

PAHRUMP PARKS & RECREATION ADVISORY COMMITTEE BY-LAWS

I. NAME

A. The name of this committee shall be the Pahrump Parks & Recreation Advisory Committee (PPRAC)

II. PURPOSE

A. To act in an advisory capacity to the Board of County Commissioners with regard to all public park plans within the Town of Pahrump.

B. To make recommendations to the Board of County Commissioners with respect to compliance with park plans, development of parks and adoption of a 5-year plan within the Town of Pahrump.

III. MEMBERSHIP

A. The number of active board members shall be not less than five (05) with two (2) alternates.

B. Members of the Advisory Committee must be Town of Pahrump residents.

C. Vacancies in the Advisory Committee shall be advertised when a vacant seat becomes available. Interested individuals must complete a Town Advisory Committee application.

D. Membership to the Advisory Committee shall be by appointment and approval of the Board of County Commissioners. Nomination for membership to the Advisory Committee shall be made by majority vote of all active Advisory Committee Members.

E. The term of each membership position on the Committee will be two calendar years regardless of appointment date. These are calendar year terms. Two (2) members for terms of no more than one year; and Three (3) members for terms of more than one year but no more than two years.

F. It is the responsibility of an Advisory Committee member to attend all meetings or notify the Chairperson or Vice-Chairperson when he or she will be absent.

G. Unexcused absences by an Advisory Committee member for three consecutive meetings or four out of six meetings shall be grounds for removal of said member.

H. Recommendation for removal of an Advisory Committee member shall be submitted in writing to the Town Board, after a majority of the Advisory Committee members vote in favor of said removal. Final disposition of removal from the Advisory Committee shall be at the discretion of the Board of County Commissioners.

I. Advisory Committee members serve their appointed terms without any compensation.

J. Advisory Committees shall not be involved in the administration or operation of Town Departments nor shall they direct administrative staff to initiate programs, conduct major studies or establish official policy.

IV. OFFICERS OF THE COMMITTEE

A. Officers shall be the Chairman, Vice-Chairman, and Secretary

Revised and Approved as of: 11/17/2015

V. DUTIES OF OFFICERS

- A. Members of the Advisory Committee shall nominate and elect officers in January of each year.
- B. The Chairman shall conduct all meetings of the Advisory Committee. The Chairman or designee shall be the Advisory Committee's spokesperson and shall appoint sub-committees. The Chairman or designee shall present all board recommendations and other matters to the Board of County Committee.
- C. The Vice-Chairman shall assume the duties of the Chairman in his/her absence.
- D. The Secretary shall be responsible for all minutes, reports, agendas, correspondence, and records of the Advisory Committee.

VI. MEETINGS

- A. All Advisory Committee meetings will be held in accordance with NRS 241.
- B. The Advisory Committee shall meet once a month or as necessary.
- C. A quorum consisting of a minimum of three (03) members (including alternates who are acting as members) is required for official meetings.
- D. Alternates have the right to vote in the absence of a regular member or to create a quorum.
- E. Meetings may be attended by a Commissioner acting in the capacity of liaison to the Advisory Committee. The liaison shall be an advisor to the Advisory Committee and shall make recommendations from time to time as may be necessary to facilitate the purposes of the Advisory Committee.

VII. VOTING RIGHTS OF MEMBERS

- A. Each seated Advisory Committee member is entitled to one vote, on all matters, at any meeting attended. Alternates do not have any voting rights.

VIII. EXPENDITURES/REVENUE

- A. All expenditures, revenues and/or donations incurred and received by the Advisory Committee shall be further subject to approval by the Board of County Commissioners, unless approval has been previously granted by Board of County Commissioners.
- B. No Advisory Committee members shall sign any contracts or documents obligating the Town and/or Advisory Committee members to any responsibility financial or otherwise.

IX. AMENDMENTS

- A. These By-Laws may be amended from time to time as required by the Pahrump Parks & Recreation Committee. Said amendments shall be subject to approval by the Board of County Commissioners.
- B. Proposed amendments to these by-laws shall require a two-thirds vote of the entire Committee.

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