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**BYLAWS OF THE
ANIMAL ADVISORY COMMISSION**

ARTICLE 1. NAME

The name of the board is **Animal Advisory Commission**.

ARTICLE 2. PURPOSE AND DUTIES

The purpose of the board is to:

- 1) advise the City Council and the Travis County Commissioners Court on compliance with Texas Health and Safety Code Chapter 823 (*Animal Shelters*);
- 2) advise the city council on animal welfare policies and on budget priorities identified by the Commission and the community, except on issues related to the administration of the Animal Services Department;
- 3) advise the Travis County Commissioners Court on animal welfare policies;
- 4) promote collaboration between the City and private citizens, institutions, and agencies interested in or conducting activities relating to animal welfare in the city;
- 5) identify proactive, creative approaches to engage and facilitate communication within the animal welfare community; and
- 6) foster and assist the development of animal welfare programs in the community.

The Commission may study, advise, and report on policy recommendations it deems effective to promote animal welfare outcomes consistent with City goals and objectives as outlined by City Council and the City Manager.

ARTICLE 3. MEMBERSHIP

- (A) The board is composed of thirteen members appointed by the city council. Each council member shall nominate one member, and the Travis County Commissioners Court shall nominate two members.
- (B) A member serves at the pleasure of the City Council.
- (C) Board members serve for a term of four years beginning March 1st on the year of appointment.

- 1 (D) An individual board member may not act in an official capacity except through the action of the
2 board.
3
- 4 (E) A board member who is absent for three consecutive regular meetings or one-third of all regular
5 meetings in a "rolling" twelve month timeframe automatically vacates the member's position
6 subject to the holdover provisions in Section 2-1-27 of the City Code. This does not apply to an
7 absence due to illness or injury of the board member, an illness or injury of a board member's
8 immediate family member, active military service, or the birth or adoption of the board member's
9 child for 90 days after the event. The board member must notify the staff liaison of the reason for
10 the absence not later than the date of the next regular meeting of the board. Failure to notify the
11 liaison before the next regular meeting of the board will result in an unexcused absence.
12
- 13 (F) At each meeting, each board member shall sign an attendance sheet which indicates that the member
14 does not have a conflict of interest with any item on that agenda, or identifies each agenda item on
15 which the member has a conflict of interest. Failure to sign the sheet results in the member being
16 counted as absent and his/her votes are not counted.
17
- 18 (G) A member who seeks to resign from the board shall submit a written resignation to the chair of the
19 board, the staff liaison, or the city clerk's office. If possible, the resignation should allow for a thirty
20 day notice so the city council can appoint a replacement.
21

22 **ARTICLE 4. OFFICERS**

- 23
- 24 (A) The officers of the board shall consist of a chair, a vice-chair and a parliamentarian
25
- 26 (B) Officers shall be elected annually by a majority vote of the board at the first regular meeting after
27 April 1st. In the event a current officer becomes ineligible to serve as an officer, the board may hold
28 an emergency election as needed.
29
- 30 (C) The term of office shall be one year, beginning May 1st and ending April 30th. An officer may
31 continue to serve until a successor is elected. A person may not serve as an officer in a designated
32 position of a board for more than four consecutive one-year terms. A person who has served as an
33 officer in a designated position of a board for four consecutive terms is not eligible for re-election
34 to that designated office until the expiration of two years after the last date of the person's service in
35 that office. The board may override the term limit provision for an officer by an affirmative vote of
36 two-thirds of the authorized board members.
37
- 38 (D) A member may not hold more than one office at a time.
39

40 **ARTICLE 5. DUTIES OF OFFICERS**

- 41
- 42 (A) The chair shall preside at board meetings, appoint all committees, represent the board at ceremonial
43 functions and approve each final meeting agenda.
44
- 45 (B) In the absence of the chair, the vice-chair shall perform all duties of the chair.
46

- 1 (C) The Parliamentarian shall advise on all matters of procedures and shall assure that business
2 conducted before the board conforms to these Rules and Regulations and Roberts Rules of Order
3 Newly Revised.
4

5 **ARTICLE 6. AGENDAS**
6

- 7 (A) Two or more board members may place an item on the agenda by oral or written request to the staff
8 liaison at least five days before the meeting. After first consulting with and receiving input from the
9 staff liaison, the chair shall approve each final meeting agenda.
10
11 (B) The board liaison shall submit the meeting agenda through the online agenda posting system for
12 each meeting not less than 72 hours before the meeting.
13
14 (C) Posting of the agenda must comply with Texas Government Code Chapter 551 (Texas Open
15 Meetings Act).
16

