

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
ACTION AGENDA SUMMARY

DEPT: ANIMAL SERVICES *mlc*

BOARD AGENDA # *B-2

Urgent _____ Routine

AGENDA DATE March 20, 2001

CEO Concurs with Recommendation YES *spht* NO _____
(Information Attached)

4/5 Vote Required YES _____ NO

SUBJECT:

APPROVAL OF PROPOSED AMENDMENTS TO THE ANIMAL ADVISORY COMMITTEE BYLAWS.

STAFF
RECOMMEN-
DATIONS:

APPROVE AND ADOPT THE PROPOSED AMENDMENTS TO THE ANIMAL ADVISORY COMMITTEE BYLAWS.

FISCAL
IMPACT:

The approval of Proposed Amendments to the Animal Advisory Committee Bylaws will have no fiscal impact to the Department of Animal Services.

BOARD ACTION

No. 2001-197

On motion of Supervisor Caruso, Seconded by Supervisor Blom

and approved by the following vote, Mayfield, Blom, Caruso, and Chair Paul

Ayes: Supervisors: None

Noes: Supervisors: Simon

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None

- 1) Approved as recommended
 - 2) _____ Denied
 - 3) _____ Approved as amended
- Motion:



APPROVAL OF PROPOSED AMENDMENTS TO THE ANIMAL ADVISORY
COMMITTEE BYLAWS.

PAGE TWO

DISCUSSION: On September 24, 1991, the Board of Supervisors approved Resolution Number 91-1344, establishing Animal Advisory Committee Board. November 5, 1991, the Board approved Resolution Number 91-1502, amending the bylaws, adding two members from the public At-large. February 4, 1992, the Board approved Resolution Number 92-158 adding an additional member at large. February 28, 1995, the Board approved additional revisions to the Animal Advisory Committee Board Bylaws.

During the past few years members have either resigned or allowed their terms to expire. New members have been recruited and have been consistently attending regularly monthly meetings. These proposed bylaw revisions have been unanimously approved by the Animal Advisory Committee Board.

ARTICLE I

Name

The name of this body shall be the STANISLAUS COUNTY ANIMAL ADVISORY ~~Committee~~ BOARD. Whenever the term "~~Committee~~ Board" is used in these Bylaws, it shall mean the Stanislaus County Animal Advisory ~~Committee~~ Board.

ARTICLE II

Authority

The authority for the formation and operation of this ~~Committee~~ Board is set forth by Stanislaus County Board of Supervisors' Resolution 91-1502 dated November 5, 1991.

ARTICLE III

Purpose

The purpose of this ~~Advisory~~ Board shall be:

- (a) ~~A. To advise county staff, the Board of Supervisors and the general public,~~ the Board of Supervisors and County staff on issues related to the general provision and delivery of animal care, ~~welfare~~ well-being, and control in Stanislaus County.
- (b) ~~B. To hold informal public hearings and workshops to provide the public with information and to receive address comments~~

APPROVAL OF PROPOSED AMENDMENTS TO THE ANIMAL ADVISORY
COMMITTEE BYLAWS.
PAGE THREE

DISCUSSION
(continued):

community concerns relating to animal care, ~~welfare~~ well-being,
and control.

ARTICLE IV
Membership

Section 1 Composition

The composition of ~~the this Committee~~ Board shall be comprised
of nine (9) members: ~~representing the following areas of interest :~~

- ~~1 California Licensed Veterinarian~~
- ~~1 Licensed Kennel Owner/Operator~~
- ~~1 Representative of an Animal Welfare Organization~~
- ~~6 Members of the General Public At large with Interest in Animal
Issues~~
- 5 Members, each representing a county district, and
- 4 Members-At-Large.

It is intended by the Board of Supervisors that there will be
adequate geographic representation on the ~~Committee~~ Board. To
that end, five (5) members of the general public shall be appointed
by the Board of Supervisors by supervisorial districts and four (4)
members will serve At-Large.

In addition, the Board will draw on consultation, as needed, with
California Licensed Veterinarians, Kennel Owner/Operators,
Animal Welfare Organizations and others. Consultants will
provide their expertise in a non-voting capacity.

There shall be such other standing, special, ad hoc committees or
task forces as the Chairperson shall appoint with the approval of
the ~~Committee~~ Board. No more than three (3) Board members
may serve on these committees.

Section 2 ~~Other~~ Alternates

An alternate is a person who is designated by a member in writing
to the Chairperson. That alternate member shall remain constant

APPROVAL OF PROPOSED AMENDMENTS TO THE ANIMAL ADVISORY
COMMITTEE BYLAWS.
PAGE FOUR

DISCUSSION
(continued):

and shall only be changed upon alternate's resignation and re-designation by the member for the term of office.

