



**LYON COUNTY**

**CITIZEN ADVISORY BOARD**

**HANDBOOK**

**Lyon County  
Citizen Advisory Board Member's Handbook**

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**LYON COUNTY COMMISSION**  
**“Dedicated to Excellence in Public Service”**

Dear Lyon County Citizen Advisory Board Member:

As a member of a Lyon County Citizen Advisory Board, you have accepted an important responsibility to help Lyon County government be responsive to the needs of your neighborhood and community. This handbook has been prepared in an effort to help you better understand the purposes of Citizen Advisory Boards and your responsibilities and duties.

Lyon County has provided this personal handbook for you to keep. It is presented in a loose-leaf format so that it may be updated as needed. Feel free to make notes, underline, and use it as a working tool and guide. It should prove to be a valuable resource to you during your term on the Citizen Advisory Board.

Citizen Advisory Boards are an invaluable source of information and feedback for Lyon County's elected and appointed officials. Your decision to become involved in and improve our local government is an admirable one. On behalf of the Board of County Commissioners, we would like to thank you for your participation.

Sincerely,

/s/

Lyon County Board of Commissioners

Chuck Roberts, District I

Vida Keller, District II

Ray Fierro, District III

Joe Mortensen, District IV

Virgil Arellano, District V

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## **INTRODUCTION**

Citizen Advisory Boards (CABs) in Lyon County meet a dual set of needs. The first is a need by the County Commissioners to better understand and respond to the concerns of residents in distinct geographical areas (communities) in Lyon County. A growing population and diversification of interests has made it increasingly difficult for the five County Commissioners to stay as personally aware of the important concerns in all the communities as was possible in the past. A CAB can help the Commissioners become more aware of those concerns and better enables them to address the issues in the best interest of the community and the County as a whole.

A second need addressed by CABs is to increase public awareness and Lyon County citizen participation involving issues within their community. This allows citizens to better understand decisions made by County Commissioners that affect their locality. This helps to ensure good County government and enables citizens to hold County Commissioners accountable for their decisions.

## **PUBLIC INFORMATION**

### **Primary Contact for the Citizens Advisory Boards**

The CAB Chair is the primary contact person for matters pertaining to that CAB. The Chair should be contacted when setting agendas or transmitting CAB action. If the Chair is not available, the other officers of the CAB should be contacted. A list containing the name of each CAB, the name of the Chair with mailing address, the Chair's phone/FAX number and e-mail address, CAB meeting date, place and time is available for public distribution. Contact the Commissioner's office at 775-463-6531, FAX (775) 463-6533.

### **Rosters**

Rosters are maintained for each CAB containing the members' names, mailing addresses and phone numbers for distribution to the public.

### **Internet**

The Lyon County Webpage ([www.lyon-county.org](http://www.lyon-county.org)) contains this manual, membership application (under documents . Commission-County Manager). Monthly agendas are posted under agendas on the home page and all meetings are listed on the Lyon County main calendar.

## **1.0 ADMINISTRATIVE INFORMATION**

### **1.1 CAB HISTORY AND FOUNDATION**

#### **1.1.1 History**

The Board of County Commissioners established Citizen Advisory Boards in areas of the County where residents share similar problems and concerns and where the community is distinct from other communities.

#### **1.1.2 Legal Basis**

Nevada Revised Statutes (NRS) 244.1945 (see Appendix C) authorizes the Board of County Commissioners to establish CABs for any purpose relating to the County about which the Board desires study or advice.

Lyon County Code, Section 3.01.01 through 3.01.08 (see Appendix C), sets forth the specific guidelines for the establishment and operation of CABs. Among other matters, it requires that each CAB be individually established by the Board of County Commissioners by resolution. **No advisory council may enter into contracts on behalf of or otherwise obligate Lyon County (LCC 03.01.05)p.**

CABs are governed within this legal framework by a set of bylaws adopted by the County Commission. The bylaws enable each CAB to follow a standard set of operating procedures while providing enough latitude to allow the CAB to conduct its affairs and meetings in a fashion which encourages public participation.

#### **1.1.3 Membership**

Memberships on CABs are selected with the intent to provide representation from a broad cross-section of the represented community(ies). The idea is to ensure that all major viewpoints are examined, and that any faction or special interest group does not dominate the Citizen Advisory Board.

The Board of County Commissioners appoints members for staggered two-year terms beginning January 1 of each year. Each CAB will accept nominations during their November meeting. All persons nominated must submit an application to the CAB. Once recommendation has been made by the CAB, the application will be forwarded to the BOC for appointment.

#### **1.1.4 Lyon County CAB Areas of Responsibility**

The area of responsibility for each Citizen Advisory Board is defined by boundaries that have been established through resolution adopted by the Board of County Commissioners (BOC) when each CAB was formed. Some CABs also have specific geographic subareas of responsibility within their boundaries to further define an area for a CAB member's seat.

There is a map included in this handbook that shows all the CABs and their boundaries.

The following is a list of all Lyon County CABs: Dayton, Mason Valley, Mound House, Silver City, Silver Springs, Smith Valley, Stagecoach, Central Lyon County Parks & Recreation and Smith Valley Park Board.

## **1.2 CAB MANAGEMENT**

### **1.2.1 Budget and Finance**

The Board of County Commissioners may establish an operating budget for each CAB from County funds. CAB expenditures are made through the Commissioner's/County Manager's Office using standard County purchasing procedures. The financing of the CABs is treated just like those of a County department and fall under the same rules regarding allowable expenses. Generally, only the direct expenses of a CAB, such as office supplies to conduct general business, are eligible expenses. Members will not be reimbursed for items such as personal travel costs to attend meetings. However, travel costs associated with County mandated training may be claimed. Contact the County Commissioner's/County Manager's office for reimbursement.

### **1.2.2 The financial guidelines for CABs are as follows:**

Making a Purchase. An officer of the CAB will contact the Commissioner's/County Manager's office for approval of the purchase. Approval of the CAB should be obtained prior to purchase.

Reimbursement. The County discourages individual reimbursements for purchases and under no circumstances will a reimbursement be made unless the Commissioner's/County Manager's office has given prior approval for the expense. In most cases, an item can be bought through the County system for less money than in retail stores. Also, no sales tax is charged for County purchases.

### **1.2.3 Liability of Volunteers**

With respect to the potential liability of individual volunteers (CAB members), Lyon County treats you just as it would one of its employees. As long as your activities fall within the course and scope of your duties as a volunteer, Lyon County will defend and indemnify you pursuant to the requirements of Section 41 of the Nevada Revised Statutes (NRS).

- As a volunteer, Lyon County considers your actions within the course and scope of the public duty you assume as a volunteer to be equivalent to that of an employee. If a civil action is brought against you alleging an act or omission related to such service, it is the position of Lyon County that, pursuant to NRS Section 41.0339, you may request a defense and the County shall provide such a defense and, if appropriate, indemnification.

- ❑ NRS Section 41.0339 requires that you, within 15 days after service of a summons and complaint, request in writing a defense by the official attorney. In Lyon County, the official attorney is the District Attorney.
- ❑ If per chance you are injured while within the course and scope of your public duty, you will be treated as an employee and covered by the County workers' compensation system. In order to gain access to the workers' compensation system, you need to contact the Human Resources Department and advise the staff of the injury, and follow the procedures adopted by Lyon County for its employees. You can obtain a copy of those procedures from the Comptroller's Department.
- ❑ If you are involved in an accident or an incident, while within the course and scope of your duties as a CAB member, which results in property damage or injury to any person, you must contact the Comptroller's Department or the County Risk Management Division (463-6510) within three working days of the accident incident. Risk Management personnel will guide you through the appropriate follow-up steps.

### **Lyon County Staff Support**

The Commissioner's/County Manager's office provides the primary administrative assistance to the CABs. Other County departments will assist and provide information to a CAB on specialized issues. It is important to remember that communication with County staff is no substitute for direct contact and communication with the County Commission. Staff assistance is meant only to supplement and aid in such communication, not to replace it.

### **CAB Field Trips**

Field trips for CAB members shall not be taken unless the trip has been at the suggestion of a County agency. The County agency is responsible for organizing the field trip and providing transportation to and from the field trip site. A County staff member from the organizing County agency must accompany the CAB members on the field trip. The field trip must also be noticed as a public meeting and comply with the Nevada Open Meeting Law requirements.

### **Lyon County Staff Attendance at CAB Meetings**

It is the responsibility of the CAB chair to notify the appropriate Lyon County department when the CAB wishes staff from that agency to attend a CAB meeting.

When possible, the request for staff attendance and/or a County Commissioner should be made at least one week before the scheduled meeting.

**Lyon County Commissioner's/County Manager's office will assist CABs in the following ways:**

- Advertise membership vacancies and coordinate County Commissioner appointments of new members.
- Facilitate open communication between CABs, government agencies and other citizens.
- Monitor publication of each CAB's agendas and minutes to ensure compliance with the Nevada Open Meeting Law.
- Arrange for CAB membership training.
- Process the paperwork for purchases.
- Coordinate County Commission approval of modifications to the resolutions adopting CABs (e.g. boundary adjustments, specific area representation, etc.).
- Arrange for special community meetings on topics or issues of critical importance.

**Provision of Documents to CAB**

Each member of a CAB will be provided a copy of the Master Plan elements and the appropriate area plan(s) with color map inserts, free of charge. This copy is for the member's use. New members will receive their copy of the plan within their Member's Handbook. The text of the plan will be updated, free of charge, whenever the plan is amended.

Additional copies of the plans, or of the color map inserts, may be obtained by the CAB at the cost charged to the general public.

**Provision of Maps to CAB**

The following maps will be provided to each CAB Chair free of charge upon request by the Chair. These maps will be the property of the CAB. The maps will be updated, free of charge, whenever the maps are amended.

