

BYLAWS
GALVESTON COUNTY HEALTH DISTRICT
ANIMAL ADVISORY COMMITTEE

Galveston County Health District – Animal Advisory Committee Bylaws

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PURPOSE

The purpose of the Bylaws is to outline the operational rules of the Galveston County Health District Animal Advisory Committee (Advisory Committee) to include the responsibilities of the Advisory Committee, composition of members, responsibilities of members and officers and responsibilities of the GCHD Chief Executive Officer or designee.

GENERAL DESCRIPTION

The Advisory Committee is a standing committee and advisory committee to the Galveston County United Board of Health (GCUBOH). In accordance with its charge from the GCUBOH, the Advisory Committee shall perform the duties as stated in the Interlocal Agreement. The Advisory Committee shall assist Animal Services by reviewing and recommending necessary changes in operations, budget matters, and compliance with all applicable laws, rules, regulations, and ordinances; this includes, but is not limited to, review of operating rules and policies and procedures for Animal Services and as additionally stated elsewhere in the Interlocal Agreement. The Advisory Committee shall report to the Galveston County Health District's the Chief Executive Officer or designee who acts as a liaison.

The Advisory Committee as prescribed in §823.005 of the Texas Health and Safety Code, is comprised of representatives of the signatories to the *2012 Galveston County Animal Services Agreement* (AGREEMENT) dated August 15, 2012.

SCOPE OF SERVICES IN INTERLOCAL AGREEMENT

The GCHD will provide sheltering services and field animal control according to the AGREEMENT.

SPECIFIC DUTIES OF ADVISORY COMMITTEE

1. Represent their respective party member (a party to the AGREEMENT) or non-party member at Advisory Committee meetings.
2. Annually review and advise the GCUBOH on approval of the Galveston County Animal Resource Center budget and designate year-end surplus for reserve.
3. Annually review and recommend approval to the GCUBOH of necessary changes in operating rules, and policies and procedures for GCARC.

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4. Review and recommend to the GCUBOH adoption of an Animal Services Strategic Plan every five years to include strategies, goals, and objectives that Galveston County Animal Resource Center (GCARC) will work to accomplish within budget constraints.
5. Review and recommend to the GCUBOH approval of an annual report regarding the progress of the GCARC in accomplishing the goals and objectives in the Plan.
6. Elect officers according to *Advisory Committee Operational Procedures*.

ADVISORY COMMITTEE OPERATIONAL PROCEDURES

1. Member Appointments – In accordance with the Interlocal Animal Services Agreement, the Advisory Committee shall consist of a minimum of eleven (11) and not more than eighteen (18) members who shall serve two (2) fiscal years and who shall serve without compensation or salary. The composition of the Advisory Committee shall have the following representation:
 - a. One (1) member for each City who is party to the AGREEMENT;
 - b. One (1) member for the County who is a County Official;
 - c. One (1) member for the County who is not required to be, but may be, a County Official (for a total of two (2) County representatives);
 - d. One (1) member for the GCUBOH who is not required to be, but may be, a member of the GCUBOH or an employee of the GCHD;
 - e. Two (2) members from animal welfare groups that are non-profit organizations (non-profit animal welfare group) with each of the two being from a different non-profit animal welfare group;
 - f. One (1) veterinarian licensed by the Texas State Board of Veterinary Medical Examiners in accordance with the Veterinary Licensing Act to practice veterinary medicine in the State of Texas whose license is in an active status, whose license is not a provisional license, whose license is not a special license, and who practices veterinary medicine in the County of Galveston, Texas; and
 - g. One (1) member whose duties include the daily operation of an animal shelter.
2. Terms of Membership – The individual nominated, approved, and appointed to serve as a member/alternate member of the Advisory Committee shall serve for a term of two (2) fiscal years.
3. Removal of Membership – Any member may be removed from office by a majority vote of the governing body who appointed the member. In addition, any member who misses three (3) consecutive meetings without being excused by action of the Advisory Committee shall automatically be removed from office. The Chair of the Advisory Committee may declare a vacancy, and will notify the Galveston County United Board of Health of such fact, so that the vacancy can be filled as soon as possible.