17 **ARTICLE 7. MEETINGS.**
18

- 19 (A) The board meetings shall comply with Texas Government Code Chapter 551 (Texas Open
20 Meetings Act).
21
22 (B) Board meetings shall be governed by Robert's Rules of Order.
23
24 (C) The board may not conduct a closed meeting without the approval of the city attorney.
25
26 (D) The board shall meet monthly. In November of each year, the board shall adopt a schedule of the
27 meetings for the upcoming year, including makeup meeting dates for the holidays and cancelled
28 meetings.
29
30 (E) The chair may call a special meeting, and the chair shall call a special meeting if requested by three
31 or more members. The call shall state the purpose of the meeting. A board may not call a meeting
32 in addition to its regular scheduled meetings as identified in its adopted meeting schedule, more
33 often than once a quarter, unless the meeting is required to comply with a statutory deadline or a
34 deadline established by Council.
35
36 (F) Seven members constitute a quorum.
37
38 (G) If a quorum for a meeting does not convene within one-half hour of the posted time for the meeting,
39 then the meeting may not be held.
40
41 (H) To be effective, a board action must be adopted by an affirmative vote of the number of members
42 necessary to provide a quorum.
43
44 (I) The chair has the same voting privilege as any other member.
45
46 (J) The board shall allow citizens to address the board on agenda items and during a period of time set
47 aside for citizen communications. The chair may limit a speaker to three minutes.
48

- 1 (K) The staff liaison shall prepare the board minutes. The minutes of each board meeting must include
2 the vote of each member on each item before the board and indicate whether a member is absent or
3 failed to vote on an item.
4
5 (L) The city clerk shall retain agendas, approved minutes, internal review reports and bylaws. The
6 Animal Services Office shall retain all other board documents. The documents are public records
7 under Texas Local Government Code Chapter 552 (Texas Public Information Act).
8
9 (M) The chair shall adjourn a meeting not later than 10 p.m., unless the board votes to continue the
10 meeting.
11
12 (N) Each person and board member attending a board meeting should observe decorum pursuant to
13 Section 2-1-48 of the City Code.
14
15 (O) A member of the public may not address a board at a meeting on an item posted as a briefing.
16

17 **ARTICLE 8. COMMITTEES/WORKING GROUPS**

18 **COMMITTEES**

- 19
20
21 (A) The Animal Advisory Commission will have no committees.
22
23 (B) Each committee must be established by an affirmative vote of the board. A committee cannot meet
24 until its creation is approved by the Council Audit and Finance Committee. Each committee shall consist
25 of at least three board members appointed by the chair. A staff member shall be assigned to each
26 committee by the director of the Animal Services Office.
27
28 (C) The board chair shall appoint a board member as the committee chair, with the member's consent.
29
30 (D) A majority of the total number of appointed committee members constitutes a quorum.
31
32 (E) Each committee shall meet on a regularly scheduled basis at least quarterly.
33
34 (F) Each committee shall make an annual report to the board at the January board meeting.
35
36 (G) Committee meetings must be posted in accordance with Texas Government Code Chapter 551
37 (Texas Open Meetings Act).
38
39 (H) At each committee meeting, a committee member shall sign in on a sheet provided and shall
40 indicate that the member has no conflict of interest with any item on the committee meeting agenda,
41 or identify each agenda item on which the member has a conflict of interest.
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44 **WORKING GROUPS**

- 45
46 (A) The board can determine the size of a working group but the number of board members serving on
47 the working group must be less than a quorum of the board.
48

- 1 (B) A working group may designate a chair, with the member's consent, but is not required to do so.
2
3 (C) Quorum requirements do not apply to working groups.
4
5 (D) Staff support will not be provided for working groups.
6
7 (E) Working groups are not required to post their meetings in accordance with the Texas Government
8 Code Chapter 551 (Texas Open Meetings Act).
9

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11 **ARTICLE 9. PARLIAMENTARY AUTHORITY.**
12

13 The rules contained in the current edition of Robert's Rules of Order shall govern the board in all
14 cases to which they are applicable, except when inconsistent with these bylaws or with special rules of
15 procedure which the board or city council may adopt.
16

17 **ARTICLE 10. AMENDMENT OF BYLAWS.**
18

19 A bylaw amendment is not effective unless approved by the Council Audit and Finance Committee.
20

21 The bylaws were approved by the Animal Advisory Commission at their meeting held on
22 October 12, 2015.
23

24 The bylaws were approved by the Austin City Council at their meeting on August 4, 2016.
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Tawny Hammond

Chief Animal Services Officer