

**BY-LAWS**  
**COLLEGE OF SOUTHERN NEVADA**  
**INSTITUTIONAL ADVISORY COUNCIL**  
**Updated November 8, 2024**

**MISSION**

The College of Southern Nevada (CSN) Institutional Advisory Council (IAC) brings value to CSN through member engagement and informed advocacy that supports and promotes the CSN mission throughout southern Nevada.

**BY-LAWS**

**PURPOSE AND SCOPE OF RESPONSIBILITY**

The CSN Institutional Advisory Council is advisory to the CSN President. The IAC members provide advice and counsel and assist with community relations, institutional development, and other assistance as requested by the CSN President to enhance the institution, including supporting institutional initiatives, institutional advocacy, promoting college programs, and strategically supporting the implementation of institutional goals and objectives. Members are encouraged to make introductions and/or connections with community, business, and government leaders and organizations they believe to be beneficial to the mission of CNS.

The IAC will consult, advise, and take action as necessary or requested on matters that are in alignment with its purpose and scope of responsibility. All action must be approved by a majority vote of a quorum of the Council.

**PURPOSE**

These by-laws are adopted for the sole purpose of facilitating the discharge of the purpose of the IAC in an orderly manner. These by-laws shall never be construed in any such way as to impair the operations of the IAC.

**MEMBERSHIP**

The IAC shall consist of not fewer than 10 members or more than 15 members. In consultation with the IAC, the President may alter the total number of members of the IAC. The term of an IAC member is three years. An IAC member may be appointed for no more than three consecutive terms. An IAC member who has served three consecutive terms may be re-appointed to serve as an IAC member only after a one-year hiatus from membership on the IAC.

IAC members shall be appointed by the CSN President with input from the IAC Chair. IAC members may recommend new members to the CSN President and the IAC Chair. Ideal candidates for IAC membership include community leaders who are committed to investing their time to build stronger relationships between the community and the institution, and who have a desire to advance the mission of CSN.

## **EX-OFFICIO MEMBERS**

The President may appoint ex-officio members to the IAC. Ex-Officio members serve at the pleasure of the President, are non-voting and do not have terms.

## **MEETINGS**

The IAC shall convene a regular meeting of the Council four times per year in person with a remote option. Additional special meetings may be convened. The CSN President calls the meetings of the IAC and, in consultation with the Chair, sets the agenda. Meetings will take place at CSN sites unless otherwise designated. All meetings are subject to Nevada Open Meeting Law requirements as defined by Nevada Revised Statutes Chapter 241.

## **QUORUM**

A simple majority of the total voting members (more than 50% of voting members) is required to constitute a quorum at any regular or special meetings of the members to deliberate toward a decision or take action on any matter, but a smaller number of members may convene without further notice until a quorum is secured. Any action by the duly appointed IAC members currently in office at a meeting in which a quorum is present shall be the official action of the IAC.

## **COMMITTEES**

The IAC may designate and appoint from its members, by resolution adopted by a majority of the entire IAC, one or more committees. Each committee shall consist of three or more members. All committees are required to coordinate their efforts with the Secretary.

## **MEMBER REMOVAL**

Any member of the IAC who does not attend more than three consecutive meetings or five meetings in two years, excluding special meetings or committee meetings, is subject to removal from the IAC by majority vote of a quorum. In addition, the CSN President, may, at their discretion, remove a member from the IAC, by written notice to that member and to the IAC Chair.

## **VACANCIES**

A vacancy in any office because of death, resignation, removal, disqualification, or otherwise may be filled by the President in consultation with the IAC for the unexpired portion of the term.

## **COMPENSATION**

No member of the IAC may receive any compensation for serving on the council.

## **OFFICERS**

Officers of the IAC shall be Chair, Vice Chair, and Secretary.

### **IAC CHAIR**

The IAC may elect, by majority vote, one member as Chair to serve a two-year term, beginning July 1. The Chair may serve two consecutive two-year terms. The Chair is the leader of the IAC, its primary spokesperson, and facilitator of its meetings. The chair collaborates with the CSN President to set meeting agendas, orient new members, and actively engage IAC members.

### **IAC VICE CHAIR**

The IAC may elect, by majority vote, one member as Vice Chair to serve a two-year term. In the absence of the Chair, the Vice Chair shall perform all the duties of the Chair.

### **SECRETARY**

The Secretary position is held by the CSN President's Assistant and is ex-officio and non-voting. The President may, as necessary, designate a different member of their staff to serve as Secretary. The Secretary position shall keep accurate minutes of the proceedings of the IAC and any committees and shall see that all notices are duly given in accordance with the provisions of these by-laws and Nevada Open Meeting Law requirements as defined by Nevada Revised Statutes Chapter 241.

### **OTHER OFFICERS**

The IAC may appoint such other officers as it may deem advisable, who shall be chosen in such a manner and hold their offices for such terms and have such authority and duties as determined by the IAC. All other officers appointed by the IAC shall hold office for two years or until their successors shall be appointed and qualified.

### **AMENDMENTS**

These by-laws may be amended, altered, or repealed and new by-laws may be adopted by a majority vote of all IAC members then in office at any meeting of the IAC. The full text of the proposed amendment, alteration or repeal shall be delivered to each member of the IAC at least five days prior to the meeting at which the proposed amendment, alteration, or repeal will be presented to the IAC for action.

### **CONFIDENTIALTY**

**Non-Disclosure.** No member of the IAC, staff, or IAC committee shall disclose to third persons, without the prior approval of the IAC members, any confidential information which may have become known to the IAC member, staff, or committee member, during the time of service to the IAC.

**Communications.** Any authorized communication of any confidential information pertaining to the duties, responsibilities, or operations of the IAC shall be undertaken only by or at the direction of the IAC Chair, in consultation with the CSN President, and in

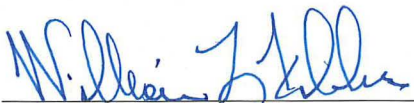


accordance with Nevada Open Meeting Law requirements as defined by Nevada Revised Statutes Chapter 241.

Any IAC members violating these confidentiality provisions shall be subject to removal from their position by action of the IAC, as well as other legal remedies.

Approved by majority vote of the IAC members on (insert date)

Approved:

 1/14/2025  
CSN President Date

 1/14/25-  
IAC Chair Date