Section 3 Other

The Chairperson shall be an ex-officio member of all committees and task forces. All plans and/or recommendations from a committee or task force shall be (a) presented by the committee chairperson, or designee, to the ~~Committee~~ Board for action and (b) acted upon at the next regularly scheduled meeting of the ~~Committee~~ Board.

ARTICLE V
Meetings

Section 1 Frequency and Time of Meetings

The regular meetings of this ~~Committee~~ Board shall generally be held on the first ~~Monday~~ Wednesday of each month at a ~~location agreed upon by the Committee~~ 1010 Tenth Street, at 12:00 Noon. Room location shall be posted in the agenda and be based on room availability at Tenth Street Place. The Chairperson may, at his/her discretion, cancel a meeting.

Section 2 Special Meetings

Special meetings may be called by the Chairperson or a majority of the ~~Committee~~ Board members serving as duly appointed members at the time.

Section 3 Public Participation

All meetings, including special and committee meetings, of the ~~Committee~~ Board shall be open to the public as provided for by the Brown Act. The ~~Committee~~ Board shall make a special effort to involve the public and interested groups in ~~Committee~~ Board activities and decisions through a variety of means, including ~~informing~~ the use of local media regarding ~~of~~ the time and location of the meetings.

APPROVAL OF PROPOSED AMENDMENTS TO THE ANIMAL ADVISORY
COMMITTEE BYLAWS.
PAGE FIVE

DISCUSSION
(continued):

ARTICLE VI
Parliamentary Rule

Section 1 Conduct of Meetings

The meetings of this ~~Committee~~ Board shall be conducted in accordance with Robert's Rules of Order (Revised Edition).

Section 2 Quorum

A majority of the members of the total official membership ~~at the time~~, including such alternates as may be designated by a voting member, shall constitute a quorum for purposes of transacting business of the ~~Committee~~ Board. A voting member may designate an alternate by notifying the ~~Department of Animal Services~~ Chairperson in writing.

Section 3 Vote Required for Action

The affirmative vote of ~~not less than~~ a ~~two-thirds~~ majority of a quorum of the ~~Committee~~ Board shall constitute the vote required for action. An alternate, attending at the request of a ~~Committee~~ Board member, shall not have voting privileges unless authorized in writing by the voting member that includes specific instructions for each vote. ~~to cast a proxy vote.~~ If both an alternate and the member appear, only the member has voting authority.

Section 4 Attendance at Meetings

Members are expected to attend all meetings of the ~~Committee~~ Board. A member who is unable to attend a meeting shall give advance notice of his/her inability to attend the meeting ~~Committee~~ to the Chairperson or ~~Committee~~ County staff (Department of Animal Services), or have an alternate attend the meeting. A member shall not use an alternate for more than two meetings during any calendar year. A roll call ~~will~~ shall be taken at the beginning of each meeting. Should a ~~Committee~~ Board member arrive after the roll call ~~has been taken~~, it is ~~their~~ his/her responsibility to notify the Staff member taking the minutes of his/her arrival ~~at~~ prior to or at the end of the meeting.

APPROVAL OF PROPOSED AMENDMENTS TO THE ANIMAL ADVISORY
COMMITTEE BYLAWS.
PAGE SIX

DISCUSSION
(continued):

Section 5

Vacancies

(A) Absences

A Board member who is absent (a) from two (2) consecutive regular meetings ~~or has not been represented by an alternate as provided in~~ Article VI, Section 4, or (b) ~~from three regular meetings within a calendar, including those attended by an alternate, shall be notified in writing, by the Chairperson that his/her absences will be discussed at the next regular meeting of the Committee, and a vote taken, in the presence of a quorum, to recommend it to the appointing authority that the member be removed from the Committee~~ and has not contacted County staff and is not represented by an alternate will be recommended for termination for non-attendance. Both the appointing authority and the absent member shall be notified in writing of the recommendation for termination. These absences constitute a resignation.

(B) Termination

A member may be removed from the ~~Committee~~ Board by the appointing authority upon the recommendation of the ~~Committee~~ Board by a vote of two thirds of a quorum. ~~of the Committee~~

ARTICLE VII
Officers

The officers of the ~~Committee~~ Board shall consist of a Chairperson and Vice-Chairperson who shall be elected annually. Election of officers shall be held at the first regularly scheduled meeting of the ~~Committee~~ Board in January of each new calendar year. Nominations shall be made from the floor. Officers shall be elected to serve for one (1) year or until their successors are elected.