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4. Vacancy – In the event a member or alternate member is not able to fulfill his or her term, the party member and/or non-party member, as applicable, whom the member/alternate member represents shall make nomination of an individual to serve on the Advisory Committee for the remainder of the member's/alternate member's term, subject to approval and appointment by the GCUBOH in accordance with Section III (6) (c) (3) (ii) of the Interlocal Agreement. In the event the vacancy is by a member, the alternate member shall serve as the member until a new member is nominated and approved.
5. Officers – The Advisory Committee shall annually elect a Chair, Vice Chair and Secretary-Treasurer from its committee members by majority vote. The Chair, Vice Chair and Secretary-Treasurer shall comprise the Executive Committee and shall act on necessary action items in the event that a quorum cannot be achieved.
6. Responsibilities of Chair – The Chair, or Vice Chair in the absence of the Chair, has the following responsibilities:
 - a. Conduct meeting business in accordance with Robert's Rules of Order.
 - b. Review and sign official correspondence, including minutes of the Committee.
7. Meetings – The Advisory Committee shall meet at least four (4) times per fiscal year. GCHD shall send notice of each meeting to each party member and non-party member by sending notice to each respective member and alternate member at least ten (10) business days prior to the meeting. In the event another municipality has provided notice to the GCUBOH that it wishes to join this Agreement in accordance with the AGREEMENT, the GCHD shall also send notice of the meeting to that municipality. All meetings of the Advisory Committee shall be open to the public. Meeting notices shall be posted in accordance with the Open Meetings Act.
 - a. *Special meetings* – Special meetings shall be called at any time by the Chair or at the request of a majority of the Advisory Committee. The GCHD Chief Executive Officer or designee, prior to each meeting, shall notify all members. Any time the Advisory Committee needs to be called into special meeting by the Chair or a majority of Advisory Committee members, the GCHD Chief Executive Officer or designee will notify all members, at least three days prior to such meeting, of the time, date and purpose of the called meeting.
 - b. *Location and time* – The exact time and location of meetings shall be designated in the meeting notice.

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- c. *Quorum* – A majority of the members, with at least four (4) City representatives present and one (1) County representative present, shall constitute a quorum for meetings of the Advisory Committee. In any meeting in which the member and the alternate member are both present - only the presence of the member shall count towards a quorum. The alternate member, when present, shall count towards a quorum in the absence of the member.
 - d. *Agenda* – At least 72 hours before the scheduled time of the meetings, the Agenda will be posted at the GCHD headquarters, the entrance of the Animal Resource Center and posted to the public on the ARC website.
 - e. *Voting* – Each member of the Advisory Committee shall have one (1) vote, which may be cast either by the member or alternate member for each party; provided however, that in any meeting in which the member and the alternate member are both present - the vote shall be cast by the member. The alternate member, when present, has a vote only in the absence of the member. The Advisory Committee may vote only at meetings in which a minimum of a quorum is present and motions require a minimum of a majority of the voting members present to pass unless a different requirement is specified within the AGREEMENT or Bylaws.
 - f. *Rules of Order* – General parliamentary rules, such as Robert’s Rules of Order, as modified by the Advisory Committee will be observed in conducting meetings.
 - g. *Texas Open Meetings Act* – All meetings of the Animal Advisory Committee shall conform to the rules and requirements set forth in the Texas Open Meetings Act.
8. Minutes - Regular meetings may be recorded then filed until the minutes are approved. GCHD shall maintain the minutes of the meetings.
9. Persons Appearing Before the Advisory Committee – Persons wishing to appear before the Advisory Committee will have as their objective any of the following or combinations thereof: (1) to request information on ARC affairs, (2) to comment on animal services issues, and/or (3) to ask for specific action or change of policy. A citizen desiring to make comment to the Advisory Committee shall submit a written request to the Chair of the Advisory Committee or designee by noon on the fifth day preceding the Advisory Committee meeting. A statement of the nature of the matter to be considered shall accompany the request. The Chair of the Advisory Committee shall insure that GCHD staff include the requested appearance on the agenda, and the person shall be heard if he or she appears. At the discretion of the Advisory Committee Chair, persons who have not submitted written request may be permitted to comment on posted agenda items during a time set aside for citizen communication. The Chair may limit the speaker to three minutes.

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10. Change in Advisory Committee Bylaws – Changes to Advisory Committee Bylaws may be approved, by majority vote of the Advisory Committee members during regular scheduled meetings, for GCUBOH approval. The Advisory Committee may appointment a Bylaw committee comprised of selected Advisory Committee members with the charge of reviewing existing Bylaws and making recommendations for revisions and submitting those recommendations at a future Advisory Committee meeting for review and possible adoption. Unless otherwise stated, adopted Bylaws will become effective immediately.

11. Authority to Act – The Advisory Committee may, by a majority vote, authorize the Chair of the Advisory Committee to act in its behalf during an emergency.