

ANIMAL SHELTER ADVISORY BOARD BY-LAWS

ARTICLE I. NAME AND AUTHORIZATION

1. NAME

This organization shall be the Animal Shelter Advisory Board, hereafter referred to as the Board.

2. AUTHORIZATION

The Board exists by the authority of the Tallahassee City Commission and may be modified or abolished by action of the Tallahassee City Commission.

ARTICLE II. PURPOSE AND FUNCTION

1. PURPOSE

The Board is a citizen's board to the City Commission, appointed by the Mayor and the Leon County Commission ("Commission"), in support of Tallahassee-Leon Community Animal Services Center (hereafter referred to as Animal Services).

2. FUNCTION

For this purpose the Board shall:

1. Assist in the development of Animal Services' mission and policies;
2. Review and recommend long range planning and budgeting for Animal Services;
3. Provide research, guidance, advice, sponsor reports and contribute information relevant to Animal Services program development, policies and procedures;
4. Serve as liaisons to the community, increasing support and awareness of Animal Services and assisting in the resolution of citizen concerns, issues, and grievances.

ARTICLE III. MEMBERSHIP

1. MEMBERS:

The Board shall be comprised of nine (9) members appointed by the Mayor and three (3) members appointed by the Commission. Members will be selected without regard to race, creed, national origin, age, sex or the presence of a disability.

2. ELIGIBILITY

1. The nine (9) members of the Board appointed by the Mayor shall be City residents, City property owners, or City utility customers. The three (3) members appointed by the Commission shall be County residents or County property owners. Members who are not City or County residents may be appointed to provide appropriate expertise or when deemed in the best interest of the Board.
2. At least two (2) members shall be selected based upon their financial and management background and expertise. At least seven (7) of the twelve (12) members shall represent the general public having interest and experience in animal matters.

3. **INITIAL APPOINTMENTS**

1. Term of office shall be three years. For establishment purposes and initial appointments only, three of the nine members will be appointed to three year terms, three members to two year terms, and three members to one year terms. Thereafter, all appointments will be for three-year terms. Members shall not serve more than two full consecutive terms.
2. Appointments to the Board for nine (9) members shall be made by the Mayor, who will receive nominations from the members of the Board, citizens, organizations, City staff, and other City Commissioners.
3. Appointments to the Board for three (3) members shall be made by the Commission, who will receive nominations from the members of the Board, citizens, organizations and other Leon County Commissioners.
4. For the purpose of identifying representation that preserves diversity and balance, the Board shall establish a committee to submit a slate of nominees for the Board to the Mayor or Commission. The Board may utilize an adopted checklist of qualities suitable for membership on the Board.
5. Upon notification from the Board Chair of a vacancy on the Board of the nine (9) members appointed by the Mayor, it is the responsibility of the Mayor to insure an appointment is made within forty-five (45) days of this notification. If an appointment is not made within forty-five (45) days by the Mayor, the Board shall have the authority to request an appointment be placed on the agenda for the next available Commission meeting.
6. Upon notification from the Board Chair of a vacancy on the Board of the three (3) members appointed by the Commission, it is the responsibility of the Commission to insure an appointment is made within forty-five (45) days of this notification. If an appointment is not made within forty-five (45) days by the Commission, the Board shall have the authority to request an appointment be placed on the agenda for the next available Leon County Commission meeting.

4. **VACANCIES: REMOVAL AND APPOINTMENTS**

1. A member's position may become vacant when the Board Chair determines that:
 1. A member is absent from thirty-three (33%) percent of the regularly scheduled meetings in a given calendar year, regardless if such absence is excused or

unexcused. All absences will be duly recorded in the meeting minutes. Absences from emergency or special called meetings will not be recorded against a member in calculating the percent of absences. (Special exceptions on the removal of members for absences may be made by the Board Chair when the absences are due to health or time limited extenuating circumstances and the absences do not affect the ability of the Board to maintain a quorum), or

