

CITY OF NORTH LAS VEGAS
PLANNING COMMISSION BYLAWS

NOW, THEREFORE, BE IT RESOLVED, that the Bylaws for the City of North Las Vegas Planning Commission shall be:

ARTICLE I – THE COMMISSION

Section 1. Name of the Commission: The name of the Commission shall be the Planning Commission of the City of North Las Vegas, Nevada **(Commission)**.

Section 2. Office of the Commission: The offices of the Commission shall be the City of North Las Vegas Planning and Zoning ~~Department~~ **Division**, City Hall, 2240 Civic Center Drive, **2250 Las Vegas Blvd. N., Ste. 114.**

ARTICLE II – MEMBERSHIP

Section 1. Lay Members of the Commission: The Commission shall consist of seven (7) residents of the City of North Las Vegas. The seven (7) members of ~~said the~~ Commission shall be appointed as described in ~~Title 2, Chapter 2.16~~ of the **North Las Vegas** Municipal Code (NLVMC). The appointed members shall hold no other public office. **This prohibition on holding other public office does not prohibit an appointed member from serving on another City board, commission, or committee.**

Section 2. Advisors: The ~~Community~~ **Land** Development **and Community Services** Director (**Director**) and the City Engineer, or their designated deputies, shall serve in an advisory capacity to the Planning Commission and shall have a voice in discussion of planning matters.

Section 3. Legal Counsel: The City Attorney, or his **their** designated ~~deputies~~ **deputy**, shall be legal counsel for the Planning Commission.

Section 4. Compensation: All members of the Commission shall serve as such without compensation except as described in ~~Title 2, Chapter 2.16.020.B~~ of the NLV**MC** ~~Municipal~~ Code.

Section 5. Term of Appointment: The term of appointment shall be as specified in ~~Title 2, Chapter 2.16~~ of the NLV**MC** ~~Municipal~~ Code.

Section 6. Removal from Commission: Members may be removed after public hearing by a majority of the City Council for inefficiency, neglect of duty, or malfeasance of office.

Section 7. Vacancies: Vacancies shall be filled in accordance with ~~Title 2, Chapter 2.16~~ of the NLV**MC** ~~Municipal~~ Code.

ARTICLE III – OFFICES AND RESPONSIBILITIES

Section 1. Officers of the Commission: The officers of the Commission shall be a Chairman and a Vice-Chairman. The ~~Community Development~~ Director shall serve as Secretary.

A. Chairman: The Chairman will preside at all regular and special meetings of the Commission unless ~~he is~~ **they are** incapacitated or unable to attend for any other reason.

B. Vice-Chairman: The Vice-Chairman will preside at any regular or special meeting of the Commission in the absence of the Chairman; and in the case of the resignation or death of the Chairman, the Vice-Chairman will perform such duties as are imposed on the Chairman until such time as the Commission shall select a new Chairman.

C. Secretary: The ~~Community Development~~ Director will serve as Secretary of the Commission and, as such, will be responsible for the administration of the affairs of the Commission. The ~~Community Development~~ Director will be the custodian of all plans and records of the Commission and is authorized to certify such records and documents or copies thereof to be true and accurate.

Section 2. Election of Officers: **Beginning with the first regular meeting of the Commission in December 2024 and continuing thereafter,** ~~The~~ Chairman and Vice Chairman shall be elected from among the appointed members of said Commission by a simple majority vote at the ~~first~~ regular meeting of the Commission **in December** ~~after the beginning of each fiscal year.~~ They shall hold office for one ~~(1)~~ year or until their successor(s) are elected and qualified. Any officer may be re-elected but may not serve more than two ~~(2)~~ consecutive terms in a single office. After the conclusion of a two ~~(2)~~ year consecutive terms **as Chairman or Vice Chairman**, a commissioner must wait one ~~(1)~~ year before ~~he is~~ **they are** eligible to run for that same office.

Section 3. Vacancies: When any office of the Commission shall become vacant, it shall be filled at the next regular meeting and the election of the office shall be for the unexpired portion of the regular term.