- One 36" x 48" unmounted color display Land Use Map
- One 36" x 48" unmounted color display Citizen Advisory Board boundary map (of appropriate area)
- One 11" x 17" unmounted color display area-wide Citizen Advisory Board boundary map

## **CAB TRAINING**

Each year, Lyon County will provide training to its CAB members. Over the past several years, the County has held trainings on general CAB roles and responsibilities as well as Open Meeting Law and Chairman roles and responsibilities. It is essential that all members of a CAB attend these trainings when offered. The purpose of these trainings is to familiarize new CAB members with the CAB Members Handbook, make them aware of Open Meeting Law requirements for public bodies, and provide them with basic meeting management tools. Following the training each new member will receive a nameplate and electronic version of the CAB Members Handbook.

## **CAB MEETING MANAGEMENT**

### **Requirements**

Nevada Open Meeting Law. State law requires that meetings of public bodies must be open and public. Citizen Advisory Boards fall within the definition of public bodies.

### **CAB Meeting Notices and Agendas**

An example of a meeting notice and agenda is in Appendix B of this handbook. All items on the sample agenda **MUST** be included in your agenda. Check the bylaws for specifics on the agenda items. Copies of the agendas must be posted at the locations noted on the agenda. Agendas must also be provided to CAB members and a copy sent (via email) to the Commissioner's/County Manager's office for the CAB's historical files. *A copy should be sent to the resident commissioner also.*

Notice. The law requires written notice of a CAB meeting must be given at least three full working days prior to the meeting date. Minimum notice consists of posting and mailing copies of the notice to those citizens requesting such notice.

Posting. The notice must be posted at the place of the meeting and at a minimum of three other separate, prominent (i.e. open to public view) places within the jurisdiction of the CAB. The notice must be posted no later than 9:00 a.m. three working days before the meeting. For example, if the CAB meets on a Thursday, the notice must be posted no later than 9:00 a.m. on the Monday preceding the meeting. Saturdays, Sundays and holidays may not be counted in calculating three working days.

Mailing. The notice must also be mailed to any person who has requested notice of the meetings. The notice must be delivered to the postal service not later than 9:00 a.m. three working days before the meeting. Electronic notices (i.e., e-mail) must be sent to recipients not later than 9:00 a.m. three working days before the meeting. A request for receiving notice of meetings automatically lapses six months after it is made to the

public body. Every public body must inform the requester of this act by enclosure or notation.

Contents of Notice. The notice of the meeting must include:

- The time, date, place and location (building address) of the meeting.
- A list of the locations where the notice has been posted.
- An agenda which must consist of:
- A clear and complete statement of the topics scheduled to be discussed at the meeting.
- A list and description of the items to be voted on during the meeting (if appropriate). These items must be clearly denoted as items upon which the CAB will take action.

Minutes. The Nevada Open Meeting Law also requires that a public body keep written minutes of meetings. These minutes must include:

- The date, time and place of the meeting.
- Those members who are in attendance and those who are absent. The Chair should state whether any absent member's absence is excused or unexcused.
- The substance of all matters proposed, discussed or decided. In addition, at the request of any member, the minutes must reflect each member's issues and concerns on any matter. If a vote is taken, the minutes must reflect each member's vote on any matter.
- The substance of remarks made by members of the general public who address the body if so requested by that person.
- Information which any member of the body requests be included in the minutes.

Citizens may request to receive copies of the CAB minutes (and agendas) through the individual CAB. Such a request should be made in writing (or through e-mail) to the CAB. Citizens can request to receive mailing of CAB minutes/agendas through the U.S. Postal Service or by e-mail, but not both. Distribution of the minutes to the CAB mailing list is through the courtesy of the County. This practice is not required by the Open Meeting Law.

The law provides that the minutes are public records and have permanent value. The minutes must be retained by the public body for two years. The Commissioner's/County Manager's office is the public body designated to retain these records for the CAB's. The minutes must be available for public inspection within 30 working days after adjournment of the meeting. Meetings must be recorded on audio tape in addition to the written minutes. The recording of the meeting must also be made available for public

inspection. The audio tape must also be retained by the public body (County Manager/Commission Office) for one year.

### **CAB Minutes, Audio Recordings and Correspondence**

It is essential that copies of the CAB minutes (with audio recording) be forwarded to the County Manager/County Commission office EACH MONTH by the CAB recording secretary. It is the responsibility of the CAB Chair to ensure that the minutes and recordings are provided to the department. The Chair must also forward any correspondence noted for the record with the minutes/audio recording for that meeting. The County Manager/County Commission office is responsible to retain these records for public review.

### **Quorum to Conduct a Meeting**

The CAB must have a quorum of members present in order to conduct a meeting. State Law defines a quorum as a simple majority of the constituent members of a public body. This translates for CABs as a simple majority of the total membership of the CAB. Vacant member positions, however, do count toward a quorum. Following is an example of how a quorum is calculated:

- ***The total membership of a CAB is five members. Therefore in order to have a quorum there must be three members present.***

If a quorum of CAB members is not present at a noticed meeting, then the meeting cannot occur. The CAB Chair (or other officer if the Chair is not present) must announce to the audience that a quorum of CAB members is not present and, therefore, a CAB meeting will not occur. The CAB secretary will stop recording the meeting and depart. The minutes will reflect that a quorum of CAB members was not present, including the members present, members absent (and whether the absence was excused or unexcused), and that the noticed meeting did not occur.

A quorum must be present for the entire CAB meeting. Should a member permanently excuse himself or herself from the CAB meeting during the meeting, and if the member's departure causes the total CAB members to be less than a quorum, then the meeting must immediately stop. The CAB secretary will stop recording the meeting and depart. The minutes will reflect that the member's departure created less than a quorum of members and that the meeting was subsequently stopped.

An exception to the quorum rules is when a member who is present abstains from participation and voting due to a conflict of interest. In this case, the total CAB membership is temporarily reduced by one member and the required quorum number could be affected as well. Following is an example of when this might occur:

- The total membership of a CAB is five members and four members are present. A quorum exists for the meeting. During a noticed agenda item, a CAB member declares a conflict of interest and abstains from discussion and voting on the

matter. The member also moves into the audience to participate in public comment on the item. There are only three CAB members present for this specific item. The total membership for the CAB has been temporarily reduced to four members (since one member has abstained from the CAB), so only three members are required for a quorum. Under NRS 281A.420(5), the quorum for the CAB has been temporarily reduced to three, so the CAB can continue to take action on the item. After discussion, the CAB also decided to vote on the item, with a vote of two in favor one opposed. Due to the temporary reduction in quorum, the vote of two members is sufficient to pass the item.

## **Conducting Productive Meetings**

### **Chair. Guidelines for the Chair are:**

- ◆ The Chair should control the meeting.
- ◆ The Chair should make sure everyone has a chance to speak under appropriate items, but can limit the time and content. If the person speaking is repeating concerns already expressed by another, the Chair can so state and limit that person's time. Use courtesy and common sense.
- ◆ The Chair can call a recess or adjourn the meeting, with a motion and approval by the rest of the CAB, if the crowd is so disruptive that the CAB cannot continue to conduct business.

### **Members. Guidelines for CAB members are:**

- ◆ CAB members are not elected officials. You represent an area of the community, but not necessarily the residents of that area.
- ◆ CAB members have the right to have an opinion and to express that opinion accordingly.
- ◆ CAB members run the meeting; the audience does not. It is up to the CAB to decide if suggestions from the audience should be implemented.
- ◆ Actions by the CAB should represent both sides of any discussion and should list the issues and concerns of each position.
- ◆ A CAB member should act and provide comments the way he/she believes is best based on the information presented. A member should not take an action because there is a majority of people in the audience with a certain point-of-view unless you agree with that point-of-view.
- ◆ Proxy voting is not applicable.

## POLICY STATEMENT

### Advice Provided to Board of County Commissioners by Citizen Advisory Boards

The Board of County Commissioners will not consider CAB votes based solely on approval or denial as advice on issues reviewed by the CABs. CABs should provide advice to the Board of County Commissioners and other County boards and commissions in the form of identified issues, suggested alternatives or corrective actions, supporting and opposing opinions, and concerns that should be addressed.

### Techniques and Tips

#### Agenda Tips. Some tips for the CAB agenda:

- ◆ The agenda must be concise, but inclusive enough to clearly identify the agenda item and allow discussion of that item.
- ◆ Posting of the agendas should be in substantial compliance with the Open Meeting Law.
- ◆ Mailing of the agendas should also be in substantial compliance with the Open Meeting Law. If the agendas are mailed within the required time frame, the intent of the law has been met. The County is not responsible for mail delivery.
- ◆ Content of the agendas:
  - ◆ Correspondence. The Chair can note the receipt of correspondence and summarize the contents, but the correspondence need not be included in the minutes. The Chair can request the recording secretary provide follow-up letters. If correspondence is noted on the record by the Chair, that correspondence must be available during the meeting for the public to review. The public cannot retain a copy of the correspondence and must return the correspondence to the Chair when their review is complete. Public records requests for the correspondence must be referred to the County Manager/County Commission Office.
  - ◆ Public Comments. Comments from the public during the two public comment agenda items are for matters either on or off the agenda. The Open Meeting Law allows CAB members to discuss items raised during public comment items, but does **not allow CABs to take action on them**. However, staff highly recommends that CAB members NOT discuss matters brought up during public comment items so as to avoid any possibility of an Open Meeting Law violation for deliberating on an item not properly noticed on an agenda. If appropriate, an item raised during public comments may be scheduled for a future CAB meeting. During action items, public testimony

will be heard on that particular item specific to the agenda item at the time the item is discussed and before action is taken on the item.

- ◆ Chair/Member Comments: This item can be used to make announcements, set future agendas, etc. No action or general discussion should take place under this topic. If the Chair or members have something to discuss, it should be specifically noted on the agenda.

## **POLICY STATEMENT**

### **Requesting staff attend CAB meetings**

When a CAB wishes staff from a Lyon County Department to make a presentation at a CAB meeting, it is the responsibility of the CAB Chair (or the member requesting the item) to contact the agency, arrange for the presentation, and provide appropriate language for the CAB agenda. When possible, the request for staff attendance should be made at least two weeks before the scheduled meeting.

