



**PIMA COUNTY
PIMA COUNTY ANIMAL CARE ADVISORY COMMITTEE**

**August 25, 2016 – 5:30 P.M.
Herbert K. Abrams Public Health Center
3950 S. Country Club Road
Tucson, Arizona 85714
Room 1108
(520) 724-7859**

	Agenda Item	Type	Speaker
1.	Call to Order A. Roll Call B. Establish a Quorum	Action	García
2.	Pledge of Allegiance	Action	García
3.	Introduction of Committee Members	Discuss	García
4.	A Decade of Progress- Transformation of Pima Animal Care Center Over the Past Decade	Discuss	García
5.	Establishing Committee By-Laws and Review Existing By-Laws	Action	García
6.	Discussion of Officers for the Committee	Discuss	García
7.	Discussion of Committee Meeting Schedule	Discuss/ Action	García
8.	Call to Audience	Discuss/ Action	García
9.	Summation of Action Items and Proposal of Future Agenda Items	Discuss/ Action	García
10.	Adjournment	Discuss/ Action	García

**One or more members of the public body may participate by telephonic or video communications.
Should you require ADA accommodations, please contact the Pima County Health Department
five (5) days prior to the meeting at (520) 724-7729
A copy of the Agenda is available from the Pima County Health Department, 3950 S. Country Club Rd.,
Tucson, Arizona 85714 or at www.pimahealth.org**

PIMA COUNTY HEALTH DEPARTMENT
PIMA ANIMAL CARE CENTER
BY-LAWS
of the
PIMA ANIMAL CARE CENTER ADVISORY COMMITTEE

ARTICLE I
Name and Principal Office

The name of this body shall be the Pima Animal Care Center Advisory Committee, hereafter referred to as the Committee. The principal office for the transaction of business for this Committee shall be in Pima County, Arizona.

ARTICLE II
Membership

1. Member. The membership of this Committee shall consist of a representative from the Southern Arizona Veterinary Medical Association, the Society for the Prevention of Cruelty to Animals, the Humane Society of Tucson, the Tucson Kennel Club, the Animal Welfare Coalition, a public educator, a member of the Pima County Board of Health, the Animal Defense League of Arizona, the Foundation for Animals in Risk, the People for Animals in Prevention of Cruelty and Neglect, a resident of Pima County, who needs and uses the assistance of a certified service dog, as representative of the disabled community, and the City of Tucson. Membership may also include representatives from other organizations and/or governments subsequently designated by the Pima County Board of Supervisors, hereafter referred to as the Board. The Manager of the Pima Animal Care Center (the Center) hereafter referred to as the Manager, shall serve as an ex-officio member.
2. Appointment. Appointment of the members shall be the responsibility of each organization and government represented on this Committee. Appointments shall be confirmed by the Board.
3. Term. The term of office of each member appointed shall be four (4) years. Terms shall begin on the first of July. Replacement members shall serve from the time of appointment until the completion of the term of the original member.

ARTICLE III
Duties and Responsibilities

1. Meetings. The regular meetings shall be held **from 5:30 PM to 7 PM** on the third Thursday of each month unless otherwise ordered by the Committee. The Chairman, the Manager or any two (2) Committee members may call a special meeting by notifying the Chairman in writing that a special meeting is necessary.

Notice to the Chairman shall include a statement of the purpose of the meeting. Upon receipt of the written request, the Chairman shall schedule a convenient meeting time on a

date not more than five (5) working days from the date of the receipt of the request. All members shall be notified in writing as to the date, time and purpose of the meeting.

If a quorum for a special meeting cannot be obtained, the subject for a special meeting may be placed on the agenda of the next regular Committee meeting. The agenda shall be delivered or sent to the Committee members no later than three (3) days prior to a regular meeting.