2. A member's term expires, or
 3. A member resigns.
2. The Board Chair shall immediately, upon receipt of a resignation or determination of a vacancy in regard to the nine (9) members appointed by the City, notify the Mayor. It is the responsibility of the Mayor to insure an appointment is made within forty-five (45) days of notification of a vacancy. If an appointment is not made within forty-five (45) days by the Mayor, the Board shall have the authority to request an appointment be placed on the agenda for the next available City Commission meeting.
 3. The Board Chair shall immediately, upon receipt of a resignation or determination of a vacancy, in regard to the three (3) members appointed by the Commission, notify the Commission. It is the responsibility of the Commission to insure an appointment is made within forty-five (45) days of this notification. If an appointment is not made within forty-five (45) days by the Commission, the Board shall have the authority to request an appointment be placed on the agenda for the next available Leon County Commission meeting.
 4. Should a resignation be submitted to Animal Services staff, they will immediately notify the Chair and the City Treasurer–Clerk's Office.
 5. When it is brought to the Mayor's attention that an officer has been absent or has not performed the duties of that office for two (2) consecutive meetings or has been absent from thirty-three (33%) percent of the regularly scheduled meetings in a given calendar year, that officer shall be removed from his office and from the Board by the Mayor.

ARTICLE IV. ORGANIZATION

1. OFFICERS

1. The Board shall elect a Chair, Vice-Chair, and at the discretion of the Board, a Secretary.
2. Officers shall be elected for a term of one (1) year at the first meeting of the year. Vacancies shall be filled by a majority vote of the Board at which a quorum is present.
3. The Chair, or in his absence, the Vice Chair, shall preside at all meetings of the Board.

2. DUTIES

1. Chair

1. The Chair shall preside at all meetings of the Board, call special meetings, draft and send correspondence and otherwise perform all duties incident to the office of the Chair and all other duties which may be prescribed by the Board.
2. The Chair shall appoint chairs of all committees, standing and special.
3. It is the Chair's responsibility to ensure compliance with the by-laws. The Chair will notify members of removal from Board for non-compliance with by-laws' requirements. Specific questions of conflict of interest will be addressed by the City Attorney or his designee.
4. The Chair shall immediately, upon receipt of a resignation or when advised of a vacancy, in regard to the nine (9) members appointed by the Mayor, notify the Mayor. It is the responsibility of the Mayor to insure an appointment is made within forty-five (45) days of notification of a vacancy. If an appointment is not made within forty-five (45) days by the Mayor, the Board shall have the authority to request an appointment be placed on the agenda for the next available City Commission meeting.
5. The Chair shall immediately, upon receipt of a resignation or when advised of a vacancy, in regard to the three (3) members appointed by the Commission, notify the Commission. It is the responsibility of the Commission to insure an appointment is made within forty-five (45) days of this notification. If an appointment is not made within forty-five (45) days by the Commission, the Board shall have the authority to request an appointment be placed on the agenda for the next available Leon County Commission meeting.
6. The Chair may approve special exceptions on the removal of members for absences at regularly scheduled meetings when the absences are due to health or time limited extenuation circumstances and the absences do not affect the ability of the Board to maintain a quorum.
7. The Chair may attend City Commission meetings as deemed appropriate by the Board.

2. Vice-Chair

The Vice-Chair shall perform the duties in the absence of the Chair and will also perform such duties as shall be assigned by the Chair.

3. **QUORUM**

A majority of the Board shall constitute a quorum to hold a meeting or take any action, including election of officers. The officers of the Board shall be elected by a majority of the Board members present, provided a quorum is present at such meeting.

4. **VOTING RIGHTS**

1. Each member shall be entitled to one (1) vote and shall cast that vote on each item submitted. Proxy votes and absentee ballots shall not be permitted. Members shall only abstain from a vote when there is a valid conflict of interest addressed to the Board.

2. Board members shall avoid conflicts of interest while serving on the Board and are governed by the applicable provisions of Section 112.3143, Florida Statutes.
 1. Conflicts of interest occur when a member makes a decision which may affect their personal financial interests. Therefore, members are prohibited from participating in the decision making on issues which inures to his or her special private gain or loss, or which would inure the special gain or loss of any principal by whom he or she is retained.
 2. Board members are required to publicly disclose their conflicting financial interests, since the disclosure process reminds all members of their obligation to put the public interest above personal considerations. If a conflict is unknown or not disclosed prior to the meeting, the Board member must disclose the conflict at the meeting when the conflict becomes known.
 3. Board members under a contractual agreement with Animal Services must abstain from participating in the decision making process when the issue under consideration renders a benefit to the contractor.

