Broward County Administrative Code as of 2019
Animal Care Advisory Committee

§ 12.289. Creation.
There is hereby created a Broward County Animal Care Advisory Committee ("Advisory Committee") to provide advice to assist the County regarding animal- and community-related services and issues consistent with the mission of the Animal Care and Adoption Division in developing public policies concerning animal issues, and to assist in goal setting, and long-range planning for the Animal Care and Regulation Division. (F.S. §8-832, 11-13-08)

§ 12.290. Membership.
a. The Advisory Committee shall be composed of eleven (11) voting members, each of whom shall be a resident of Broward County and appointed by the Board of County Commissioners ("Board"). The Board shall appoint two (2) members of the Advisory Committee at large, neither of whom shall meet any of the categorical requirements set forth below. At-large members are not required but are encouraged to become volunteers of the Animal Care and Adoption Center. If the at-large member is an employee or officer of a non-profit or for-profit entity such as an agency, organization or business, such member must be willing to abstain from voting on any issue in which the entity can benefit. Additionally, each Broward County Commissioner shall nominate one (1) member to the Advisory Committee, using the categorical draw method established by the Intergovernmental Affairs/Boards Section. The required membership categories are:

1. A veterinarian licensed by the State of Florida who is currently practicing veterinary medicine in Broward County, whose practice consists primarily of caring for domestic animals;

2. A current or former full-time employee or official of a nationally recognized animal welfare organization (e.g., The Humane Society of the United States, Best Friends Animal Society, American Humane, Society of Animal Welfare Administrators, American Society for the Prevention of Cruelty to Animals, the National Federation of Human Societies, etc.) or an employee or official of an organization that provides financial assistance to help animals and/or has expertise in fundraising that benefits animals;

3. A member of a local, nonprofit organization providing support or services to stray or unwanted animals;

4. A practicing animal behaviorist with requisite qualifications or a certified applied animal behaviorist who has a Bachelor of Science or bachelor of arts degree in animal psychology, ethology, animal sciences, veterinary medicine, or similar discipline with additional training and/or education in applied animal behavior. A current or former full-time employee or official of an organization providing programs and services that improve the well-being of individuals, families, and communities, such as social services addressing homelessness, mental health, or domestic violence, poverty, diversity, or similar service.

5. A current or former full-time employee (supervisor, manager, director, etc.) of a municipal animal regulatory agency empowered and authorized to enforce local ordinances;

6. A current or former full-time employee (supervisor, manager, director, etc.) of a law enforcement agency;

Attachment 3 - Broward Co Admin Code ACAC Broward Co Admin Code ACAC GJohns and IABS edits 4–6–2021 Broward Co Admin Code ACAC
7. A full-time employee or active official board member from an wildlife or large animal rescue organization who has at least one (1) year of experience actively managing operations in the organization;

8. An owner, partner, or officer of a pet retail store who resides in Broward County, and whose business represents the local sales market; and

9. A person meeting the minimum qualifications of a bachelor’s degree in marketing, public relations, or similar field and working experience in years of marketing, public relations, or similar experience. A full-time employee (supervisor, manager, director, etc.) from the State of Florida, Broward County Health Department, or someone who specializes in epidemiology, zoonotic, or communicable diseases.

b. Persons appointed to the Advisory Committee shall receive no compensation.

(2008-832, 11-13-08; 2018-267, 6-5-18)

§ 12.291. Term.

Members of the Advisory Committee shall:

1. Serve at the pleasure of the nominating commissioner of the Board of County Commissioners or the appointing authority; or

2. Serve until the expiration of the term of the nominating commissioner of the Board of County Commissioners, pursuant to Section 1-233, Broward County Code of Ordinances, as amended.

(2008-832, 11-13-08)


a. The Advisory Committee shall annually elect a chair to govern the meetings, and a secretary to record minutes.

b. The Advisory Committee shall adopt bylaws and make rules and regulations governing its meetings. The Advisory Committee shall keep accurate minutes and promptly provide a report of each meeting to the County Administrator on a form provided by the County Administrator. The Advisory Committee shall prepare the written report and the minutes within a reasonable time after the meeting, which shall be approved at the next meeting of the Advisory Committee.

c. A majority of the appointed Advisory Committee members shall constitute a quorum.

d. No other person or substitute may attend any Advisory Committee meeting in the place of an appointed member.

e. The Advisory Committee shall meet a minimum of four (4) times per calendar year.

§ 12.293. Function, Powers, and Duties.

The functions, powers, and duties of the Advisory Committee shall be as follows:

a. The Advisory Committee shall serve as an advisory body to the Animal Care and Adoption Division Director and the Board of County Commissioners to assist with the refinement of general policies, shelter programs, services, identification of animal-related issues, and the development and implementation of long-range plans and policies concerning animals.
Advisory Committee shall not be responsible to investigate or make decisions regarding incidents or other matters related to animals housed in the shelter for the Animal Care and Regulation Division. The Advisory Committee shall provide oversight of the Animal Care Fund to ensure consistency with Chapter 4: Dogs and Cats. The Advisory Committee shall also actively promote and advise fundraising ideas, promote the image of ACAD, the Animal Care and Adoption Center, and advise on media campaigns.

b. The Advisory Committee may advise the Board of County Commissioners regarding revisions to Broward County Ordinance Chapter 4: Dogs and Cats.

c. The Advisory Committee shall not operate in a regulatory or authoritative capacity.

d. The Advisory Committee may advise the Board of County Commissioners regarding revisions to the Animal Care and Regulation Ordinance, animal-related issues, and policies concerning animals.

e. The Advisory Committee shall make requests and recommendations in writing to the Director of the Animal Care and Adoption Regulation Division and/or to the Board of County Commissioners.

(2008-832, 11-13-08)