

BY-LAWS

LANE COUNTY ANIMAL SERVICES ADVISORY COMMITTEE

ARTICLE I

NAME

This Committee shall be known as the Lane County Animal Services Advisory Committee, hereinafter referred to as the Committee.

ARTICLE II

RESPONSIBILITIES AND OBJECTIVES

The Committee has the following authorities and responsibilities:

- A. Purpose: The Committee recommends to the Director of Health and Human Services, Program Manager of Lane County Animal Services, and the Board of County Commissioners on programs and practices that can achieve the goal of not euthanizing adoptable animals that do not have serious medical or behavior problems at the LCAS Shelter. The Committee shall also assess the adequacy of current Animal Service operations and recommend opportunities for program improvements. The Committee shall also advise the Director of Health and Human Services, Program Manager of LCAS and the Board of County Commissioners on model and state-of-the-art animal welfare care, control programs and facilities within a regional and national scope of review.

ARTICLE III

MEMBERSHIP

- A. The Committee shall consist of seven (7) members. Each County Commissioner will appoint one member to the Committee and those five (5) individuals will appoint the two (2) additional members. Each of the five (5) members appointed by the Commissioners shall serve at the pleasure of the appointing Commissioner. Members may be reappointed by the Commissioners. The two (2) additional members shall serve for two-year terms. At-large members may be reappointed by majority vote of Committee members.

- B. The Committee shall consist of citizens with a background in animal welfare issues and a desire to save adoptable animals. County employees are not eligible for membership.

ARTICLE IV

VACANCIES

- A. Vacancies may occur because of death, illness, resignation or other reasons. When such a situation occurs the Committee shall notify the Director of Health and Human Services who will request that the Board of County Commissioners declare a vacancy. Whenever a vacancy occurs during a term, the replacement shall be appointed to fill the unexpired portion of the term.
- B. Any member with unexcused absences from three (3) consecutive meetings shall receive a certified letter from the co-chairs of the Committee that, if the member fails to attend the next meeting, the co-chairs may request that the Board of County Commissioners declare a vacancy and for at-large positions, appoint a replacement. The Committee may elect, by majority vote, to extend this deadline should the member provide evidence of extenuating circumstances for the missed meetings and with the expectation of return to full participation in Committee business.

ARTICLE V

OFFICERS

- A. Two Committee co-chairs shall be elected by majority vote of Committee members to serve for six-month rotating terms. Previous co-chairs are eligible for re-election. Any member may elect to waive this duty.

Co-chair persons jointly preside at all meetings of the Committee and prepare agendas and related materials. The co-chairs must represent the views of the Committee at all times in committee business.

- B. An Officer may be removed from office for misconduct or neglect of duty in office as determined by a majority vote of the Committee.

ARTICLE VI

MEETINGS AND VOTING

- A. The Committee shall meet at least monthly.
- B. All meetings of the Committee shall be conducted in accordance with the Oregon Open Meetings Law, ORS 192.610 – 690. The Committee is responsible for complying with the requirements of the law, including advance public notice of the agenda and written minutes.
- C. Meetings of the Committee shall be conducted according to Robert's Rules of Order, latest revision.
- D. Each member of the Committee shall be entitled to one (1) vote on all issues at meetings at which the member is present, except as provided in Article VII (Conflict of Interest). No proxy vote shall be allowed.
- E. Four (4) of the Committee members shall constitute a quorum for the transaction of business at any meeting of the Committee.
- F. The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the Committee, except as noted in Article IX.
- G. No member may speak for the Committee except by designation by the Committee for a special purpose.

ARTICLE VII

CONFLICT OF INTEREST

In accordance with ORS Chapter 244, no Advisory Committee member shall participate in a decision in which he or she has a private pecuniary interest. Affected members shall disqualify themselves from participation by written notification to the Board of County Commissioners as mandated by ORS 244.120, or if on a single issue notification of the Committee.

ARTICLE VIII

ROLE OF STAFF

The staff person assigned to the Committee (Assistant Director of Health and Human Services) will provide the following administrative support: Prepare and disseminate meeting notices; provide background information on agenda items; and prepare and

distribute minutes. The Committee reserves the right to make provision for the preparation and distribution of meeting minutes in accordance with all relevant open-meeting laws as required by the state of Oregon. Staff should also provide new appointees the By-Laws, purpose and past minutes of the Committee.

ARTICLE IX

AMENDMENTS TO BY-LAWS

The Committee, by two-thirds vote of members present, may recommend amendments to these By-Laws. Amendments shall become effective only upon approval of legal counsel and the Board of County Commissioners.

ARTICLE X

SUBCOMMITTEES

The Committee shall have the authority to establish subcommittees.

Original By-Laws Dated _____