### **Minutes Tips. Some tips for CAB minutes:**

- ◆ The minutes should reflect what happened at the meeting.
- ◆ The minutes belong to the CAB and are not open to comment from the audience under the section of the agenda to approve the minutes. Comments to the minutes can be made under Public Comments.
- ◆ The minutes must be approved in total, not in part. If a portion of the minutes are questioned, the entire set of minutes should not be approved until the questionable section is clarified. However, eventually the minutes must be approved even if approval is by a simple majority of the CAB.
- ◆ Corrections to the minutes of the past meeting are made at the current meeting; the corrections will be reflected in the current meeting's set of minutes and approved at the following meeting.
- ◆ The following are guidelines for presenting information to the CAB:
  - Speakers must identify themselves.
  - The gist (not verbatim) of spoken comments will be reflected in the minutes. Spoken comments may be combined with other similar comments on the same topic.
  - If a speaker desires that his/her written comments be part of the public record, then the speaker must read the comments verbatim, specifically request that the written comments be included in the public record, and provide a copy of the written comments to the Chair (or recording secretary). These written comments will be either reflected verbatim in the minutes or will be attached to the minutes.

All other information provided by a speaker or citizen (e.g. handouts, pictures, correspondence, etc.) should be provided to the Chair (or recording secretary) for inclusion as part of the CAB meetings public record. These documents will be kept in the public file repository, but will not be a part of the minutes.

- ◆ The official minutes are on file in the County Manager/County Commission Office and are available for public review.
- ◆ Correspondence received can be noted in the minutes, but need not be included in the contents of the minutes.
- ◆ It is the Chair's responsibility to forward any correspondence noted on the minutes/record to the County Manager/County Commission office for the public record files.
- ◆ Information regarding an item on the agenda of a past meeting cannot be submitted for inclusion in the minutes after the minutes of that meeting have been approved.
- ◆ Topics not properly noticed on the agenda can not be discussed at a CAB meeting.

## **POLICY STATEMENT**

### **Advocacy Roles for Citizen Advisory Board**

CAB meetings should provide a forum that encourages candid and frank discussion of citizen concerns and issues. It is especially important that CAB meetings be conducted to allow a neutral playing field+so all present feel comfortable presenting all sides of any issue. CAB members, in either preparing the agenda or in conducting a meeting, must be careful to avoid giving any perception that the meeting or discussion will be slanted or limited to the detriment of full and open discussion. Depending upon the issue under discussion, reasonable time limits or other rules may be imposed by a CAB Chair to assure, to the extent possible, an orderly process and full discussion . both pro and con . on the issue or project being discussed.

**Disclosure:** Any CAB member who has actively or visibly taken a position on a project or issue should:

1. Disclose, as part of the record, his/her involvement with the issue or project and, if applicable, any financial relationship or involvement relating to or resulting from the project or issue; and
2. If chairing the meeting, temporarily release chairmanship to another CAB officer.

**Abstention:** Any CAB member who has a personal commitment or a direct financial interest in the particular issue or project being discussed should not only take the actions outlined above, but should also consider excusing him/herself from the Board and participate from the audience as a private

citizen on the particular project or issue.

**Representation of CAB:** No CAB member may represent the CAB in other proceedings, orally or in writing, as advocating a particular position unless the specific topic under consideration was discussed and/or voted upon by the CAB. In making any representation, the CAB member must be careful to report on the issues and concerns . both pro and con . as presented to the CAB, in addition to any vote result.

**Representation of County:** Under no circumstances may a CAB member use his/her position as a CAB member to represent, advocate or imply, in non-county proceedings, a County of Lyon position on an issue unless specifically authorized to do so by the Board of County Commissioners.

**Meeting Tips:** Since the official business of a CAB can be conducted only at a meeting, it is important to make sure the CAB meeting is structured to encourage public participation. If your CAB meeting is long, complicated and focused only on CAB members, then your meetings will eventually lose public participation. The following are some guidelines to follow to help ensure smooth meetings;

- Start on time.
- End at a reasonable hour.
- Follow the agenda (it is a violation of the Open Meeting Law to discuss items not appearing on the agenda)
- Encourage the public to participate.
- Ensure no one person dominates the discussion.
- Actively listen.
- Do your homework before the meeting (prepare)
- Don't hold unnecessary meetings.

### **Meeting Room Environment**

In addition to these guidelines, the meeting room environment is also crucial to a smooth meeting. Here are some items to check:

1. Room size is adequate for anticipated crowd.
2. Temperature is set at a comfortable level.
3. Enough seats and agendas are available.
4. Lighting and sound system are adequate.

**Ways to Stimulate Community Participation. The following are ideas to help stimulate community participation in CAB meetings:**

- Send random letters inviting community members to meetings.

- Hold regular meetings.
- Make agendas easily available.
- Invite residents to get together before community issues are considered.
- Send thank you notes to people who provide input and suggestions.
- Request community groups to designate a representative to attend meetings.
- Make meetings comfortable rather than intimidating (i.e., less formal).
- Make meetings interesting and don't drift or bog down (i.e., keep meetings short and to the point).

## **CHAPTER TWO – CAB ROLE AND RESPONSIBILITY**

### **CAB ROLE**

#### **Overview of a CAB Member's Role**

Goals, priorities and courses of action are determined independently for each Citizen Advisory Board in response to the particular needs and concerns of their community. CAB members set their own agenda, rather than responding to agendas set by County staff or the Board of County Commissioners. This establishes an active (instead of a solely reactive) form of involvement in the neighborhood and County government.

Citizen Advisory Boards areas of concern may include neighborhood cleanup, animal control, land development, garbage pickup, park development, rezoning, street lighting, annexation, youth programs, assisting the Planning Commission and planning staff in developing area plans, helping the Road Division set priorities for street paving and maintenance, and many others. Essentially, a Citizen Advisory Board may address any issue that is of concern to the community.

Citizen Advisory Boards study and give counsel on public issues, but are not responsible for the actual preparation of policies or programs. Their purpose is primarily to communicate ideas and concerns to the County Commissioners, thus enabling them to better do the job to which they were elected. Monthly Citizen Advisory Board meetings facilitate proper identification and presentation of these concerns. These meetings should be viewed as an open forum and an opportunity for the public to bring up concerns about the issues facing their community.

The BOC is committed to the belief that citizens can make a real contribution to County government. They are prepared to accept and utilize any CAB's input. However, the BOC has the statutory authority and responsibility to make the final decisions on County matters. While the BOC may not always follow the advice of a CAB, there will be many issues of importance in which the CAB's counsel will be invaluable.

One very important role for the CABs is to provide a forum where citizens from the local area can express their views, issues and concerns. It is these views, issues and concerns that give invaluable information to Lyon County appointed and elected officials as they decide matters of local concern. As such, the CAB should focus its efforts on providing the best atmosphere in its meetings to draw this needed information from local citizens. Additionally, the CAB should ensure that the information discussed during meetings is accurate and given to the appropriate appointed and/or elected officials in a timely manner. A strictly yes or no vote by a CAB on a matter they are considering does not provide enough information to these officials to make informed decisions. The CAB should make sure that the views, issues and concerns expressed by all parties at the meeting are fairly represented as part of the minutes. It is better, in the interest of impartiality and fairness, for the CAB to simply transmit the meeting information to the County and not rely solely on voting. This way the CAB can be certain that it is fulfilling its primary purpose of advising the County on matters that concern its area.

## **Benefits of Citizen Involvement**

CABs serve two general purposes:

- Inform the County Commissioners about the needs and concerns of residents and property owners in their community; and
- Provide a forum where citizens can learn of the activities of County government.

CABs are based on the premise that citizen involvement produces better-informed decisions by County government and begets better-informed citizens. How well the advisory system works in practice depends upon the individuals involved. A good advisory system relies on the working relationships established between CAB members, the residents and property owners of their communities, and the County government.

Benefits and Potential Problems: A perfect citizen participation mechanism does not exist, and citizen involvement is only one aspect of the total governmental decision-making process. However, an awareness of the benefits and potential problems associated with CABs can assist all those involved in using this system to the greatest benefit of Lyon County residents. The following list of benefits and potential problems of CABs has been developed from experiences in Lyon County as well as from information obtained from other communities throughout the country.

**Benefits.** There are many benefits to any citizen participation system. A robust citizen participation system can:

- ▣ Improve County decisions and services by counterbalancing special interests with the general public interests.
- ▣ Establish a forum where ideas and concepts can be tested and where legitimate differences of opinion can be resolved.
- ▣ Provide channels of cooperation and communication among people of different backgrounds who have common interests.
- ▣ Increase a community's self-determination in local affairs.
- ▣ Legitimize local programs that might, without citizen input, lack credibility.
- ▣ Allow citizens to gain new knowledge of their community and of its people by working cooperatively with other residents.
- ▣ Identify problems and needs of individual communities and provide feedback that would permit programs to reflect these needs.
- ▣ Generate new ideas and alternatives for public action.

- ❑ Enhance general confidence in County government's decisions and services by providing information to communities on actions affecting them and by assuring citizens that their concerns are being addressed.
- ❑ Give a voice to affected groups, minorities, subcultures and various under represented sectors of the market for public services.
- ❑ Provide excellent training for members who desire to move on to more advanced levels of public responsibility in elective or appointive public office.