2. Parliamentary Authority. All meetings shall comply with the Arizona State Open Meeting Law, follow a prepared agenda and be governed by the current Robert's Rules of Order in all cases to which they are applicable, and in which they are consistent with these By-Laws and any special rules adopted by the Pima County Board of Supervisors-or the Committee.
3. Quorum. Excluding the Manager, at least five (5) members of the Committee, at any properly called meeting, regular or special, to include attendance via conference telecommunication, shall constitute a quorum. Reports and other documentation emanating from the Committee shall be adopted by majority vote of the Committee. At the Sub-Committee level, three members of the Committee will constitute a quorum.
4. Committee Attendance. The Committee may for good cause grant leaves of absence to its members. Whenever a member of the Committee has failed to attend four (4) consecutive regular meetings for any reason, or who for any reason fails to attend at least sixty percent (60%) of the meetings called in a calendar year, without leave of absence granted by the Committee, the Committee shall provide written notification to the Board and the represented organization, requesting that the representative be replaced.
5. Officers A Chairman and a Vice-Chairman shall be elected by the membership of the Committee for a term of two (2) years. Election of officers shall take place every other year at the regular meeting in July. A member holding the office of Chairman or Vice-Chairman may not succeed himself or herself in that office. Members shall be allowed to cast absentee ballots for the offices of Chairman and Vice Chairman. The Manager shall act as Secretary to the Committee, but shall not have a vote in matters of the Committee, including the election of officers.
6. Responsibilities of each member shall be to:
 - A. Attend all meetings;
 - B. inform the individual organizations and governments of formal actions taken by the Committee; and
 - C. represent the individual organizations, government and the interest of the general public in the performance of their duties.

ARTICLE IV
Functions of the Committee

1. Serve in an advisory capacity to the Board, and to the Manager of the Pima Animal Care Center; and
2. Review and evaluate the operations of the Center to make recommendations in writing to the Board for the formulation of guidelines to assure that:
 - A. The Center's operations are conducted in the best interest of the public health and safety; and
 - B. the Center keeps pace with the most modern practices and procedures of animal care and welfare; and
3. Review complaints from the public concerning policies of the Center and make recommendations for resolution to the proper authority.

ARTICLE V
Officers' Duties

1. Chairman. The Chairman shall preside at all meetings of the Committee. The Chairman shall perform other duties, and have other powers as may be assigned to the Chairman by the Committee.
2. Vice-Chairman. In the absence of the Chairman, the Vice-Chairman shall preside. The Vice-Chairman shall have powers and perform duties as may be assigned by the Committee, and as may be delegated by the Chairman. The Vice-Chairman shall possess the power, and may perform the duties of the Chairman in his or her absence or disability, unless otherwise prescribed by the Committee.
3. Secretary. The Manager shall serve as Secretary of the Committee, without a vote, as an ex-officio member of the Committee. The Secretary shall keep a record in due form of the proceedings of all meetings of the Committee. The Secretary shall attend to the giving and serving of all notices by the Committee; perform the duties usually appropriate to the office of Secretary, and have other duties and powers as may be assigned by the Committee.
4. Term of Office. All officers shall be elected for a term of two (2) year. A member holding any elected office may not succeed himself or herself in office for two consecutive terms.

ARTICLE VI
Subcommittees

1. Subcommittees. The Chairman of the Committee may appoint standing subcommittees or ad hoc subcommittees, as deemed necessary, to complete projects as initiated by the Committee. These Subcommittees shall perform all of the necessary acts as charged by the Committee, and be responsible to the Chairman as well as the Committee. The Chairman or his or her designee shall be an ex-officio member of all Subcommittees.
2. Membership and Quorum. Subcommittees must be comprised of from 2-4 regular committee members as assigned by the Chairman of the Committee. A subcommittee quorum is 2 subcommittee members.
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ARTICLE VII
Conflict of Interest

Any member of the Committee who has, or whose relative (as defined by A.R.S. §38 -502, subparagraph 9) has, or who is employed by or associated with a firm or company which has a substantial financial interest in any decision of the Committee, shall make known such interest so that it is recorded in the minutes of the Committee, and shall refrain from participating in any manner in such decision. All members of the Committee shall comply with the provisions of A.R.S. §301, et. seq.

With the exception of an award or agreement after competitive bidding, the Center shall not enter into any agreement with a member of the Committee, or a relative of a member of the Committee, or a firm or company, which employs or is associated with a member of the Committee, to provide equipment, materials, supplies or services to the Center.

ARTICLE VIII
Amendments

By-laws may be adopted, repealed or amended by a quorum of the Committee, at a regular or special meeting provided written notice is given of the proposed changes at least five (5) days prior to the meeting.