

ANIMAL CARE ADVISORY COMMITTEE BYLAWS

Preamble

The Broward County Animal Care Advisory Committee ("Advisory Committee") is established pursuant to Section 12.289 of the Broward County Administrative Code. The Advisory Committee's general purpose is to assist in developing public policies concerning animal issues and to assist in goal setting and long-range planning for the Animal Care and Adoption Division and serve in an advisory capacity to the Broward County Commission ("Commission") relative to ~~Animal Care and Regulation Division~~ animal-related issues and policies concerning animals.

The Advisory Committee shall be administered through the Environmental Protection & Growth Management, Animal Care and ~~Regulation~~ Adoption Division, to carry out the purposes and functions set forth in these Bylaws. Official records of the Advisory Committee are on file at the Animal Care and ~~Regulation~~ Adoption Division Administrative Office and are open to public inspection upon request to the Animal Care and ~~Regulation~~ Adoption Division Records Custodian.

Article 1. Functions, Powers, and Duties

It shall be the function of the Advisory Committee, including its Animal Care General Trust Fund Subcommittee, to:

- A. Assist in developing public policies concerning animal issues, and to assist in goal setting, and long-range planning for the Animal Care and ~~Regulation~~ Adoption Division;
- B. Make requests and recommendations in writing to the Director of the Animal Care and ~~Regulation~~ Adoption Division; ~~and~~
- C. ~~Comply with all provisions of Florida's Government in the Sunshine Law~~ Advise the Commission regarding revisions to the Animal Care and Regulation ordinance, animal-related issues, and policies concerning animals; and
- D. Administer the Animal Care General Trust Fund in accordance with Section 4-30 of the Broward County Code of Ordinances.

The Advisory Committee shall not operate in a regulatory or authoritative capacity. The Advisory Committee shall have no power or authority to commit the Broward County Commission to any policies, or to incur any financial obligation, or to create any liability on the part of the County. No actions or recommendations of the Advisory Committee shall be binding upon the Broward County Commission until approved or adopted by the Commission.

Article 2. Membership

The Animal Care Advisory Committee shall consist of ~~eighteen (18)~~ eleven (11) members, all of whom shall be residents of Broward County and appointed by the Commission. The Commission shall appoint two (2) at large members, none of whom shall meet the categorical requirements of Section 12.290 of the Broward County Administrative Code. Each ~~Additionally, each~~ Commissioner shall ~~appoint two (2)~~ nominate one (1) members, ~~one of whom shall reside in the appointing Commissioner's district and one of whom shall represent a specific category of Section 12.290 and chosen by draw. Committee members shall serve at the pleasure of the appointing nominating Commissioner pursuant to Section 1-233 of the Broward County Code of Ordinances, as amended from time to time.~~

Article 3. Term

- A. The appointed members of the Advisory Committee shall serve pursuant to Section 1-233, Broward County Code of Ordinances, ~~as may be amended from time to time.~~
- B. Any Advisory Committee appointee who fails to meet the requirements of his or her appointment is automatically disqualified, and his or her appointment shall immediately cease and be deemed vacant.

Article 4. Meetings

- A. All meetings shall be open to the public and ~~noticed to the public~~ in accordance with the Sunshine Law, ~~pursuant to Section 1-233 of the Broward County Code of Ordinances; as amended.~~
- B. A quorum for the conducting of business by the Animal Care Advisory Committee shall be a majority of the total appointed Committee members.
- C. A majority of votes by the members present shall be necessary for adoption of any motion.

Article 5. Organization

- A. Election of Officers

Elections shall be held yearly at a regular meeting held during the fourth (4th) quarter of the calendar year. If no meeting is held during the fourth (4th) quarter of a calendar year, elections shall be held at the next regular meeting of the Advisory Committee. The Advisory Committee shall annually elect a Chair, Vice-Chair, and Secretary (all of whom shall be members of the Advisory Committee). The Chair and Vice-Chair shall to serve for a term of ~~four (4)~~ one (1) years, ~~not to exceed two (2) consecutive terms. The Secretary shall serve for a term of one (1)~~

~~year or six (6) months, not to exceed two (2) consecutive terms.~~ Elections shall be by open nomination and roll call vote. If no member volunteers to serve as the Chair, Vice-Chair, or Secretary, the current Chair may appoint members to those positions. The Chair may not appoint a member to a position in which that member has already served.

B. Vacancy of Officers

If a vacancy should occur in one of the Officers' positions, the Advisory Committee shall elect an Advisory Committee member to fill such vacancy at a regular or special meeting as soon as reasonably possible.