In the event that the Chairperson and Vice-Chairperson are unable to attend a scheduled meeting, the members present shall elect a Chairperson to preside over that meeting.

PROPOSED AMENDMENTS TO THE ANIMAL ADVISORY COMMITTEE
BYLAWS.
PAGE SEVEN

DISCUSSION
(continued):

ARTICLE VIII
Advisory Board and Task Forces

Section 1 Term of Office

The term of each member of the ~~Committee~~ Board shall be for three (3) years. If, however, prior to the expiration of such term a member ceases to retain the status which qualified him/her for appointment on the ~~Committee~~ Board, his/her membership on the ~~Committee~~ Board shall terminate and there shall be a vacancy on the Committee Board. A person appointed to complete an unexpired term shall not be considered to have served a term. ~~Members completing unexpired terms may be reappointed and serve for two consecutive terms.~~

~~Committee members shall be limited to no more than two consecutive terms.~~ Members shall ~~service~~ serve without compensation.

Member terms are as follows:

<u>Chair</u>	<u>Status</u>	<u>Expiration Date</u>
District # 1	Filled	1-31-02
District # 2	Filled	1-31-03
District # 3	Filled	1-31-02
District # 4	Filled	1-31-02
District # 5	Filled	1-31-02
At Large # A	Vacant	1-31-02
At Large # B	Vacant	1-31-01
At Large # C	Vacant	1-31-02
At Large # D	Vacant	1-31-01

Section 2 Filling Vacancies

Vacancies shall be filled by the Board of Supervisors in accordance with the California Government Code, Part I of Division 2 of Title 5, Chapter 10, and Sections

54970-54974 (Maddy Local ~~Appointive~~ Appointment List Act of 1975). The Maddy Local Appointment List Act requires that the

APPROVAL OF PROPOSED AMENDMENTS TO THE ANIMAL ADVISORY
COMMITTEE BYLAWS.
PAGE EIGHT

DISCUSSION
(continued):

Board of Supervisors prepare an appointment list for all boards, commissions and committees for which they have appointment power. The Act further requires that a special vacancy notice be posted in the office of the County Clerk to the Board, and in other places as directed by the Board of Supervisors, within twenty (20) days after the vacancy occurs; and prohibits an appointment to a position for ten (10) days after the notice is posted (except in the case of an emergency).

Section 3 Conflict of Interest

When any case is being discussed, considered or voted upon by the Committee Board or a committee that involves potential financial benefit to a member or the review of an agency with which an individual Committee member is affiliated, the Committee member shall abstain from such discussion, consideration, and vote.

ARTICLE IX
Adoption and Amendment

Section 1 Adoption

These Bylaws shall become effective immediately upon approval by a majority of the membership of the Committee Board and approval by the Stanislaus County Board of Supervisors.

Section 2 Amendment

These Bylaws may be amended by a ~~two-thirds (2/3)~~ majority vote of a quorum of the Committee Board provided that fifteen (15) days prior to the meeting, the full Committee Board is notified of the language of such change (s) and of the time, date and place of the intended vote on such change(s). The amendment will not be effective until approved by the Stanislaus County Board of Supervisors.

Revised 10/13/94 January Board Meeting Date, 2001

APPROVAL OF PROPOSED AMENDMENTS TO THE ANIMAL ADVISORY
COMMITTEE BYLAWS.
PAGE NINE

POLICY
ISSUE:

The Board of Supervisors has determined that the establishment of an Animal Advisory Committee serves in the best interest of the citizens of the community. The Board has requested that the Committee advise them on issues related to the general provisions and delivery of animal care, welfare and compliance in Stanislaus County. These proposed amendments were made by a unanimous vote of the Animal Advisory Committee.

STAFFING
IMPACT:

The approval of the proposed amendments to the Animal Advisory Committee Bylaws will have no staffing impact to the Department of Animal Services.

ANIMAL ADVISORY BOARD
BYLAWS

ARTICLE I: Name

The name of this body shall be the STANISLAUS COUNTY ANIMAL ADVISORY BOARD. Whenever the term "Board" is used in these Bylaws, it shall mean the Stanislaus County Animal Advisory Board.

ARTICLE II: Authority

The authority for the formation and operation of this Board is set forth by Stanislaus County Board of Supervisors' Resolution 91-1502 dated November 5, 1991.

ARTICLE III: Purpose

The purpose of this Board shall be:

- A. To advise the Board of Supervisors and County staff on issues related to the general provision and delivery of animal care, well being, and control in Stanislaus County.
- B. To hold public hearings and workshops to provide the public with information and to address community concerns relating to animal care, well being, and control.

