

**STANISLAUS ANIMAL SERVICES AGENCY
ADVISORY COMMITTEE
BYLAWS**

Adopted June 21, 2012
Amended November 20, 2014

ARTICLE 1-NAME

The name of this committee shall be the "Stanislaus Animal Services Agency Advisory Committee. Whenever the term "Committee" is used in these Bylaws, it shall mean Stanislaus Animal Services Agency Advisory Committee.

ARTICLE 2 - AUTHORITY

The authority for the formation and operation of this Committee is set forth in the Joint Powers Agreement Establishing the Stanislaus Animal Services Agency ("SASA") dated October 27, 2009, paragraph 3.3 (j) and Government Code section 6500. The SASA Board approved formation of this Committee at its meeting on September 15, 2011.

ARTICLE 3-PURPOSE

The Committee is established to protect and enhance the quality of life for animals and residents of Stanislaus County. Responsibilities include educating the community on animal care; public relations; and serving as a resource.

- Serve as an advisor to the SASA Board and Executive Director
- Promote a public awareness of the Stanislaus Animal Services Agency
- Develop methods to promote adoption of animals at the shelter.
- Develop methods to decrease the number of animals entering the shelter.
- Continue efforts to increase and encourage volunteer participation at the shelter.

ARTICLE 4-MEMBERSHIP

Section 1. Composition. The composition of this Committee shall be comprised of seven (7) members: six (6) members-Each member of the Stanislaus Animal Services Agency Board shall appoint a member to the Committee who shall reside in that member's jurisdiction; and one (1) member who shall be a licensed veterinarian appointed by the SASA Board. The licensed veterinarian must reside and maintain a physical location for their practice within County of Stanislaus or any of its cities.

The Committee will draw on consultation of California Licensed Veterinarians, kennel owner/operators, animal groups, and others, as needed. The consultants will provide their expertise in a non-voting capacity.

Section 2. Subcommittees. There shall be standing, ad hoc sub-committees. The Chairperson shall recommend members for appointment to these subcommittees, subject the approval of the Committee. No more than three (3) Committee members may serve on each subcommittee. Each subcommittee shall select a chairperson who may or may not be a member of the Committee.

Section 3. Other. The Chairperson shall be an ex-officio member of all committees. All plans and/or recommendations from a subcommittee shall be (a) presented by the sub-committee chairperson, or designee, to the Committee for action and (b) acted upon at the next regularly scheduled meeting of the Committee.

ARTICLE 5-MEETINGS

Section 1. Date and Location of Meetings. The regular meetings of this Committee shall be held on the first Thursday of January, February, April, May, July, August, October and November at 3647 Cornucopia Way, at 6:00pm.

All meetings of the Committee shall be conducted in accordance with the Ralph M. Brown Act. The Chair or a majority of the Committee members may call a special meeting to conduct business outside of the regularly scheduled meeting dates, as needed.

Section 2. Cancellation of Meetings. The Chair of the Committee may cancel a meeting with 72 hours notice. In the event of a meeting cancellation, the Secretary shall provide a notice stating the date, time, and place of the next meeting of the Committee.

Section 3. Public Comment. Every agenda for regular and special meetings shall provide an opportunity for members of the public to address the Committee on any item of interest concerning the Stanislaus Animal Services Agency.

Section 4. Agenda. At least five days before each regular meeting the Secretary shall post and send by email a copy of the agenda of the meeting to each Committee member and member of the public who has requested in writing to receive the agendas of Committee meetings. Committee members shall also receive the printed materials referenced in the agenda, provided they are a reasonable size. In addition, all printed materials referenced in the agenda of the Committee shall be available for public review at the offices of SASA.

ARTICLE 6 - PARLIAMENTARY PROCEDURE

Section 1. Parliamentary Authority. The rules of parliamentary practice set forth in Robert's Rules of Order shall govern all meetings of the Committee.

Section 2. Quorum. A quorum shall consist of a simple majority of the members of the Committee. In the absence of a quorum, the Committee may adjourn or may reschedule the meeting to a specific date and time.

Section 3. Voting. Each of the seven members shall be a voting member of the Committee. The affirmative vote of a majority of a quorum of the Committee shall constitute the vote required for action.

Section 4- Attendance at Meetings. Members are expected to attend all meetings of the Committee and those meetings of the sub-committees on which the member sits. 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 secretary. A roll call shall be taken at the beginning of each meeting. A member who arrives late (after roll call) has the responsibility to notify the secretary taking minutes of his/her arrival before or by the end of the meeting.

ARTICLE 7-OFFICERS

Section 1-Terms of Chairperson and Vice Chairperson. The officers of the Committee shall be a Chairperson ("Chair") and a Vice-Chairperson ("Vice Chair"). At the first regular meeting of the Committee in January of each calendar year, the members of the Committee shall elect officers from among them. The officers shall take office on the date of their election. Officers shall be elected to serve for one year (1) year or until their successor is elected.

Section 2- Chair Responsibilities. The Chair shall preside at all meetings of the Committee, shall preserve order and decorum, shall decide all questions of order raised by any member, and shall determine the agenda for each meeting in consultation with SASA Executive Director. The Chair shall have the right to participate in the proceedings of the Committee. The Chair shall represent the Committee before the SASA Agency Board. In the absence of the Chair, the Vice-Chair shall preside until such time as the Chair returns or until the next scheduled election. In the absence of both the Chair and the Vice-Chair, the members shall select by motion a member to preside over the meeting.

Section 3-Secretary.

The SASA Executive Director shall appoint a staff person to serve as Secretary. The Secretary is not a member of the Committee and has no vote. The duties of the Secretary are to act as custodian of the records of the Committee, to make a complete record of the proceedings of the Committee, and to perform other functions directed by the Committee or by these Bylaws

ARTICLE 8-ADVISORY COMMITTEE

Section 1-Term of Office. Each SASA Board member shall recommend an individual for appointment to the Committee in accordance with its local rules, and then subject to the SASA Board's approval. All Committee members shall serve a term of two (2) years, and may be re-appointed for a second term with the approval of the SASA Board. After sitting out one term, a Committee member may re-apply for appointment. Members shall serve without compensation.

Section 2-Removal. Committee members may be removed for good cause by the SASA Board. Upon removal, the SASA Board shall appoint a suitable person, from the same jurisdiction as the removed member, to serve the remaining term of a Committee member. The person appointed to fill this unexpired term shall not be considered to have served a term.

Section 3-Vacancy. When a vacancy occurs for any reason the Committee Secretary shall notify SASA Board. The SASA Board shall appoint a suitable person from the same jurisdiction until the end of the unexpired term. The person appointed to complete the unexpired term shall not be considered to have served a term.

Section 4-Conflict of Interest. When a matter is discussed, considered or voted on by the Committee or a sub-committee that involves potential financial benefit, or other conflicting concern, to a Committee member, that member shall abstain from such discussion, consideration, and vote on that matter.

ARTICLE 9: ADOPTION AND AMENDMENT

Section 1-Adoption. These Bylaws shall become effective immediately upon approval by a majority of the membership of the Committee and approval by the Stanislaus Animal Service Agency Board.

Section 2-Amendment. These Bylaws may be amended by a majority vote of a quorum of the Committee provided that fifteen (15) days before the meeting, the full Committee 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 Animal Services Agency Board.