

APPOINTMENT AND ELECTION OF TAB/CAC MEMBERS

Town Advisory Boards (TABs) were formed pursuant to Nevada Revised Statutes (NRS) 269.576 and Chapter 3.30 of the Clark County Code (CCC), and Citizens Advisory Councils (CACs) pursuant to NRS 244.1945 and Chapter 3.32 of the CCC, to *assist the Clark County Board of County Commissioners (County Commission) in an advisory capacity* with the decision-making process in supplying public services to the unincorporated towns and areas of Clark County.

If an unincorporated town is established in a county whose population is 700,000 or more and is located 25 miles or more from an incorporated city whose population is 500,000 or more the County Commission shall, by ordinance, provide for the election by the registered voters of the unincorporated town of five (5) qualified electors who are residents of the unincorporated town to serve as the TAB members. If seats are left vacant on one of the elected TABs following the general election, the County Commission can appoint as many members as necessary to fill the vacant seats. The elected TABs in Clark County are Bunkerville, Laughlin, Moapa, Moapa Valley, and Searchlight.

All other TABs and the CACs are appointed by the County Commission. All TABs must have five (5) members, and the CACs may be comprised of three (3) or (5) members.

TAB/CAC members are appointed or elected for two-year (2-year) terms that expire on the first Monday in January of *odd-numbered years*. Those wishing to run for an elected TAB must complete the candidate filing information provided by the Clark County Election Department. A candidate must be a qualified elector and actually, as opposed to constructively, reside in the unincorporated town for at least 30 calendar days before the close of candidate filing NRS 293.1755 (1)).

For those appointed TABs and CACs as well as any elected TABs that have vacancies following a general election, interested applicants must be a qualified elector and be a resident of the unincorporated town or area encompassed by the TAB or CAC. Applications should be submitted to the County Commission, the County Manager's Office or the TAB/CAC secretary, who will forward the applications to the County Manager's Office. *An application form is included under Forms in the Reference section.*

The Clark County Department of Administrative Services (Administrative Services) will collect all *applications* and prepare agenda items for the County Commission, including the names of all applicants. The item will be placed on the agenda of the first meeting in January of odd-numbered years for the Board of County Commissioners to appoint TAB/CAC members.

New appointees, reappointed members, and duly elected advisory board members will be *notified* by mail, email, and/or telephone. They will be sent or given at TAB training, an *Oath of Office* by the County Clerk's Office, which must be signed and notarized and returned to the County Clerk's Office. All TAB/CAC members must attend an annual training organized by Administrative Services.

Any member may resign his or her position or appointment by submitting a letter of resignation to the County Commission or to Administrative Services and sending a copy to the Chairperson of the TAB or CAC. A copy of the letter will be transmitted to the respective liaison(s). (*See sample announcement under Forms in the Reference Section.*)

When a vacancy occurs, Administrative Services may post a public notice of the opening soliciting applications pursuant to the appropriate state law and CCC sections. The TAB or CAC may recommend to the County Commission a qualified replacement for the position.