

**BY-LAWS
OF
THE ANIMAL CARE SERVICES ADVISORY BOARD**

REVISED 11/15/2023

ARTICLE I

Authority

Section 823.005 of the Texas Health and Safety Code states that "the governing body of a county or municipality in which an animal shelter is located shall appoint an advisory committee to assist in complying with the requirements of this Chapter. The advisory committee must be composed of at least one licensed veterinarian, one county or municipal official, one person whose duties include the daily operation of an animal shelter and one representative from an animal welfare organization. The advisory committee shall meet at least three times a year." Pursuant to Ordinance No. 41165, the City Council of the City of San Antonio (City) created the Animal Control Advisory Board, which is now called the Animal Care Services Advisory Board (Board).

ARTICLE II

Purpose of the Board

It is the function of the Animal Care Services Advisory Board to assist and/or advise the City of San Antonio regarding Animal Care Services through recommendations, reports, and by representing ACS in the community.

ARTICLE III

Membership

San Antonio City Code Chapter 5 Article II Sec. 5-25 sets forth membership requirements as follows:

Section 1. The Animal Care Services Advisory Board consists of fourteen members. Eleven of the members of this Board shall be appointed by the City Council, one from each City Council district and one by the mayor. Each of these appointees shall serve on the Board for unlimited two year terms coterminous with those of the appointing City Council, in accordance with the City's boards and commissions rules codified in chapter 2, article IX of the City Code. The Health Department Director, the Animal Care Services Department Director and the City Manager or their designees are ex-officio non-voting members of the Board.

Section 2. The Animal Care Services Advisory Board must include among its membership at least one licensed veterinarian; one city official; one person whose duties include the daily operation of an animal shelter; and one representative from an animal welfare organization.

ARTICLE IV

City Ethics Code Applicability

All Board members shall be subject to the requirements set forth in the City's Ethics Code, as applicable to City Officials. All Board members must file a Financial Disclosure Report with the Office of the City Clerk upon appointment, and annually thereafter, throughout the member's term. Failure to file a Financial Disclosure Report within the time required by the City's Ethics Code will be considered an automatic removal without any further action by the City Council.

ARTICLE V

Duties and Powers

San Antonio City Code Chapter 5 Article II Sec. 5-26 sets forth the duties and powers of the Board as follows:

Section 1. The Animal Care Services Advisory Board shall visit the Animal Care Services facility of the City at times selected by the Board, and shall inspect all phases of the operation at the facility. To this end, Board members shall have access, for observation purposes only to all areas of the Animal Care Services facility.

Section 2. The Board shall submit at least quarterly reports to the City Council, through the City Manager, concerning the operation of the Animal Care Services facility and animal care services program, together with its recommendations and/or advice concerning same.

Section 3. The Board shall further advise the City Council, through the City Manager, on any aspect of animal care services which in the Board's opinion merits the attention of the City.

ARTICLE VI

Officers

Section 1. The officers of the Board shall be a Chair, a Vice-Chair and a Secretary.

Section 2. A Nominating Committee appointed by the Executive Committee shall nominate candidates for officers and the Board shall elect officers no later than October 1st of each year.

Section 3. Officers elected shall serve for a term of one year or until a vacancy by resignation or other means. In case of death, resignation, refusal or neglect by an officer to discharge the duties of that office, an election shall be held at the next meeting when a successor shall be chosen to fill the vacancy for the unexpired portion of the term.

Section 4. Any officer elected by the Board may be removed by the Board by a vote of two-thirds of the total filled membership of the Board whenever in its judgment the best interests of the Board would be served thereby.

ARTICLE VII

Duties of Officers

Section 1. Chair

- a. Shall preside at all regular and special called meetings.
- c. Shall represent the Board in all official presentations and business before the City Council.
- d. Shall prepare an agenda with the ACS Advisory Board Executive Committee for each meeting which may include items added by a Board member and which has been approved by the Executive Committee.
- e. Shall mentor all new Board members and assist ACS staff during new Board member orientation.

Section 2. Vice-Chair

- a. Shall assume duties of the Chair in the absence of the Chair.
- b. Shall make reasonable effort as possible to represent the Board in all official presentations and business before the City Council.

Section 3. Secretary

- a. Shall review the draft minutes taken by the Animal Care Services staff liaison of all regular and specially called meetings.
- b. Shall make reasonable effort as possible to represent the Board in all official presentations and business before the City Council.

ARTICLE VIII

Responsibilities of Board Members

Section 1. ACS will provide all new and re-appointed Members of the Advisory Board with an ACS Advisory Board Member Orientation to be completed within three months of appointment. In addition, new Advisory Board Members are required to complete the ACS Board Member Orientation Checklist. Current Advisory Board Members must complete the ACS Board Member Orientation Checklist every two years.

Section 2. Board members are encouraged to schedule a minimum of one meeting every two months with their City Council member or their staff. These meetings should be designed to seek understanding of City Council's direction regarding ACS programs and services.

Section 3. At Advisory Board meetings, Board members will serve as a liaison for their Council member and district. The view and direction of their Council member and district should be accurately represented by the Board member.

