

**BYLAWS
OF
THE CITY OF SAN ANGELO
ANIMAL SHELTER ADVISORY COMMITTEE**



Approved by the City Council

June 21, 2016

ARTICLE I

Purpose

The purpose of the Animal Shelter Advisory Committee (hereinafter the ASAC) is to advise members of the City Council and animal shelter staff on matters related to the health and safety of animals housed at the city's animal shelter as outlined in Texas Health and Safety Code, Chapter 823.

ARTICLE II

Vision

The vision of this committee is to assist the City of San Angelo in becoming a pet friendly community by promoting animal welfare, advocacy and providing community education in the hopes of establishing and maintaining a "no kill" community.

ARTICLE III

Members

The ASAC shall consist of seven (7) members which shall be designated according to City Code of Ordinance Article 2.07 "Boards and Commissions", Division 18 "Animal Shelter Advisory Committee" and will mandatorily include a veterinarian, a city or county official, a person whose duties include the daily operation of a shelter, and a person who is an officer or employee of an animal welfare organization.

Members shall annually elect, from its numbers, a Chairperson and Vice Chairperson.

Members shall serve as directed by Article 2.07 "Boards and Commissions", Division 18 "Animal Shelter Advisory Committee". Members shall be required to visit and volunteer at the shelter on a monthly basis in an effort to remain educated and informed on shelter issues.

The committee may request that a member be removed for cause. Removal for cause may include three or more unexcused absences during a single term or failure to meet the shelter visitation/volunteer requirements. For an absence to be excused, members are encouraged to contact the Chair within 24 hours prior to the posted meeting if they are unable to attend.

ARTICLE III

Meetings

Meetings of members of the ASAC shall meet the third Thursday of each month unless there is no business to discuss. Items may be placed on the agenda at the request of City Council, the Committee Chairperson and by the request and agreement of any 2 current members. Agendas will be prepared by the ASAC City Liaison and reviewed by the chair prior to posting. Meetings shall be conducted by the chairperson, and if absent by the Vice-Chairperson. Meetings shall be held in accordance Robert's Rules of Order and follow the Texas Open Meetings Act. A quorum shall consist of a simple majority of the ASAC. Special meetings may be called by the chairman and must be held within ten (10) days of the date called.

ARTICLE IV

ASAC City Liaison

The Neighborhood & Family Services Department Director or designee, shall act as the ASAC liaison between the committee and city staff and shall provide public notices, agendas, and minutes for public informational purposes. The liaison will be responsible for facilitating ASAC meetings to include providing a venue for meetings and coordinating with the city's Public Information Officer to ensure meetings are recorded for future viewing by citizens.

ARTICLE V

Subcommittees

The ASAC chairperson shall appoint subcommittees as deemed necessary by the ASAC. Each subcommittee shall exercise such power and carry out such functions as delegated by the ASAC. Each subcommittee shall have the power to act only during the intervals between meetings of the ASAC, and shall serve the ASAC in an advisory capacity only.

Subcommittees shall be subject to the control of the ASAC. Each subcommittee shall be comprised of a chairperson, who must be a member of the ASAC, and one or more additional parties who may be, but are not required to be ASAC members. Any person who is not an ASAC member and becomes a member of any subcommittee, shall have the same responsibilities, with respect to such subcommittee, as a member of the ASAC.