**Potential Problems.** There are potential problems in any citizen participation system. Some situations to watch out for are:

- ❑ Views expressed during a meeting may not be truly representative of the general citizenry, but instead represent special or self-serving concerns. This might result in vested interest groups controlling or dominating a particular board for their own purposes.
- ❑ Conversely, the interests of CAB members may be too diverse to develop a consensus. In this situation, the various citizen groups may abandon the advisory process for the exercise of their power options (i.e. campaigning and voting for a change in government, demonstrating, picketing, etc.).
- ❑ Dissatisfaction and competition for influence can occur if CAB members misunderstand the advisory capacity of their role and fail to recognize the responsibility and authority of the Board of County Commissioners and the appointed boards and commissions that act on behalf of the Board of County Commissioners (e.g. Planning Commission).
- ❑ CAB members who are unable or unwilling to spend time communicating and gathering information may not be able to fully participate in a meaningful way.
- ❑ CABs may not always be the best participation method to fit the problem at hand. Members must understand that the County Commissioners utilize a variety of resources in addition to CABs and often times must take immediate action on an issue. Alienation between a CAB and the Commission should always be avoided lest the effectiveness of both be diminished.

### **Representation and Communication**

Two equally important responsibilities of a CAB member are representation and communication.

As a member, you can make unique and special contributions through CAB participation because often times your personal well-being is deeply intertwined with that of your community. It is up to you to understand and fairly represent the views of your neighbors. You should be active in your community, have good rapport with and support from your neighbors, and keep your ear to the ground. You should be aware of the total range of viewpoints and use good judgment in providing issues and areas of

concern to the County. This is a big responsibility, and can take considerable time and effort.

An equally important responsibility is developing and maintaining good communication with the Board of County Commissioners - particularly the Commissioner representing your area. Your effectiveness depends, to a large extent, on the credibility you develop with the Commissioners. They need to be able to trust in your advice as truly representative of your community's best interests. With good communication, you will play an important part in making County government responsive to the needs of your community.

## **Issue Management**

Issue management is a tool to help you identify issues of concern that affect you and your neighbors. Once you have identified these issues, then you can let the appropriate people know about the issues in a timely fashion. This ensures that you and your neighbors' concerns become part of the policy-making process of County government. Developing issue management skills is an important aspect of CAB membership. It allows you to use informally gathered information to better advise and relay concerns to the Board of County Commissioners. This information allows the CAB to anticipate issues before they become disruptive and to become part of the process to resolve those issues. Protection of community interests, increased productivity by government agencies, fewer delays and reduced costs are all benefits of early issue detection and resolution by CAB members.

### **Five steps to help you manage and resolve issues are:**

1. **Identify issues:** Talk with your neighbors and friends about their problems or needs. Use your knowledge of your community to understand how this problem or need affects your community. Share this information with your fellow board members so that later all of you will be able to gauge if proposed solutions will solve the problem or satisfy the need.
2. **Communicate:** Find other people affected by this problem or need in order to hear their views. Seek out the places where people in your community meet to share ideas or to pursue common interests (e.g. the local market, the day care center, the riding club, etc.). Make sure you have a good understanding of the problem or need.
3. **Separate themes and ground issues:** Try to find the real issue(s) behind the problem or need. In issue management, this is known as separating issues from themes. Frequently, people complain about a problem (e.g. government is not listening to me) which hides their real need or issue (e.g. why has my road not been graded in two years?). Once you have identified the real issue, check with other people who share this problem/need to make sure you have put your thumb on the real issue (this is known as grounding the issue).

4. **Develop options:** Work with the appropriate people from your community and County staff to develop different ways to resolve the issue(s). After you develop these options, make sure you once again check with the people who have the problem/need to ensure that the proposed solution will indeed satisfy their problem/need.
5. **Implement and evaluate:** Work with your neighbors and County staff to implement the preferred option. Make sure you and your community are part of the process to resolve the issue. Afterwards, take the time to identify things that went well and those that need work to better prepare yourself for the next issue.

### **Role of the CAB Chair and Members**

The following summarized roles reflect both the socially expected behavior and the function of the CAB Chair and members.

#### **CAB Chair. The Chair should control the meeting**

- The Chair should make sure everyone has a chance to speak under appropriate items, but can limit the time and content. If the agenda does not clearly state time limits for speakers and the Chair desires to limit speaker time due to concerns about the overall length of the meeting, then the Chair must establish any time limits during approval of the agenda. If the Chair limits time for one person, then the time for all public speakers must also be limited (equitable treatment). If the person speaking is repeating concerns already expressed by another, the Chair can so state and focus that person's comments. Use courtesy and common sense.
- Set meeting agendas.
- Coordinate with secretary to ensure meeting comments are relayed in an accurate and timely manner.
- Respectfully execute the duties as CAB Chair by not taking unfair advantage of the position as Chair.
- The Chair can call a recess without a motion or adjourn the meeting, with a motion or approval by the rest of the CAB, if the crowd is so disruptive that the CAB cannot continue to conduct business.

### **Election of Officers**

Election of officers is typically held at the first CAB meeting of each new year. The terms of office for each officer are for one year or until the next annual election. Officers can serve consecutive terms. Elections are held for the offices of Chair, Vice Chair, and Secretary. Newly elected officers assume office immediately upon election.

- If a new Chair is elected, the old Chair will immediately relinquish chairmanship of the meeting to the new Chair who will chair the remainder of the meeting.
- A CAB should not elect a member who is not present at the meeting. However, if an absent member is elected to an office, the election is contingent upon the member agreeing to hold the office.
- If an absent member is elected as the Chair, the current Chair will remain as Chair until the absent member agrees to hold the office of Chair.

### **CAB Member. Roles of CAB members are:**

- CAB members are not elected officials. You represent an area of the community, but not necessarily the residents of that area.
- CAB members have the right to have an opinion and to express that opinion accordingly.
- CAB members run the meeting; the audience does not. It is up to the CAB to decide if suggestions from the audience should be implemented.
- Actions by the CAB should represent both sides of any discussion and should list the issues and concerns of each position. *Remember the function of the CAB is not to focus on the vote of the members, but to focus on the issues and concerns expressed through the public meeting process.*
- A CAB member should act and provide comments the way he/she believes is best, based on the information presented. A member should not take an action because there is a majority of people in the audience with a certain point-of-view unless you agree with that point-of-view.
- Proxy voting is not applicable
- Regularly attend meetings.
- Maintain good communications with the Board of County Commissioners.
- Respectfully execute the duties as a CAB member using ordinary diligence and not taking unfair advantage of the position as a CAB member.

## **CAB RESPONSIBILITIES**

### **Issue and Action Plan**

An important task of a CAB is to periodically develop issue and action plans. An effective action plan should establish a foundation for the activities of the CAB, County Commission, and County staff in the community for the coming year.

One of the best ways to develop an action plan is to start with a ~~br~~brainstorming session. The purpose is to identify all of the issues that are of concern to your community. It is best to start by simply listing these issues in no particular order and without getting into extensive discussion. After the issues have been identified, they can then be discussed and set into a prioritized list. This list can be the action plan - or, if it wishes, the CAB may go on to develop a more detailed plan and timetable for dealing with each issue. This more detailed plan should designate a responsible member for each issue and should indicate the desired outcome or resolution for each situation.

Flexibility should be a key factor in any plan. Priorities may change as new issues arise and old issues are resolved during the year. The result of a well thought out issue and action plan will be a sense of purpose in the CAB, a consistency of direction, a gauge for self-evaluation and improved effectiveness in dealing with community issues by both the CAB and Lyon County government.

#### **Issue and action plans have the following benefits:**

- ~ Establish visible objectives.
- ~ Provide group direction.
- ~ Keep the CAB on course.
- ~ Provide a basis for measuring accomplishment.
- ~ Promote continuity of action.
- ~ Help focus on the big picture.

## **Lyon County Citizen Advisory Board Involvement in the Application Review Process**

Lyon County Citizen Advisory Boards (CABs) are volunteer citizen committees appointed by the Lyon County Board of Commissioners. The CAB meetings provide a public forum within a community to receive input from residents regarding issues affecting their neighborhoods. The recommendations from the CAB meetings are forwarded by the chair to the Planning Department for inclusion in their staff reports. The Planning Commission and Board of County Commissioners weigh the input of the CABs heavily in making their final decisions.

The Lyon County Code requires that CABs be notified of certain development applications within the CAB's area of responsibility. These applications include Administrative Permits, Master Plan Amendments, Development Agreements, Code Amendments, Parcel Maps, Special Use Permits, Tentative Subdivision Maps, and Variances. The application is distributed to the CABs through the Agency Review process.

The following cases will be placed on the CAB agendas for review.

- Master Plan Amendments
- Development Code Amendments
- Special Use Permits
- Tentative Subdivision Maps
- Variances
- Parcel Maps

The CAB is responsible for setting its own agenda and scheduling its items for review. Some additional applications or review of previously approved applications may also be placed on the CAB agenda.

For additional information, please call the Planning Department at (775) 463-6592. Staff may also provide development applications to a CAB that they believe may have an impact on a community, even though the Development Code does not mandate notice to the CAB.

If you do not receive any application packets, that usually means there have been no development applications submitted that month within your CAB area. You are welcome to confirm this by calling the Planning Department at 463-6592. If you have reviewed a project at a CAB meeting, it is the responsibility of the CAB Chair to transmit any and all comments derived from the CAB meeting to the Planning Department.

**CAB Agendas.** Once an applicant formally submits an application for a development project to the Planning Department, an NRS mandated time frame begins. These applications must proceed through the review process within the mandated time frame unless the applicant requests a postponement, continuance or withdraws the application. Therefore, it is very important that these items be placed on the agenda of your next regularly scheduled CAB meeting for review and comment. In most cases, the only other time you will have a chance to comment on proposals is at a public hearing before the Planning Commission (PC) or Board of Commission meeting.

If there are any questions regarding agenda items received from the Planning Department, the chair should contact them to resolve any issues. After the chair has approved the agenda it is then published.

If an application (project) lies within the geographic area of responsibility of your CAB, you will receive an application packet as submitted to the Planning Department.

It is important for the CAB to discuss these development application items at the CAB meeting for which they are scheduled. Again, there is a mandated window of time for review. If you have to postpone an agenda item because the meeting is running long, the postponed item should not be an application/project agenda item that has a mandated time review.