C. Duties of Officers

1. The Chair shall:

- (a) Preside at all meetings of the Advisory Committee.
- (b) Be an ex-officio member of all committees of the Advisory Committee.
- (c) Appoint all ad hoc advisory committees, the terms of which may not exceed the term of the Chair.
- (d) Appoint the Chair of each standing committee.
- (e) Perform all the duties usually pertaining to the office of Chair.

2. The Vice-Chair shall:

- (a) Preside at all meetings of the Advisory Committee in the absence of the Chair.
- (b) Perform all such duties usually pertaining to the office of Vice-Chair.
- (c) Assume the office and duties of the Chair, if the office becomes vacant, until the Advisory Committee fills such vacancy through an election as set forth in Article 5.

3. The Secretary shall record the minutes of the Advisory Committee meetings.

D. Committees

1. The Chair shall appoint five (5) members of the Animal Care Advisory Committee to the Animal Care General Trust Fund Subcommittee, in accordance with Section 4-30 of the Broward County Code of Ordinances.
2. The Advisory Committee may, by majority vote of the appointed members of the Advisory Committee, establish additional subcommittees and ad hoc committees, as deemed necessary. The Chair may establish ad hoc committees, provided that the Advisory Committee shall confirm such ad hoc committees established by the Chair. Such ad hoc committees shall not be established for a period exceeding the unexpired term of the Chair.
2. 3. The Advisory Committee may, by majority vote of the appointed members of the Advisory Committee, also designate persons not on the Advisory Committee to serve on subcommittees and ad hoc committees.
4. The Subcommittees and ad hoc committees shall have such a term as deemed necessary by the Advisory Committee and such authority as the Advisory Committee shall direct, subject to applicable Florida laws.

Article 6. Meetings

A. Regular Meetings

1. The Consistent with Section 12.292 of the Broward County Administrative Code, the Advisory Committee shall generally hold at least four (4) quarterly meetings at least quarterly each calendar year. for the transaction of business according to During the fourth (4th) quarterly meeting of the calendar year, the Advisory Committee shall establish a schedule arranged by the Advisory Committee of meetings to be held the next calendar year for the transaction of business. Officers shall be elected annually at the meeting held in October the fourth (4th) quarter of the calendar year.
2. No later than fourteen (14) calendar days before a regular meeting, Advisory Committee members shall provide the Chair with any items for placement on the next regular meeting agenda, including any back-up information. The Chair, through appropriate administrative staff, shall give written notice of regular meetings of the Advisory Committee to each member at least seven (7) days before each meeting. If possible, said notice is to be accompanied by an agenda specifying the subject(s) of the meeting; if not possible, the Chair shall distribute the agenda at the meeting.
3. Regular meetings may include workshop meetings.
4. Meetings may only be cancelled or rescheduled by the Chair or by a majority vote of the Advisory Committee members present at a regularly scheduled

meeting. However, in the event that the Advisory Committee's administrative support staff is notified between regularly scheduled meetings that a quorum will not be available for the next regularly scheduled meeting, such meeting may be cancelled or rescheduled by the Chair. The Chair, through appropriate administrative staff, shall notify all Advisory Committee members of such cancellation or rescheduling with as much notice as possible.

B. Public Input

~~At the Chair's discretion, p~~Public input will be permitted and limited to three (3) minutes per person, however the time limit may be adjusted at the Chair's discretion based on the number of speakers with related topics and time availability. Anyone wishing to speak before the Committee must complete a public input card. (The Advisory Committee is not required to address the speaker's comment(s).

C. Special Meetings

The Advisory Committee shall convene in special meetings when called by the Chair, the Vice-Chair in the absence of the Chair, or upon request of a majority of the members of the Advisory Committee. Special meetings may include workshop meetings. The Chair, through appropriate administrative staff, shall give seven (7) days notice to all members of the Advisory Committee. If possible, said notice is to be accompanied by an agenda specifying the subject(s) of the meeting; if not possible, the Chair shall distribute the agenda at the meeting. The minutes of the meeting shall show the manner and method by which notice of the meeting was given to each member or shall show a waiver of notice.

D. Emergency Meetings

1. Emergency meetings of the Advisory Committee may be called as follows:

- (a) By the Chair;
- (b) In the absence of the Chair, by the Vice-Chair; or
- (c) By ~~motion~~ request of a majority of the Advisory Committee.