ARTICLE V. BOARD OPERATIONS

1. The Board shall have no authority other than as stipulated by the By-laws and approved by the City Commission.
2. The Board will meet routinely based upon an adopted meeting schedule, at least quarterly, which will be provided to the Parks, Recreation and Neighborhood Affairs Department and the City Treasurer-Clerk's Office. The meeting date may be changed by the Chair with notification in advance by mail to Board members. Special meetings may be called by the Chair or a majority of the Board members.
3. All meetings will be open to the public. For advertising purposes, the Board will provide to the City Treasurer-Clerk's Office and the Communications Department a schedule of their meetings and will insure agendas and minutes are available to the public in accordance with the Florida's Government in the Sunshine law, Section 286.011, Florida Statutes. The Board members shall be notified by mail or electronic mail two weeks in advance of a regular meeting.
4. Special meetings of the Board may be called by the Chair, the City, or at the request of a majority of Board members. The time and place of any special meeting shall be designated by the Chair or the Board members calling the meeting. The purpose of the meeting will be stated to the Board members, and except in cases of emergency, at least three (3) days notice shall be given each member of a special meeting. Special meetings may be held by the utilization of telephone conference or other similar telecommunication device. The procedures applicable to regular meetings shall govern the conduct of special meetings.
5. City staff shall prepare the official minutes of any meeting of the Board within thirty (30) days after the meeting. A copy of the minutes shall be mailed promptly by City staff to each member of the Board and shall be available to any person upon request. A master file of all such minutes shall be kept by the City of Tallahassee. Copies of the minutes may be distributed to the Parks, Recreation and Neighborhood Affairs Services

Department, the City Commission, the Leon County Commission and the City Manager upon their acceptance by the Board.

6. All meetings shall be conducted in accordance with the latest edition of Robert's Rules of Order.
7. The Board may establish committees, as needed, composed of Board members and non-Board members, for the purpose of supporting the Board.
 1. Standing committees, intended to perform various functions to be determined by the Board, serve year round.
 2. Ad-hoc committees may be established for a specific short-term goal and then cease to exist.
 3. Committees will submit a written report to the Board Chair at the end of the assigned project.
 4. The Board Chair shall appoint each committee's chair.

ARTICLE VI. STAFF SERVICES

1. The Parks, Recreation and Neighborhood Affairs Department shall act as the liaison for Animal Services to the City Manager and Commission and will provide staff services to the Board which will include:
 1. Providing a schedule of meetings and notifications of vacancies to the Treasurer-Clerk's Office, the Communications Department and Board members; arranging meeting locations; maintaining the minutes of the meetings; preparing and distributing appropriate information related to the meeting agenda.
 2. Informing the Board of events, activities, policies, programs, etc. occurring within the scope of the Board's function and informing the Board of all City or Leon County Commission or department requests for information or assistance.
 3. Ensuring the City Treasurer-Clerk is informed of all vacancies, expired terms, changes in officers, or any other changes to the Board and that all requests for review of applications by the Board and any subsequent recommendations by the Board or staff are returned in a timely manner to the City Treasurer-Clerk's Office to facilitate the appointment process.
 4. The responsibility for continuous flow of information to the Parks, Recreation and Neighborhood Affairs Department, the City Manager, and when appropriate, to the City Commission or Leon County Commission, including providing reports, actions, and recommendations of the Board.
 5. The responsibility for ensuring information provided by the Board for City Commission review is appropriately agendaed for the City Commission meetings.
2. A formal, standard orientation program will be provided by staff to all new members, The program will address, but not be limited to, the By-laws, conflict of interest, the Florida Sunshine Law, ethics violations, and stress the legal obligations and responsibilities. Staff will ensure responses are provided to any concerns the new members may have regarding the duties and responsibilities of the Board and the members.

ARTICLE VII. SUNSET PROVISION

The City Commission will review the activities and accomplishments of the Board every four (4) years based on a formal review by the City Treasurer-Clerk to determine if the Board has completed its original objectives and to determine if the Board should continue its activities.

ARTICLE VIII. BYLAWS AND EFFECTIVE DATE

1. Any changes to the By-laws will be reviewed and approved by the Board and the City Commission and filed with the Parks, Recreation and Neighborhood Affairs Department and the City Treasurer-Clerk's Office.
 1. These By-laws shall become effective upon adoption by the City Commission and the Board.
 2. These By-laws may be amended at any regular meeting by a majority vote of the membership provided that the amendment(s) has (have) been submitted in writing at the previous regular meeting and provided that they are subsequently approved by the City Commission.
2. These By-laws have been amended by the City Commission Policy 110CP, Appointment of Citizens and Commissioners to Board and Committee and are effective upon adoption by Board.

Established March 13, 1996

Amended January 28, 1998

Amended May 12, 2004

Amended May 14, 2014

Approved by City Commission on May14, 2014