Section 4. Administration Assistance: The **City Clerk's Office** ~~Land Development and Community Services Department~~ shall provide the services of a Recording Secretary who shall take the Commission minutes and record all minutes, votes, and provide such other clerical duties as are required by the Commission.

ARTICLE IV – MEETING

Section 1. Meetings: The Commission shall hold at least one regular meeting each month, which shall be on the second Wednesday of the month. An additional regular meeting may be scheduled for the fourth Wednesday of the month at the discretion of the ~~Community Development~~ Director. **Briefings A regular meeting of the Commission** shall start at 5:30pm in the ~~City Manager's Conference Room with the Regular Meeting following at 6:00pm in the~~

Council Chambers of the City Hall. Special meetings may be called by the Chairman or the ~~Community Development~~ Director when deemed expedient. Members of the Commission must be notified at least five (5) days prior to the special meeting; however, this five (5) day notice may be waived by unanimous vote of the members. In the event that both the Chairman and Vice-Chairman should be incapacitated or otherwise unable to attend any regular or special meeting, the most senior member of the Commission shall serve as Chairman for that particular meeting.

Section 2. Quorum: A quorum shall consist of four (4) members of the existing membership of the Commission and shall be empowered to conduct Commission business.

Section 3. Absences: **Absences shall be handled in accordance with Chapter 2.16 of the NLVMC.** ~~Two (2) consecutive unplanned absences from regular Planning Commission meetings shall constitute cause for recommendation to the City Council for dismissal from Commission membership. An~~ planned excused absence shall be defined as calling the Chairman or the ~~Community Development~~ Director prior to the meeting. ~~Two (2) absences in a six (6) month period shall constitute cause for recommendation to the City Council for dismissal from the Planning Commission.~~

~~Section 4. — Order of Business: At the regular meeting of the Commission, the following shall be the order of business unless consent for change of order of all members voting:~~

- ~~1. — Call to Order~~
- ~~2. — Roll Call~~
- ~~3. — Public Forum~~
- ~~4. — Approval of the minutes~~
- ~~5. — New Business~~
- ~~6. — Old Business~~
- ~~7. — Public Forum~~
- ~~8. — Director's Business~~
- ~~9. — Chairman's Business~~
- ~~10. — Adjournment~~

~~Section 5. — Voting: All voting shall be by the Public Electronic Display Board. An individual vote shall be by selection of a green ("for"), red ("against") or yellow ("abstain") button on the control pad at each Commissioner's seat. In the event of a failure of the electronic board, votes shall be cast by a roll call. All members of the Commission may vote.~~

Section ~~6~~**4**. Roberts' Rules: All rules of order not herein provided for shall be determined in accordance with "Roberts' Rules of Order."

Section ~~7~~**5**. Ethics and Financial Disclosure: ~~Planning~~ Commissioners shall conduct themselves in a dignified and professional manner. It is understood that the Commission is bound to the laws and regulations administered by the State of Nevada ~~Ethics~~ Commission **on Ethics**. On a yearly basis, as directed by the City Clerk, each commissioner shall complete the

~~required Financial Disclosure Statement form and send it to the State Ethics office in Carson City, Nevada.~~

ARTICLE V – AMENDMENTS

Section 1. ~~Amendment of By-Laws~~**Bylaws**: These ~~By-Laws~~ **Bylaws** may be amended at any time by a majority vote of the entire Commission, provided such amendments **is** ~~are~~ not inconsistent with or in conflict with the City Charter or the NLVMC Ordinance of the City of North Las Vegas, and provided further that any proposal to amend the By-Laws shall be presented to the Commission by a member at a regular meeting, discussed and tabled, and be included on the agenda for action by the Commission at the next regular meeting. **After the Commission recommends approval of any proposed amendment by majority vote, the proposed amendment to these Bylaws become effective upon ratification by the City Council by resolution.**

ADOPTED: February 26, 1964

AMENDED: October 22, 1975

AMENDED: March 28, 1984

AMENDED: October 11, 1989

AMENDED: May 14, 2003

AMENDED: March 23, 2005

AMENDED: June 2, 2010