenience, each Citizen Advisory Board will schedule its meeting for the same day of week, time and location. However, the Citizen Advisory Board may move the meeting place to encourage community/neighborhood attendance for a specific meeting. If the meeting place is moved, then the Citizen Advisory Board must notify the Lyon County Manager's Office and highlight the new location in bold letters on the public notice for the meeting. The agenda will be posted at both the original and new locations, plus locations as noted on the agenda.
3. Each Citizen Advisory Board will prepare an agenda. The agenda and minutes will be prepared in a format approved by the Lyon County District Attorney's Office and in accordance with the Nevada State Open Meeting Law.

4. When a Citizen Advisory Board desires to make a permanent change to its regular meeting date and/or time, then the following process will be followed:
  - a. The Citizen Advisory Board will announce the intent and reason for the change as an action agenda item during a regular meeting. The Citizen Advisory Board will notify the Lyon County Commission by letter or via email prior to the meeting of the intent and reason.
  - b. At the next regular meeting, the Citizen Advisory Board will schedule an agenda item to vote on the proposed change. The results of this vote will be submitted as a request to the Board of Commissioners by a Letter of Transmittal and delivered to the liaison. The correspondence will include the contents discussed, final action, and requested action by the Board of County Commissioners.
  - c. The Board of County Commissioners will then vote at their regularly scheduled meeting. The liaison will notify the Citizen Advisory Board if the requested change was approved. If the Board of Commissioners agrees to the change, the proposed change will be effective immediately.
5. Special meetings of a Citizen Advisory Board may be called by the Chair, by a majority of the board members, or by the Lyon County Commission. Special meetings will be noticed according to the Nevada State Open Meeting Law.
6. Joint meetings between a Citizen Advisory Board and the Lyon County Commission may be held when requested by the Chair of the Citizen Advisory Board or the Lyon County Commission.

#### **ARTICLE V – Quorum and Attendance**

1. A simple majority of the Citizen Advisory Board members constitutes a quorum for the transaction of business. A vote which results in a simple majority of the quorum is sufficient to carry any action item.
2. Citizen Advisory Board members are expected to attend all regular meetings. The Chair can excuse members who are unable to attend a meeting. The absence and the Chair's approval of the absence must be noted as such in the minutes.

#### **ARTICLE VI – Recommended Order of Business**

1. Citizen Advisory Boards must follow a standard order of business to adhere to the Nevada State Open Meeting Law and for public convenience. The content and results of advisory board meetings are more important than adhering to strict meeting formats; however, Citizen Advisory Boards must follow an agenda to ensure an orderly meeting. Agendas should contain, at a minimum, the following items:

- a. Name of the Citizen Advisory Board
- b. Weekday, date and time of meeting
- c. Building and address of meeting
- d. OML notice, to hear items in a different order to accomplish business
- e. Call to Order
- f. Roll Call/Determination of Quorum
- g. Public Participation
- h. Review and adoption of Agenda
- i. Approval of Minutes
- j. Community Reports (reports from County agencies or departments)
- k. Correspondence
- l. Chair/Member comments.
- m. Public Comment
- n. Adjourn
- o. Posting Locations

All agendas must conform to Nevada State Open Meeting Law requirements, including the requirement of specificity in description of an item sufficient to inform the public of likely action to be taken by the Citizen Advisory Board.

#### **ARTICLE VII – Officers**

1. Citizen Advisory Boards shall appoint from its membership the following officers: Chair, Vice-Chair, and Secretary. A person may not hold more than one office at a time. All officers are voting members. The Lyon County Commission will be notified in writing of the officers for each Citizen Advisory Board.
2. Appointment of officers will be held annually or as vacancies occur. The appointment for officers shall be held during a regular Citizen Advisory Board meeting and will be agendaized. The term of office for each officer will be set through December 31<sup>st</sup>. Annual appointment of officers shall be completed at the first meeting of the new year. Newly appointed officers will assume office immediately upon appointment.
  - a. In the event a vacancy is created during an officer's term, the Citizen Advisory Board will conduct a special appointment to fill the vacancy at their next regular meeting.
3. The Chair is responsible for the following duties:
  - a. Chair all Citizen Advisory Board meetings;
  - b. Call special meetings of the Citizen Advisory Board with appropriate prior public notice;
  - c. Appoint all committees in accordance with Article 10 of these bylaws;
  - d. Excuse members from attending a Citizen Advisory Board meeting;
  - e. Approve the agenda for publication. The Chair shall coordinate with the secretary to prepare a draft agenda for review and will approve the agenda prior to submitting the agenda to the County Manager for final approval and posting;