For your information, there is **no legal requirement for applicants to attend CAB meetings**, even though staff strongly encourages their attendance. It is therefore, inappropriate for the CAB to deny a project based on the applicant's absence from a CAB meeting. The CAB should allow discussion of the project from both the public and CAB members to gather all information from the meeting. This includes questions posed that could not be answered because there was no representation from the applicant. If the CAB believes there is not enough information to make a recommendation or comment on the application, you should also communicate that to the Planning Department. The Planning Commission and the Board of County Commissioners need all the issues and concerns discussed at the CAB meeting to help write their reports and to make decisions. You can, of course, always speak to the Planning Department or the applicant(s) prior to a CAB meeting for additional information.

**CAB Actions.** Another area of concern is the transmittal of CAB actions. The Planning Department must receive the record of comments and recommendations in writing in a timely manner.

For additional information on the Development Application Review Process, please contact the Lyon County Planning Department (775) 463-6592.

**Planning Department Responsibilities. The assigned staff planner:**

- Writes staff report which includes CAB area in which project is located.
- Gives application packet, staff report and completed checklist to Administrative staff for distribution to CAB.
- Determines the necessity of attending a CAB meeting based on the type and content of application or upon request of the CAB.

**CAB Responsibilities. The CAB Program and CABs are responsible to:**

- CAB receive staff report.
- CAB reviews project at public meeting.
- An excerpt from the draft minutes on discussion of project during the CAB meeting forwarded to the Planning Department
- Chair is responsible to contact the Planning Department for minutes of the Planning Commission public hearing concerning a specific development application.

**Tracking a Project. The following are recommendations should a Citizen Advisory Board opt to track development projects from conception to final approval.**

- ❑ The CAB could encourage project applicants to contact the CAB prior to formal application and request to be placed on the CAB agenda.
- ❑ Add a regular item on the agenda for discussion only (no CAB action) of proposed development in the area.

The CAB Chair could contact the project applicant prior to discussion of the item and request either or both of the following:

- ❑ Invite the applicant to the CAB meeting; and/or
- ❑ Request additional information.
- ❑ At the CAB meeting, comments on a project are noted and forwarded by the Chair to the Planning Department.
- ❑ Send a separate letter of actions and/or comments to the Planning Department
- ❑ At the CAB meeting, a CAB member may be assigned to track a development application (or plan amendment) throughout the process. This assignment could be rotated among CAB members on a project-by project basis.

The CAB member who may be assigned the project could use any or all of the following methods to track the application or amendment:

- ❑ Call staff planner for information;
- ❑ Check to see if staff planner has received the CAB comments;
- ❑ Attend the PC/BOC public meeting/hearing and present CAB comments and recommendation (verbally, written or both). If testimony is given by the CAB member, the testimony must reflect the CAB recommendation; not an individual's opinion or editorial; and/or
- ❑ Track the project throughout the process until the final order is published.

The CAB member who may be assigned to the project (or the CAB itself) could keep informed by using any or all of the following methods:

- ❑ Be aware of various deadlines (e.g. comments by CAB to agency);
- ❑ Become familiar with the development review and amendment approval processes;
- ❑ Contact other agencies as needed; and/or
- ❑ Report back to CAB with results of various meetings.

The CAB member who may be assigned to the project (or the CAB itself) could obtain a copy of the staff report using any of the following methods:

- ❑ Visit the Planning Department;

- ❑ Call staff planner for copy;
- ❑ Request copy through mail or FAX;
- ❑ Pick up copy during business hours of appropriate department; and/or
- ❑ Pick up copy at public hearing.

The CAB could receive notification of the final action of the public meeting/hearing by using any or all of the following methods:

- ❑ CAB member could attend the public meeting/hearing;
- ❑ CAB member could contact staff;
- ❑ Make arrangements to receive copies of the public meeting/hearing minutes or listen to the audiotape of the public meeting/hearing;
- ❑ Minutes of the BOC are also available via the Internet ([www.lyon-county.org](http://www.lyon-county.org)); and/or
- ❑ Request copy of the final action letter.
- ❑ The CAB Chair is responsible to make sure copies of the CAB's recommendations are submitted to the Planning Department, within 30 days of said meeting.
- ❑ Minutes should not be used to inform staff of CAB action on a specific project/application; and
- ❑ Minutes serve as an historical and legal record of the CAB meeting.

## **APPENDIX “A”**

### **BOARDS AND COMMISSIONS**

#### **BOARD OF COUNTY COMMISSIONERS**

The Board of County Commissioners (BCC) is the legal governing body of Lyon County. CABs are directly responsible to the BCC. The BCC consists of five members elected from individual districts in the County for staggered four-year terms.

Lyon County Board of County Commissioners CAB Area of Responsibility

- District One: Bob Hastings
- District Two: Vida Keller
- District Three: Ray Fierro
- District Four: Joe Mortensen
- District Five: Virgil Arellano

The Commissioners regularly meet in the County Commissioners Chambers, 27 South Main Street, Yerington, twice monthly on the first and third Thursday of each month.

Agendas are available on the Lyon County Website at [www.lyon-county.org](http://www.lyon-county.org)

All Commissioners can be contacted by writing the County Manager's Office, 27 South Main Street, Yerington, NV 89447, or by calling (775) 463-6531.

#### **LYON COUNTY PLANNING COMMISSION**

The Lyon County Planning Commission (LCPC) is a citizen commission appointed by the Board of County Commissioners. The LCPC acts as an Advisory Council to the Board of County Commissioners in such areas as adoption of the Master Plan, and Development Code. The Planning Commission makes decisions on special use permits, approves tentative subdivision maps, and exercises other responsibilities as set forth in Lyon County Code. Planning Commissioners can be contacted by writing the Planning Department, 27 S. Main Street, Yerington, NV 89447, or calling (775) 463-6592.

## APPENDIX "B"

### REFERENCE EXAMPLES

#### SAMPLE MEETING NOTICE/AGENDA

(AREA) CITIZEN ADVISORY BOARD  
NOTICE OF MEETING  
DATE  
TIME  
PLACE & ADDRESS  
AGENDA

- 1.\* Call to Order.
- 2.\* Roll Call/Determination of Quorum.
- 3.\* Certification of Posting of the Agenda for the meeting of (date).
4. Approval of agenda for meeting of \_\_\_\_\_, 20\_\_.
5. Approval of minutes for meeting of \_\_\_\_\_, 20\_\_.
- 6.\* Lyon County Issues. (Note: includes reports from agencies such as the Sheriff's Office, other fire agencies, etc.)
- 7.\* Public Comment. Limited to items not on this agenda; 3 minute time limit, however the Board reserves the right to reduce this 3 minute time limit, as well as limit the total time for public comment, if more than 10 people request to speak. The same applies to public comment on each agenda item.
8. Planning Issues:  
(i.e., Special Use Permit, the applicant as applied for a special use permit to build a parking garage in Silver Springs . you may use the wording that comes from the Planning Department).
- 9.\* Updates/Announcements/Correspondence. (This item limited to announcements of topics/issues of public interest. Copies of correspondence should be on file in the Lyon County Commissioner's office and are available for public review.)
- 10.\* Chair/Member Comments. (This item limited to announcements of topics/issues proposed for future workshops/agendas.)
11. Adjournment.

Unless otherwise indicated by asterisk (\*), all items on the agenda are action items upon which the CAB will take action. NOTE: Items on the agenda may not necessarily be considered in the order that they appear.

Facilities in which this meeting is being held are accessible to the disabled. Persons with disabilities who require special accommodations or assistance (e.g. sign language, interpreters or assisted listening devices) at the meeting should notify the Lyon County Commissioner's office at 463-6531, 24 hours prior to the meeting.

PURSUANT TO NRS 241.020, THIS NOTICE HAS BEEN POSTED AT THE FOLLOWING LOCATIONS: (List at least three places within the jurisdiction of your CAB, plus the place the meeting is held.)

## **APPENDIX “C”**

### **CAB STATUTES, ORDINANCES, BYLAWS AND RESOLUTIONS**

#### **NEVADA REVISED STATUTES**

##### **Chapter 241 – Meetings of State and Local Agencies**

NRS 241.035 Public meetings: Minutes; aural and visual reproduction.

1. Each public body shall keep written minutes of each of its meetings, including:

- (a) The date, time and place of the meeting.
- (b) Those members of the body who were present and those who were absent.
- (c) The substance of all matters proposed, discussed or decided and, at the request of any member, a record of each member's vote on any matter decided by vote.
- (d) The substance of remarks made by any member of the general public who addresses the body if he requests that the minutes reflect his remarks or, if he has prepared written remarks, a copy of his prepared remarks if he submits a copy for inclusion.
- (e) Any other information which any member of the body requests to be included or reflected in the minutes.

2. Minutes of public meetings are public records. Minutes or audiotape recordings of the meetings must be made available for inspection by the public within 30 working days after the adjournment of the meeting at which taken. The minutes shall be deemed to have permanent value and must be retained by the public body for at least 5 years. Thereafter, the minutes may be transferred for archival preservation in accordance with NRS 239.080 to 239.125, inclusive. Minutes of meetings closed pursuant to NRS 241.030 become public records when the body determines that the matters discussed no longer require confidentiality and the person whose character, conduct, competence or health was discussed has consented to their disclosure. That person is entitled to a copy of the minutes upon request whether or not they become public records.

3. All or part of any meeting of a public body may be recorded on audiotape or any other means of sound or video reproduction by a member of the general public if it is a public meeting so long as this in no way interferes with the conduct of the meeting.

4. Each public body may record on audiotape or any other means of sound reproduction each of its meetings, whether public or closed. If a meeting is so recorded:

- (a) The record must be retained by the public body for at least 1 year after the adjournment of the meeting at which it was recorded.
- (b) The record of a public meeting is a public record and must be made available for inspection by the public during the time the record is retained. Any record made pursuant to this subsection must be made available to the Attorney General upon request.