ARTICLE IV: Membership

Section 1: Composition

The composition of this Board shall be comprised of nine (9) members:
5 Members, each representing a county district, and
4 Members-At-Large.

It is intended by the Board of Supervisors that there will be adequate geographic representation on the Board. To that end, five (5) members of the general public shall be appointed by the Board of Supervisors by supervisorial districts and four (4) members will serve At-Large.

In addition, the Board will draw on consultation, as needed, with California Licensed Veterinarians, Kennel Owner/Operators, Animal Welfare Organizations and others. Consultants will provide their expertise in a non-voting capacity.

There shall be such other standing, special, ad hoc committees or task forces as the Chairperson shall appoint with the approval of the Board. No more than three (3) Board members may serve on these committees.

Section 2: Alternates

An alternate is a person who is designated by a member in writing to the Chairperson. That alternate member shall remain constant and shall only be changed upon alternate's resignation and re-designation by the member for the term of office.

Section 3: Other

The Chairperson shall be an ex-officio member of all committees and task forces. All plans and/or recommendations from a committee or task force shall be (a) presented by the committee chairperson, or designee, to the Board for action and (b) acted upon at the next regularly scheduled meeting of the Board.

ARTICLE V: Meetings

Section 1: Frequency and Time of Meetings

The regular meetings of this Board shall generally be held on the first Wednesday of each month at 1010 Tenth Street, at 12:00 Noon. Room location shall be posted in the agenda and be based on room availability at Tenth Street Place. The Chairperson may, at his/her discretion, cancel a meeting.

Section 2: Special Meetings

Special meetings may be called by the Chairperson or a majority of the Board members serving as duly appointed members at the time.

Section 3: Public Participation

All meetings, including special and committee meetings, of the Board shall be open to the public as provided for by the Brown Act. The Board shall make a special effort to involve the public and interested groups in Board activities and decisions through a variety of means, including the use of local media regarding the time and location of the meetings.

ARTICLE VI: Parliamentary Rule

Section 1: Conduct of Meetings

The meetings of this Board shall be conducted in accordance with Robert's Rules of Order (Revised Edition).

Section 2: Quorum

A majority of the members of the total official membership including such alternates as may be designated by a voting member, shall constitute a quorum for purposes of transacting business of the board. A voting member may designate an alternate by notifying the Chairperson in writing.

Section 3: Vote Required for Action

The affirmative vote of majority of a quorum of the Board shall constitute the vote required for action. An alternate, attending at the request of a Board member, shall not have voting privileges unless authorized in writing by the voting member that includes specific instructions for each vote. If both an alternate and the member appear, only the member has voting authority.

Section 4: Attendance at Meetings

Members are expected to attend all meetings of the Board. A member who is unable to attend a meeting shall give advance notice of his/her inability to attend the meeting to the Chairperson or County staff (Department of Animal Services), or have an alternate attend the meeting. A member shall not use an alternate for more than two meetings during any calendar year. A roll call shall be taken at the beginning of each meeting. Should a Board member arrive after the roll call, it is his/her responsibility to notify the Staff member taking the minutes of his/her arrival prior to or at the end of the meeting.

Section 5: Vacancies

(A) Absences: A Board member who is absent from two (2) consecutive regular meetings and has not contacted County staff and is not represented by an alternate will be recommended for termination for non-attendance. Both the appointing authority and the absent member shall be notified in writing of the recommendation for termination. These absences constitute a resignation.

(B) Termination: A member may be removed from the Board by the appointing authority upon the recommendation of the Board by a vote of two thirds of a quorum.

ARTICLE VII: Officers

The officers of the Board shall consist of a Chairperson and Vice-Chairperson who shall be elected annually. Election of officers shall be held at the first regularly scheduled meeting of the Board in January of each new calendar year. Nominations shall be made from the floor. Officers shall be elected to serve for one (1) year or until their successors are elected.

In the event that the Chairperson and Vice-Chairperson are unable to attend a scheduled meeting, the members present shall elect a Chairperson to preside over that meeting.

ARTICLE VIII: Advisory Board and Task Forces

Section 1: Term of Office

The term of each member of the Board shall be for three (3) years. If, however, prior to the expiration of such term a member ceases to retain the status which qualified him/her for appointment on the Board, his/her membership on the Board shall terminate and there shall be a vacancy on the Board. A person appointed to complete an unexpired term shall not be considered to have served a term. Members shall serve without compensation.

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Section 2: Filling Vacancies

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Section 3: Conflict of Interest

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ARTICLE IX: Adoption and Amendment

Section 1: Adoption

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Section 2: Amendment

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Revised January Animal Advisory Board Meeting Date, 2001