- f. Ensure that agendas are posted in accordance with the Nevada State Open Meeting Law at the locations noted on the agenda. The Chair will certify such posting at the beginning of each Citizen Advisory Board meeting;
  - g. Approve correspondence, reports or a Letter of Transmittal initiated by the Citizen Advisory Board prior to submitting such correspondence to the Lyon County Commission or to other boards, commissions, departments or agencies;
  - h. Represent the Citizen Advisory Board at public hearings before the Lyon County Commission or other County boards or commissions. In the event that the Chair is unable to appear, the Chair may designate an alternate representative with the consent of the other board members.
4. The Vice-Chair is responsible for the following duties:
    - a. Assume the duties of the Chair in the absence of the Chair; and
    - b. Perform other duties as assigned by the Chair.
  5. The Secretary is responsible for the following duties:
    - a. Assume the duties of the Chair in the absence of the Chair and the Vice-Chair;
    - b. Record audio and minutes of the Citizen Advisory Board meeting according to the Nevada State Open Meeting Law. A copy of the audio and minutes will be provided to the Lyon County Commission office for public record within 45 days of the meeting date;
    - c. Post meeting agendas in accordance with the Nevada State Open Meeting Law and at the locations noted on the agenda;
    - d. Perform other secretarial duties as assigned by the Chair.
    - e. The secretary will send audio recordings and final minutes to the County Manager's office for retention and distribution.

**ARTICLE VIII – Correspondence**

1. Any correspondence representing the Citizen Advisory Board shall be signed by the Chair, or in that officer’s absence, any other officer of the advisory board. The Secretary may sign correspondence on behalf of the Chair only with the Chair’s permission and when the Chair is unable to sign personally.

**ARTICLE IX – Expenditures**

1. The Lyon County Manager’s office will review all requests for expenditures for the Citizen Advisory Board prior to any expenditure being made.

**ARTICLE X – Committees**

1. The Chair of the Citizen Advisory Board may appoint, with the concurrence of the rest of the advisory board, the following committees:
  - a. Standing committees (comprised of advisory board members) as are required to carry out the business of the advisory board; and

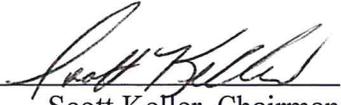
- b. Ad hoc committees, whenever the need arises, provided that the duties, scope of authority and length of duration of such committees are clearly specified at the time of their appointment. Ad hoc committees are subject to the following constraints:
  - 1.) The Lyon County Commission will be notified of the ad hoc committee's duties, scope of authority, length of duration and membership;
  - 2.) A member of the Citizen Advisory Board shall serve on each ad hoc committee;
  - 3.) Remaining ad hoc committee members should be from the geographic area of the Citizen Advisory Board, but need not be members of the advisory board; and
  - 4.) Reports from the ad hoc committee should be given to the Citizen Advisory Board at regular intervals during the boards' public meeting.
2. The Chair of the Citizen Advisory Board may also appoint, with the concurrence of the rest of the advisory board, the chair of the standing or ad hoc committees.

#### **ARTICLE XI – Amendments**

1. Amendments to these bylaws may be recommended by the Citizen Advisory Board to cover unique issues or concerns in the boards' geographic area of responsibility. These amendments shall be limited in scope and specialized to respond to the specific issue or concern.
2. Proposed amendments to the standard bylaws shall be discussed as an agenda item by the Citizen Advisory Board during at least one public meeting. Issues, concerns and any appropriate recommendations from the public meeting will accompany the proposed amendment request.
3. Amendments to these bylaws do not take effect until approved by the Lyon County Board of Commissioners. Proposed amendment requests will be submitted by the Citizen Advisory Board to the Lyon County Commission for approval.
4. Amendments will be compiled at the end of these bylaws and will contain the date approved by the Lyon County Board of Commissioners.

#### **ARTICLE XII - Effective Date**

These bylaws shall be effective from and after their adoption by the Lyon County Board of Commissioners on August 7, 2025.

Approved:   
Scott Keller, Chairman  
Board of County Commissioners

Attest: Staci Lindberg  
Staci Lindberg, Clerk