



## **Pima Animal Care Center Advisory Committee BYLAWS**

### **ARTICLE I-NAME**

The name of this Committee is the Pima Animal Care Center Advisory Committee (PACCAC), hereinafter referred to as “the Committee”.

### **ARTICLE II-PURPOSE**

The purpose of the Committee, pursuant to Pima County Code Title 6 Chapter 6.04.100, is to work with PACC Administration and staff in order to provide community input and recommendations to the Pima County Board of Supervisors and County Administrative Staff to help achieve the goal of assuring the Pima County Animal Care Center mission is a benefit to the welfare of the animals and community it serves. In furtherance of this purpose, the Committee shall:

- A. Act in an advisory capacity to the Board of Supervisors in the review and development of animal ordinances and any other issues requested by the Board of Supervisors;
- B. Review and evaluate, in partnership with PACC Administration and Staff, the general operations in partnership with Administration and Staff of the center in order to make recommendations to the board of supervisors for the purpose of assuring that:
  1. The center's operations promote the public health and safety; and
  2. The center safeguards the health and well-being of dogs and cats and strives to implement best practices and procedures of animal control and welfare.
- C. Study and make recommendations regarding the provision of services and facilities for the care and control of animals by the County;
- D. Study and make recommendations regarding cooperation between the County, other government entities, veterinarians, professional animal handlers, animal owners, community safety groups, and humane groups in the care and control of animals;
- E. Study and make recommendations regarding the County’s animal population relative to animal care and control in the County;
- F. Study and provide research, guidance, advice, and contribute information relevant to PACC programs,

policies, and procedures;

- G. Serve as liaisons to the community, increasing support and awareness of Pima County Animal Care Center;
- H. Perform such additional duties involving care and control of animals as may be assigned by the Board of Supervisors.

### **ARTICLE III- MEMBERSHIP**

- A. Membership of the Committee consists of twelve (12) members (11 voting, 1 non-voting), appointed as specified in 6.04.100 of the Pima County Code.

#### **VACANCIES: REMOVAL AND APPOINTMENTS:**

1. All members serve at the pleasure of the Board of Supervisors. The Board of Supervisors may remove members for any reason without cause.
2. Absence from three (3) consecutive regular meetings without consent from the Chair may be grounds for the Committee to recommend that the Board of Supervisors, at its discretion, remove a member.
3. Any member may resign his/her appointment by submitting a letter of resignation to the Chair/Director.
4. In the event of a vacancy, the entity or individual who appointed the member whose removal or resignation caused the vacancy shall appoint a replacement to complete that member's term.
5. The term of office for members of the Committee is Pursuant to Pima County Code Title 6 Chapter 6.04.100.
6. All Advisory Committee members must observe the standards of conduct outlined in the Arizona Open Meeting Law.

### **ARTICLE IV- ORGANIZATION**

#### **A. MEETINGS**

1. Regular meetings are held bimonthly on the second (2nd) Thursday of the month. Meetings start at 4:00pm and conclude on or after 6:00pm, at the discretion of the Committee Chair.
2. The meeting shall include one call to the audience at the beginning of the meeting. Each speaker shall have a three (3) minutes speaking limit.
3. On a quarterly basis, meetings may be held in partner jurisdictions as agreed to and approved by the jurisdictional partners and Pima Animal Care Administrative Staff.

4. Established subcommittee (s) meetings may be held on the 2<sup>nd</sup> Thursday of the alternate month from the Regular Committee Meeting and as called by the subcommittee chairs.

1. Subcommittee (s) Meetings will be publicly noticed and adhere to subcommittee open Meeting Law requirements.

## B. OFFICERS

1. The Committee shall elect a Chair and Vice Chair to serve a two (2) year term. Bi-annual elections for these two positions are held at the first regular scheduled meeting in July. Vacancies for these positions shall be filled by a majority vote of the Committee at which a quorum is present.

2. The Pima County Administrator or Designee shall assign a staff person to act as Administrative Staff.

## C. DUTIES

### 1. Chair

a. The Chair presides at all meetings of the Committee, calls special meetings, drafts and sends correspondence and otherwise performs all duties incident to the office and any other duties which may be prescribed by the Board of Supervisors.

b. It is the Chair's responsibility to ensure compliance with the by-laws and direction from the Pima County Board of Supervisors.

c. The Chair ensures proper order of the Committee and the public in all proceedings, following Robert's Rules of Order.

d. The Chair establishes, coordinates, and manages the agenda with staff. Committee members may request agenda items in the meeting or in writing through the Chair. On-going agenda items will be provided to the committee and subcommittee (s) at monthly meetings.

e. The Chair represents the Committee before legislative and administrative bodies.

### 2. Vice Chair

a. The Vice Chair shall perform the duties of the Chair in his or her absence. In the case where the Chair becomes ineligible to serve or otherwise vacates the office, the Vice Chair shall, upon the date of ineligibility assume the position and responsibilities of Chair for the term, and in such case a new Vice Chair shall be immediately nominated and elected.

### 3. Administrative Staff

The Administrative Staff shall ensure that each meeting is legally noticed and posted pursuant to the Arizona Open Meeting Law.

#### D. QUORUM

A majority of the voting Committee members constitutes a quorum to hold a meeting or take any action, including election of officers.

#### E. VOTING RIGHTS

- a. Each voting member is entitled to one (1) vote and may cast that vote on each item submitted. Proxy votes and absentee ballots shall not be permitted. Remote attendance and electronic voting may be permitted with the consent of the Chair.
- b. Committee members must avoid conflicts of interest while serving on the Committee. Conflicts of Interest shall include:
  - i. Actual Conflict of Interest: Committee members must comply with federal, state, and county regulations related to Conflict of Interest. No Committee member may participate in, take action, cast a vote, or lobby any other Committee member in relation to any project or proposal before the Committee that relates to business that the Committee member has a vested interest in.