Section 4. The Board will conduct required facility inspections and sub-committee assignments (if applicable).

ARTICLE IX

Meetings

San Antonio City Code Chapter 5 Article II Sec. 5-25 sets forth the minimum number of times a meeting shall take place. "The Animal Care Services Advisory Board shall meet at least three (3) times a year."

Section 1. The Board shall meet at a date, time, and location to be set by the Board at the beginning of each calendar year.

Section 2. Special meetings may be called by the Chair or at least three members of the Board subject to notification of the presiding officer. The purpose of the meeting shall be stated in the initial request for the meeting. Except in cases of emergency at least three days notice shall be given.

Section 3. At least one Work Session will be held annually to discuss such items as the Strategic Plan, policies and procedures, ordinance revisions, or major projects. No regular agenda items will be discussed at the Work Session, such as the Board inspections, Approval of Minutes, Continuing Education, or Citizens to be Heard, in order to allow the full meeting time to be dedicated to the Work Session topic(s).

ARTICLE X

Conduct of Meetings

Section 1. The meetings of the Board shall be conducted in accordance with the latest edition of Robert's Rules of Order.

Section 2. The Board's meetings shall be conducted in accordance with the Texas Open Meetings Act. A majority of all members of the Board shall constitute a quorum to convene a meeting; in all other matters upon which the Board may vote, a majority of the voting members in office shall be necessary for adoption.

Section 3. The following apply regarding absences:

a. If a Board member's attendance at regularly scheduled meetings (a) falls below 50% on an annual basis from the appointment date or (b) a member misses three regularly scheduled consecutive meetings, then said Board member is automatically removed from his position as a member of the Board without any further action by the City Council, as provided by the City's Code provisions for boards and commissions.

b. Proxy votes are not allowed.

Section 4. The following apply to persons addressing the Board during the Citizens to be

Heard portion of the meetings:

- a. Those signed up to speak shall be called upon in the order that they have registered with those who live in the 10 City Council Districts speaking first followed by those that do not live in the 10 City Council Districts.
- b. No personal attacks shall be allowed by any speaker.
- c. The Chair may, at any time and at his/her discretion, increase or reduce the time a person has to address the Board.
- d. A person signed up to speak has three minutes to speak, with a nine-minute maximum time limit for any one meeting.
- e. Organizations have a total of nine minutes to address the Board. Three persons must register on behalf of an organization in order for the organization to be allotted nine minutes to speak.
- f. Persons registering on behalf of or standing with an organization may not be permitted an additional three minutes to speak if the organization has already been allocated nine minutes to address the Board.
- g. Persons/organizations must sign in person by the specified deadline in order to be recognized to speak.
- h. Persons registered to speak must be present in order to give their time to another registered speaker. No time may be given to a person not registered to speak.
- i. In each instance in which a person or organization is provided an opportunity to address the Board, the person or organization may submit written testimony in support of or opposition to a particular agenda item or on a topic that could be discussed during "Citizens to be Heard" in lieu of presenting verbal testimony, provided that such written testimony is submitted by the deadlines and could otherwise be read into the record during the timeframes provided in these bylaws.

ARTICLE XI

Amendment of By-Laws

Section 1. These bylaws shall be amended by a majority vote of the Board in regular or special called meetings.

Section 2. Amendments shall be reproduced and provided to each member of the Board and the City Manager and filed with the Office of the City Clerk by the Secretary of the Board.

Section 3. Each Amendment shall be dated to indicate the date of effect. These bylaws shall be automatically amended to comply with future City Council ordinances pertaining to the Board.

ARTICLE XII

Committees

Section 1. Standing Committees

a. Appointees to standing committees shall be limited to current members of the Board.

b. The following are to be standing committees for the Board: Executive Committee and Nominating Committee:

(1) Executive Committee:

(a) The officers of the Board and the Animal Care Services Director shall constitute the Executive Committee.

(b) The Executive Committee shall:

i. appoint Standing Committees

ii. appoint and create Ad Hoc committees as needed, with ratification by a majority vote of the Board.

iii. set and develop a tentative agenda for Board meetings.

(2) Nominating Committee:

(a) The principal function shall be to nominate individuals to fill officer vacancies and propose slates of candidates for election.

(b) May also perform other related functions.

(c) At the meeting in which the election will be held, nominations may be made from the floor.

(d) Nominees must be currently appointed members of the Board.

c. Standing committees may meet at their discretion as often as deemed necessary and shall submit an oral and written report to the Board at each regularly scheduled meeting.

Section 2. Ad Hoc Committees

a. Ad hoc committees may be appointed and created by the Executive Committee as needed, with ratification by a majority vote of the Board.

b. Ad hoc committee members must be current ACS Advisory Board members.

c. Ad hoc committee Chair may invite Subject Matter Experts to join the committee as non-voting members.

ARTICLE XIII

Applicability of City's Boards and Commission Ordinance

The provisions of the City's Boards and Commission Ordinance, codified in chapter 2, article IX of the City Code shall apply to this Board.

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