2. Twenty-four (24) hours notice of an emergency meeting shall be given to each member of the Advisory Committee by delivering same via phone, facsimile, or electronic mail. If possible, said notice is to be accompanied by an agenda specifying the subject(s) of the emergency meeting; if not possible, the Chair shall distribute the agenda at the meeting. The Advisory Committee may discuss only those subjects appearing on the emergency meeting agenda at the meeting. The Chair, Vice-Chair, or Advisory Committee shall determine the date, time and location of the emergency meeting as appropriate. If after reasonable diligence, it is impossible to give notice to each member, or because of the nature of the emergency it is impossible to let twenty-four (24) hours lapse before the

meeting, such failure shall not affect the legality of the meeting if a quorum is in attendance. The minutes of each meeting shall show the manner and method by which notice of the emergency meeting was given to each member or shall show a waiver of notice.

E. Place of Meetings

1. Upon the giving of due public notice, regular or special meetings of the Advisory Committee may be held at any appropriate place in Broward County.
2. For the purpose of this section, due public notice shall consist of: (a) publication in a newspaper of general circulation in the County, or (b) the manner in which the County generally provides such notice to the public for its regular meetings, or both (a) and (b). Notices of meetings of the Advisory Committee shall include a link indicating the address and location of the meeting.

F. Order of Business

The order of business for meetings shall be as determined by the Advisory Committee and shall include those items that were timely submitted in accordance with Section A(2) of this Article.

G. Minutes

1. Minutes of each meeting of the Advisory Committee shall be accurately taken, preserved and provided to members as quickly after a meeting as possible; however, no later than twenty-one (21) days before the next regular meeting.
2. The Advisory Committee shall review the typed minutes of each meeting, correct if necessary, and approve the minutes at the next regular meeting, provided that the Advisory Committee may take this action at an intervening meeting if the Advisory Committee desires. After approval, the minutes shall be kept as a public record in a file maintained in the Animal Care and ~~Regulation~~ Adoption Division's administrative offices.
3. Unless otherwise shown by the minutes, it shall be presumed that the voice vote of each member present supported any action taken by the Advisory Committee.

H. Notices

All notices shall be in writing and shall set forth the time, date and place of any meeting. The notice, if mailed, shall be deemed to have been delivered when deposited in the United States mail, postage prepaid, addressed to the member as his or her address appears in the records of the Advisory Committee. A notice may also be delivered in person, by facsimile or by electronic mail.

Article 7. Voting and Quorum

- A. Each member shall have one (1) vote which may only be exercised by the member.
- B. The presence of a majority of the appointed members of the Advisory Committee shall constitute a quorum. Vacant member positions shall not be counted for purposes of determining the existence of a quorum. Any majority of those members present and voting at any meeting shall be sufficient to enable the taking of any action. (This provision shall not conflict with Section 1-233 of the Broward County Code of Ordinances.)
- C. Once a quorum is established, an Advisory Committee meeting may start without regard to the absence of any other Advisory Committee members. Any Advisory Committee member may attend the Advisory Committee meeting and may vote by audio interactive telephone conference; however, no one attending the meeting by audio interactive telephone conference may be counted to establish a quorum. For purpose of determining meeting attendance, persons attending the meeting by audio interactive telephone conference shall be deemed to have been present at the meeting.
- D. Proxy voting by any Advisory Committee member shall be prohibited at meetings of the Advisory Committee and its subcommittees. The term "proxy" shall include either a person who substitutes or attempts to vote for an absent Advisory Committee member, or any document, statement or other written manifestation by which an Advisory Committee member attempts to register a vote without actual, physical presence at an Advisory Committee meeting.

Article 8. Committee Attendance

Attendance and ongoing participation of the Advisory Committee members are critical to the Advisory Committee's success. The attendance of Advisory Committee members shall be regulated pursuant to Section 1-233, Broward County Code of Ordinances, as amended from time to time.

To ensure that members of the Committee do not have to choose between attending meetings or observing religious holidays, any member may request that meetings not be scheduled on religious holidays, and the Chair of the Committee must honor those requests.

Article 9. Conflict of Interest

Members of the Advisory Committee shall comply with all County ordinances and Florida Statutes relating to "conflicts of interest."

Article 10. Compensation of Members

Advisory Committee members shall serve without compensation, salary or remuneration of any nature; but the County Commission may provide sufficient funds for the reasonable and necessary expenses incurred by members in the performance of their duties and functions.

Article 11. Amendments

Any Advisory Committee member may propose amendments to these Bylaws, and an amendment shall become effective upon affirmative vote of a majority of all members serving on the Advisory Committee.

Article 12. Applicability

Nothing in these Bylaws may be constructed or applied in a manner to contravene applicable local, state, or federal funding source laws, regulations and policies.

APPROVED AND ADOPTED by the Broward County Animal Care Advisory Committee on the _____ day of _____, 2018.