5. If a public body elects to record a public meeting pursuant to the provisions of subsection 4, any portion of that meeting which is closed must also be recorded and must be retained and made available for inspection pursuant to the provisions of subsection 2 relating to records of closed meetings. Any record made pursuant to this subsection must be made available to the Attorney General upon request.

(Added to NRS by 1977, 1099; A 1989, 571; 1993, 449, 2638)

Chapter 244 . Counties: Government

244.1945 Advisory Councils. The board of county commissioners of any county may establish by ordinance advisory councils for any purpose relating to the county about which the board desires study or advice.

(Added to NRS by 1979, 351)

## **LYON COUNTY CODE**

### **Lyon County Code, Chapter 3 – Citizens Advisory Boards**

The purpose of sections 3.01.01 to 3.01.08, inclusive, is to establish Citizens Advisory Boards covering designated geographical areas of Lyon County and to set forth procedures by which they function. Citizens Advisory Boards are established to assist the board of county commissioners with issues of concern in the designated geographical areas. Citizen Advisory Boards are a venue at which citizens have an opportunity to interact with local county government and as such, enable and enhance citizen participation at a local community level with matters relating to specific community and county issues. Citizen Advisory Boards are advisory only and the creation of advisory boards does not diminish or alter in any way the statutory and constitutional authority of the Board of County Commissioners of Lyon County.

#### **3.01.02: ADVISORY BOARDS ESTABLISHED; JURISDICTION:**

The board of county commissioners may establish by resolution citizens advisory boards. The resolution by which a Citizens Advisory Boards is created shall specify the specific purposes for its creation, the number of members of the board, the categories of membership on the board and the board's geographical area of responsibility

- A. Membership. In determining the number of members on a citizen advisory board and the categories of membership, the board of county commissioners shall ensure that the advisory board consists of a representative cross-section of persons residing within the advisory board's geographical area of responsibility.
- B. Appointment. When applications are needed for an advisory board, the Board of County Commissioners shall cause advertisements seeking applications from interested citizens to be distributed throughout the represented communities in the county. Such advertisements shall include, but are not limited to, placement in a newspaper of general circulation in the county. Applications received in response to the advertisements shall be kept on file and remain valid for a period of 1 year from the date of receipt thereof.

The members of said boards shall be appointed by the county commissioners after selection by the residents of the area represented. The method of selection and the internal organization and functioning of each advisory council shall be provided for through bylaws adopted by the respective advisory councils and

approved by the County Commissioners. All advisory council members shall serve without compensation.

- C. Officers. Citizen advisory boards shall select their own officers from among their members. Each advisory board shall have at least a chairman, a vice-chairman and a secretary.
- D. Term of office. Subject to the provisions of section 3.01.04, members of citizen advisory boards serve 2-year terms commencing on January 1 and ending December 31. When a new citizen advisory board is created, one-half of the members thereof shall be appointed for an initial 1-year term and the remaining members shall be appointed for an initial 2-year term. A member may be reappointed by the board of county commissioners at the end of his term in accordance with board of county commissioner rules.

***Vacancies. A vacancy occurring on a citizen advisory board shall be filled by the board of county commissioners, upon recommendation of the affected advisory board, for the remainder of the unexpired term.***

- E. Except as provided in subsection G, if a member of an advisory board misses three consecutive meetings of the advisory board without just cause as determined by the chairman of the advisory board, a vacancy in that member's position automatically occurs and the Board of County Commissioners shall fill the vacancy as set forth in this subsection.
- F. Elective public office. A member of a citizen advisory board must take a leave of absence from the citizen advisory board during any period of time in which he is a candidate or applicant for appointment to the board of county commissioners. A leave of absence does not constitute absence without cause as a member of the board and the chairman of the advisory board may request an alternate to serve in that member's place and stead until the member is no longer a candidate. Election or appointment of a member to the board of county commissioners will result in automatic termination of that person's membership on the advisory board.
- G. Appointments to other County boards or commissions. A citizen advisory board member may not concurrently serve as a member of the County Planning Commission. Upon acceptance of an appointment to the Planning Commission, the citizen advisory board member must immediately resign from the citizen advisory board.

### **3.01.04 SERVICE ON AND REMOVAL FROM CITIZEN ADVISORY BOARDS**

- A. Although members are appointed to specific terms of office, Citizen§ Advisory Boards members serve at the discretion of the board of county commissioners. Members of Citizen§ Advisory Boards may be removed at any time during their term by a vote of the board of county commissioners.
- B. Prior to a meeting of the Board of County Commissioners to consider removal of a member of a citizens advisory board, the board or any commissioner may choose to address any issue giving rise to the removal at a meeting of the affected Citizen§ Advisory Boards. In addition, the board or any commissioner may address the issue with the affected Citizen§ Advisory Boards member before the meeting of the board of county commissioners at which the removal is to be considered.
- C. Action regarding removal of a member shall be taken at a meeting of the Board of County Commissioners where notice of possible action regarding the member is noted on the agenda.
- D. The member who may be removed at such meeting will be sent a letter advising the member of the reasons for the proposed action. The letter will also contain the date, time and location of the meeting. The letter will be sent by certified mail approximately 14 days in advance of the scheduled meeting.
- E. At the meeting, the member may present information as to why he should not be removed. If the member's character, alleged misconduct, professional competence, or physical or mental health is to be discussed, the Board of County Commissioners may close the meeting in accordance with NRS 241.030. If a closed session is held, a copy of the minutes of the closed session will be made available to the person who is the subject of that meeting pursuant to NRS 241.035(2).
- F. Prior to voting to remove a member, any persons who are in attendance at the meeting who desire to be heard regarding the member's removal, will have the opportunity to present their comments to the Board of County Commissioners.
- G. At the meeting, and following a closed session if one is held, the Board of County Commissioners may either remove the member from the citizens advisory board, take no action with respect to the member, or take any other action the Board of County Commissioners deems proper under the circumstances and which is permissible under the Nevada Open Meeting Law.

### **3.01.05 BYLAWS**

- A. The Board of County Commissioners shall adopt a standard set of bylaws for Citizen~~’~~ Advisory Boards to govern the conduct of the affairs of such boards.
- B. Each Citizen~~’~~ Advisory Boards shall adopt the standard set of bylaws.
- C. If amendments or additions to the standard bylaws are adopted by a Citizen~~’~~ Advisory Boards, the bylaws become effective upon approval by the Board of County Commissioners.
- D. Bylaws of a citizens advisory board may be amended at any time. Amendments to the bylaws become effective upon approval of the Board of County Commissioners.

### **3.01.06 CONDUCT OF MEETING OF CITIZENS ADVISORY BOARDS.**

- A. Meetings of Citizen~~’~~ Advisory Boards shall be conducted in full compliance with Nevada's Open Meeting Law and the bylaws adopted by the citizen~~’~~ advisory boards.
- B. Citizen~~’~~ advisory boards are required to keep written minutes of their meetings in compliance with NRS 241.035. Citizen~~’~~ Advisory Boards shall file copies of their minutes with the Lyon County manager's office within thirty (30) days after adjournment of the meeting at which the minutes were taken.

### **3.01.07 BUDGET AND COMPENSATION.**

The board of county commissioners may establish an annual budget to meet the operating expenses of each Citizen~~’~~ Advisory Boards. Members of Citizen~~’~~ Advisory Boards shall serve without compensation but may be reimbursed for their necessary expenses.

### **3.01.08 ADVISORY BOARDS: DISSOLUTION.**

The board of county commissioners, by resolution, may dissolve a Citizen~~’~~ Advisory Boards if the board of county commissioners determines that the board is no longer needed to meet the purposes for which it was established.

**Section 2.** If any section of this ordinance or portion thereof is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such holding shall not invalidate the remaining parts of this ordinance.

**Section 3.** All ordinances, parts of ordinances, chapters, sections, subsections, clauses, phrases or sentences contained in the Lyon County Code conflict herewith and hereby repealed.

**Section 4.** This ordinance shall be in full force and effect from and after its passage, approval and publication as required by law.

## **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 advice 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 of their actions. Information provided to the Citizen Advisory Boards should be disseminated 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 issues, matters of concern and benefits discussed 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 and/or Lyon County Planning Commission.
  - 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, record keeping, agenda and minutes oversight, budget, and financial support 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 correspondence to and from an advisory board, audiotapes taken during a meeting, and items submitted for the public recording during a meeting will be provided to the Manager's Office for public record filing

## **ARTICLE II - Representation**

1. Citizen Advisory Board members must reside within the geographic area of responsibility for their advisory board. Citizen Advisory Board members must also be registered to vote, within Lyon County.
2. Applicants for a Citizen Advisory Board position must fill out an advisory board application that will be reviewed by the Lyon County Commission prior to any appointment.
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 poor performance or unprofessional conduct, ethics violations or open meeting law violations, if the applicant misrepresented themselves in the application process.
2. Any Citizen Advisory Board member who has three consecutive unexcused absences from regular advisory board meetings may be removed from office at the request of the Citizen Advisory Board, after being duly noticed on an agenda.

## **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, 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 and time of each meeting. The meeting place should also be at the same location each meeting; 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 and provide minutes from its meeting to the Lyon County Commission for public record retention. 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 agenda item during a regular meeting. The Citizen Advisory Board will notify the Lyon County Commission by letter 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 sent to the Lyon County Commission by letter.
  - c. Unless notified differently by the Lyon County Commission the Citizen Advisory Board will implement the change during the third meeting in this process.

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 Citizen Advisory Board members constitutes a quorum for the transaction of business.
2. Citizen Advisory Board members are expected to attend all regular meetings. The chair may excuse members who are unable to attend a regular or special board meeting. Attendance at regular or special meetings, to included excused or unexcused absences, will be recorded within the minutes from the meeting.

#### **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. Date and time of meeting.
  - c. Location (to include street address) of meeting.
  - d. Call to Order\*
  - e. Roll Call/Determination of Quorum\*
  - f. Approval of the Agenda.
  - g. Approval of Minutes
  - h. New Business (all new business must be agendized separately).
  - i. Old Business (all old business must be agendized as continued).
  - j. Chair/Member comments.
  - k. Public Comment.
  - l. Adjourn.

Items not requiring action by the Citizen Advisory Board will be noted with an asterisk (\*) next to the agenda item. 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 elect 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. Election of officers will be held annually or as vacancies occur. Election of officers shall be held during a regular Citizen Advisory Board meeting. The term of office for each officer will be one year from the date of election or until the next annual election. Annual election of officers shall be completed by the first meeting in January. Newly elected officers will assume office immediately upon election.
  - a. In the event a vacancy is created during an officer's term, the Citizen Advisory Board will conduct a special election 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 recording secretary or the elected secretary to prepare a draft agenda for review and will approve the agenda prior to publication;
  - 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 initiated by the Citizen Advisory Board prior to the mailing of 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 minutes of the Citizen Advisory Board meeting according to the Nevada State Open Meeting Law. A copy of these minutes will be provided to the Lyon County Commission office for public record within thirty 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.

#### **ARTICLE VIII – Correspondence**

1. Any correspondence representing the Citizen Advisory Board shall be signed by the Chair, by the secretary on behalf of 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.
2. Correspondence for the Citizen Advisory Board shall be directed to either the Chair or the Lyon County Commission office, 27 S. Main Street, Yerington, NV 89447

#### **ARTICLE IX – Budget**

1. The Lyon County Manager's office will process all requests for funds by a Citizen Advisory Board.

#### **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 board's 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 the standard bylaws may be recommended by a Citizen Advisory Board to cover unique issues or concerns in the board's geographic area of responsibility. These amendments shall be limited in scope and specialized to respond to the specific issue or concern. 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.
2. Amendments to these bylaws do not take effect until approved by the Lyon County Commission. Proposed amendment requests will be submitted by the Citizen Advisory Board to the Lyon County Commission for approval.
3. Amendments specific to certain Citizen Advisory Boards will be compiled at the end of these standard bylaws and will contain the date approved by the Lyon County Commission

## **RESOLUTIONS ESTABLISHING CITIZEN ADVISORY BOARDS**

### **RESOLUTION NO. 11-016**

#### **RESOLUTION**

*WHEREAS*, The County Commissioner representing the citizens of Lyon County has expressed a desire for a formal organization through which the citizens can communicate their views and concerns to the Board of County Commissioners; and

*WHEREAS*, with such an organization, citizens can be kept better informed of decisions and actions of the Board of County Commissioners; now, therefore, be it

*RESOLVED, BY THE BOARD OF COMMISSIONERS OF LYON COUNTY, NEVADA*, That the **Dayton Regional Advisory Board** be established under Lyon County Code 3.01, inclusive, of the Lyon County Code; and be it further

*RESOLVED*, That the Citizen Advisory Board's purpose shall be to provide a forum for residents' concerns and to provide on-going two-way communications between the residents and the Board of County Commissioners; and be it further

*RESOLVED*, That the Citizen Advisory Board may provide advice on any matter within the Board of County Commissioners' jurisdiction such as land use, zoning, services, budget, taxes and other matters affecting the lives, health, property or well-being of the residents other than park and recreational issues; and be it further

*RESOLVED*, That the Dayton Regional Advisory Board's geographical area of responsibility shall encompass the area of all that area in Dayton township east of the section line common to sections 3 and 4, 9 and 10, 15 and 16, 21 and 22, 27 and 28, 33 and 34 of T.16N., R.21E., M.D.B.&M., and sections 3 and 4 of T.15N., R.21E., M.D.B.&M., and west of the section line common with sections 11 and 12, 13 and 14, 23 and 24, 25 and 26, 35 and 36, of T.17N., R.22E., M.D.B.&M., and sections 1 and 2, 11 and 12, 13 and 14, 23 and 24, 25 and 26, 35 and 36 of T.16N., R.22E., M.D.B.&M. and sections 1 and 2, 11 and 12, 13 and 14, 23 and 24, 25 and 26, 35 and 36 of T.15N., R.22E., M.D.B.&M., and sections 1 and 2, 11 and 12, 13 and 14 of T.14N., R.22E., M.D.B.&M.; and be it further

*RESOLVED*, That the membership of the Dayton Regional Citizen Advisory Board shall consist of five members who are residents from within the established geographic area of responsibility appointed at-large by the board of County Commissioners, and be it further

*RESOLVED*, That in addition to applications from individuals as described under Lyon County Code 3.01 membership selection may be made by recommendation of the Dayton Regional Advisory Board; and be it further

*RESOLVED*, That the initial terms of office shall officially begin from the date the Board of County Commissioners appoint the members, but shall thereafter run from January 1 through December 31 of the appropriate years with new members being appointed to staggered terms pursuant to Lyon County Code 3.01: and be it further;

And be it further,

*RESOLVED*, that the Dayton Regional Citizen Advisory Board shall be established on December 15, 2011.

## **RESOLUTION NO. 11-015**

### **RESOLUTION**

*WHEREAS*, The County Commissioner representing the citizens of Lyon County has expressed a desire for a formal organization through which the citizens can communicate their views and concerns to the Board of County Commissioners; and

*WHEREAS*, with such an organization, citizens can be kept better informed of decisions and actions of the Board of County Commissioners; now, therefore, be it

*RESOLVED, BY THE BOARD OF COMMISSIONERS OF LYON COUNTY, NEVADA*, That the **Mason Valley Advisory Board** be established under Lyon County Code 3.01, inclusive, of the Lyon County Code; and be it further

*RESOLVED*, That the Citizen Advisory Board's purpose shall be to provide a forum for residents' concerns and to provide on-going two-way communications between the residents and the Board of County Commissioners; and be it further

*RESOLVED*, That the Citizen Advisory Board may provide advice on any matter within the Board of County Commissioners' jurisdiction such as land use, zoning, services, budget, taxes and other matters affecting the lives, health, property or well-being of the residents; and be it further

*RESOLVED*, That the Mason Valley Advisory Board's geographical area of responsibility shall encompass the area of the Mason Valley Fire Protection District, and be it further

*RESOLVED*, That the membership of the Mason Valley Citizen Advisory Board shall consist of five members who are residents from within the established geographic area of responsibility appointed at-large by the board of County Commissioners, and be it further

*RESOLVED*, That in addition to applications from individuals as described under Lyon County Code 3.01 membership selection may be made by recommendation of the Mason Valley Advisory Board; and be it further

*RESOLVED*, That the initial terms of office shall officially begin from the date the Board of County Commissioners appoint the members, but shall thereafter run from January 1 through December 31 of the appropriate years with new members being appointed to staggered terms pursuant to Lyon County Code 3.01: and be it further;

*RESOLVED*, that the Mason Valley Citizen Advisory Board shall be established on December 15, 2011.

## **RESOLUTION NO. 11-014**

### **RESOLUTION**

*WHEREAS*, The County Commissioner representing the citizens of Lyon County has expressed a desire for a formal organization through which the citizens can communicate their views and concerns to the Board of County Commissioners; and

*WHEREAS*, with such an organization, citizens can be kept better informed of decisions and actions of the Board of County Commissioners; now, therefore, be it

*RESOLVED, BY THE BOARD OF COMMISSIONERS OF LYON COUNTY, NEVADA*, That the **Mound House Advisory Board** be established under Lyon County Code 3.01, inclusive, of the Lyon County Code; and be it further

*RESOLVED*, That the Citizen Advisory Board's purpose shall be to provide a forum for residents' concerns and to provide on-going two-way communications between the residents and the Board of County Commissioners; and be it further

*RESOLVED*, That the Citizen Advisory Board may provide advice on any matter within the Board of County Commissioners' jurisdiction such as land use, zoning, services, budget, taxes and other matters affecting the lives, health, property or well-being of the residents and will represent the people on matters other than park and recreational issues; and be it further

*RESOLVED*, That the Mound House Advisory Board's geographical area of responsibility shall encompass the area of in Dayton township west of the section line common to sections 3 and 4, 9 and 10, 15 and 16, 21 and 22, 27 and 28, 33 and 34 of T.16N., R.21E., M.D.B. &M., and sections 3 and 4 of T.15N., R.21E., M.D.B.&M., excepting that area in the old Silver City town site.; and be it further

*RESOLVED*, That the membership of the Mound House Citizen Advisory Board shall consist of five members who are residents from within the established geographic area of responsibility appointed at-large by the board of County Commissioners, and be it further

*RESOLVED*, That in addition to applications from individuals as described under Lyon County Code 3.01 membership selection may be made by recommendation of the Mound House Advisory Board; and be it further

*RESOLVED*, That the initial terms of office shall officially begin from the date the Board of County Commissioners appoint the members, but shall thereafter run from January 1 through December 31 of the appropriate years with new members being appointed to staggered terms pursuant to Lyon County Code 3.01: and be it further;

*RESOLVED*, that the following persons shall be appointed to serve on the Mound House Citizen Advisory Board with terms expiring:

And be it further,

*RESOLVED*, that the Mound House Citizen Advisory Board shall be established on December 15, 2011.

## **RESOLUTION NO. 11-013**

### **RESOLUTION**

*WHEREAS*, The County Commissioner representing the citizens of Lyon County has expressed a desire for a formal organization through which the citizens can communicate their views and concerns to the Board of County Commissioners; and

*WHEREAS*, with such an organization, citizens can be kept better informed of decisions and actions of the Board of County Commissioners; now, therefore, be it

*RESOLVED, BY THE BOARD OF COMMISSIONERS OF LYON COUNTY, NEVADA*, That the **Silver City Advisory Board** be established under Lyon County Code 3.01, inclusive, of the Lyon County Code; and be it further

*RESOLVED*, That the Citizen Advisory Board's purpose shall be to provide a forum for residents' concerns and to provide on-going two-way communications between the residents and the Board of County Commissioners; and be it further

*RESOLVED*, That the Citizen Advisory Board may provide advice on any matter within the Board of County Commissioners' jurisdiction such as land use, zoning, services, budget, taxes and other matters affecting the lives, health, property or well-being of the residents and will represent the people on matters other than park and recreational issues; and be it further

*RESOLVED*, That the Silver City Advisory Board's geographical area of responsibility shall encompass the area be all that area of the old Silver City town site., as more specifically defined on the attached map; and be it further

*RESOLVED*, That the membership of the Silver City Citizen Advisory Board shall consist of three members who are residents from within the established geographic area of responsibility appointed at-large by the board of County Commissioners, and be it further

*RESOLVED*, That in addition to applications from individuals as described under Lyon County Code 3.01 membership selection may be made by recommendation of the Silver City Advisory Board; and be it further

*RESOLVED*, That the initial terms of office shall officially begin from the date the Board of County Commissioners appoint the members, but shall thereafter run from January 1 through December 31 of the appropriate years with new members being appointed to staggered terms pursuant to Lyon County Code 3.01: and be it further;

And be it further,

*RESOLVED*, that the Silver City Citizen Advisory Board shall be established on December 15, 2011.

## **RESOLUTION NO. 11-012**

### **RESOLUTION**

*WHEREAS*, The County Commissioner representing the citizens of Lyon County has expressed a desire for a formal organization through which the citizens can communicate their views and concerns to the Board of County Commissioners; and

*WHEREAS*, with such an organization, citizens can be kept better informed of decisions and actions of the Board of County Commissioners; now, therefore, be it

*RESOLVED, BY THE BOARD OF COMMISSIONERS OF LYON COUNTY, NEVADA*, That the **Silver Springs Advisory Board** be established under Lyon County Code 3.01, inclusive, of the Lyon County Code; and be it further

*RESOLVED*, That the Citizen Advisory Board's purpose shall be to provide a forum for residents' concerns and to provide on-going two-way communications between the residents and the Board of County Commissioners; and be it further

*RESOLVED*, That the Citizen Advisory Board may provide advice on any matter within the Board of County Commissioners' jurisdiction such as land use, zoning, services, budget, taxes and other matters affecting the lives, health, property or well-being of the residents and will represent the people on matters other than park and recreational issues; and be it further

*RESOLVED*, That the Silver Springs Advisory Board's geographical area of responsibility shall encompass the area of all that area in Walker River township east of the range line common to range 23E and 24E, MDB&M.; and be it further

*RESOLVED*, That the membership of the Silver Springs Citizen Advisory Board shall consist of five members who are residents from within the established geographic area of responsibility appointed at-large by the board of County Commissioners, and be it further

*RESOLVED*, That in addition to applications from individuals as described under Lyon County Code 3.01 membership selection may be made by recommendation of the Silver Springs Advisory Board; and be it further

*RESOLVED*, That the initial terms of office shall officially begin from the date the Board of County Commissioners appoint the members, but shall thereafter run from January 1 through December 31 of the appropriate years with new members being appointed to staggered terms pursuant to Lyon County Code 3.01: and be it further;

And be it further,

*RESOLVED*, that the Silver Springs Citizen Advisory Board shall be established on December 15, 2011.

## **RESOLUTION NO. 11-011**

### **RESOLUTION**

*WHEREAS*, The County Commissioner representing the citizens of Lyon County has expressed a desire for a formal organization through which the citizens can communicate their views and concerns to the Board of County Commissioners; and

*WHEREAS*, with such an organization, citizens can be kept better informed of decisions and actions of the Board of County Commissioners; now, therefore, be it

*RESOLVED, BY THE BOARD OF COMMISSIONERS OF LYON COUNTY, NEVADA*, That the **Smith Valley Advisory Board** be established under Lyon County Code 3.01, inclusive, of the Lyon County Code; and be it further

*RESOLVED*, That the Citizen Advisory Board's purpose shall be to provide a forum for residents' concerns and to provide on-going two-way communications between the residents and the Board of County Commissioners; and be it further

*RESOLVED*, That the Citizen Advisory Board may provide advice on any matter within the Board of County Commissioners' jurisdiction such as land use, zoning, services, budget, taxes and other matters affecting the lives, health, property or well-being of the residents and will represent the people on matters other than park and recreational issues; and be it further

*RESOLVED*, That the Smith Valley Advisory Board's geographical area of responsibility shall encompass the area be all that area in Smith Valley election precincts excluding all areas east of the west opening of Wilson Canyon and located in Mason Valley; and be it further

*RESOLVED*, That the membership of the Smith Valley Citizen Advisory Board shall consist of five members who are residents from within the established geographic area of responsibility appointed at-large by the board of County Commissioners, and be it further

*RESOLVED*, That in addition to applications from individuals as described under Lyon County Code 3.01 membership selection may be made by recommendation of the Smith Valley Advisory Board; and be it further

*RESOLVED*, That the initial terms of office shall officially begin from the date the Board of County Commissioners appoint the members, but shall thereafter run from January 1 through December 31 of the appropriate years with new members being appointed to staggered terms pursuant to Lyon County Code 3.01: and be it further;

And be it further,

*RESOLVED*, that the Smith Valley Citizen Advisory Board shall be established on December 15, 2011.

## **RESOLUTION NO. 11-010**

### **RESOLUTION**

*WHEREAS*, The County Commissioner representing the citizens of Lyon County has expressed a desire for a formal organization through which the citizens can communicate their views and concerns to the Board of County Commissioners; and

*WHEREAS*, with such an organization, citizens can be kept better informed of decisions and actions of the Board of County Commissioners; now, therefore, be it

*RESOLVED, BY THE BOARD OF COMMISSIONERS OF LYON COUNTY, NEVADA*, That the **Stagecoach Advisory Board** be established under Lyon County Code 3.01, inclusive, of the Lyon County Code; and be it further

*RESOLVED*, That the Citizen Advisory Board's purpose shall be to provide a forum for residents' concerns and to provide on-going two-way communications between the residents and the Board of County Commissioners; and be it further

*RESOLVED*, That the Citizen Advisory Board may provide advice on any matter within the Board of County Commissioners' jurisdiction such as land use, zoning, services, budget, taxes and other matters affecting the lives, health, property or well-being of the residents and will represent the people on matters other than park and recreational issues; and be it further

*RESOLVED*, That the Stagecoach Advisory Board's geographical area of responsibility shall encompass the area of in Dayton township east of the section line common to sections 3 and 4, 9 and 10, 15 and 16, 21 and 22, 27 and 28, 33 and 34 of T.16N., R.21E., M.D.B.&M., and sections 3 and 4 of T.15N., R.21E., M.D.B.&M., and west of the range line common to ranges 23E and 24E; and be it further

*RESOLVED*, That the membership of the Stagecoach Citizen Advisory Board shall consist of five members who are residents from within the established geographic area of responsibility appointed at-large by the board of County Commissioners, and be it further

*RESOLVED*, That in addition to applications from individuals as described under Lyon County Code 3.01 membership selection may be made by recommendation of the Stagecoach Advisory Board; and be it further

*RESOLVED*, That the initial terms of office shall officially begin from the date the Board of County Commissioners appoint the members, but shall thereafter run from January 1 through December 31 of the appropriate years with new members being appointed to staggered terms pursuant to Lyon County Code 3.01: and be it further;

And be it further,

*RESOLVED*, that the Stagecoach Citizen Advisory Board shall be established on December 15, 2011

## **RESOLUTION NO. 11-017**

### **RESOLUTION**

*WHEREAS*, The County Commissioner representing the citizens of Lyon County has expressed a desire for a formal organization through which the citizens can communicate their views and concerns to the Board of County Commissioners; and

*WHEREAS*, with such an organization, citizens can be kept better informed of decisions and actions of the Board of County Commissioners; now, therefore, be it

*RESOLVED, BY THE BOARD OF COMMISSIONERS OF LYON COUNTY, NEVADA*, That the **Central Lyon County Park and Recreation Advisory Board** be established under Lyon County Code 3.01, inclusive, of the Lyon County Code; and be it further

*RESOLVED*, That the Citizen Advisory Board's purpose shall be to provide a forum for residents' concerns and to provide on-going two-way communications between the residents and the Board of County Commissioners; and be it further

*RESOLVED*, That the Central Lyon County Park and Recreation Citizen Advisory Board will function to represent the people of those areas to advise the Board of County Commissioners on park and recreation matters, and be it further

*RESOLVED*, That the Central Lyon County Park and Recreation Advisory Board's geographical area of responsibility shall encompass the area includes all of the areas within Silver City, Dayton, Mound House, Stagecoach and Silver Springs and; and be it further

*RESOLVED*, That the membership of the Central Lyon County Park and Recreation Citizen Advisory Board shall consist of five members who are residents from each geographical area within the Highway 50 corridor and shall be recommended for appointment by each Citizen Advisory Board within the established geographic area of responsibility. The Board of County Commissioners will appoint, and be it further

*RESOLVED*, That in addition to applications from individuals as described under Lyon County Code 3.01 membership selection may be made by recommendation of the Central Lyon County Park and Recreation Advisory Board; and be it further

*RESOLVED*, That the initial terms of office shall officially begin from the date the Board of County Commissioners appoint the members, but shall thereafter run from January 1 through December 31 of the appropriate years with new members being appointed to staggered terms pursuant to Lyon County Code 3.01: and be it further;

And be it further,

*RESOLVED*, that the Central Lyon County Park and Recreation Citizen Advisory Board shall be established on December 15, 2011.

**FLOW CHART OF  
PLANNING ACTION BY  
COMMUNITY ADVISORY BOARDS**

**Planning Department Sends Items to  
Community Advisory Boards**

**Community Advisory Boards Place  
on Agendas for Action**

**Community Advisory Boards Hear Items and Makes  
Recommendations and Comments on Items**

**Community Advisory Boards Send  
Recommendations and Comments to Planning Department**

**Planning Commission Hears Item**

**Board of County Commissioners Hears Item**