



# City of San Antonio

## Agenda Memorandum

**File Number:**  
**{{item.tracking\_number}}**

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**Agenda Item Number:** 7

**Agenda Date:** September 21, 2022

**In Control:** Animal Care Services Advisory Board

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**DEPARTMENT:** Animal Care Services

**DEPARTMENT HEAD:** Shannon Sims

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Nomination and Election of Officers for the Animal Care Services Advisory Board

**SUMMARY:**

The ACS Advisory Board is required to elect officers for their Board by October 1st of each year and each officer will serve a one-year term. The Board has three elected positions which include a Chair, Vice-Chair, and Secretary and the duties of each position are outlined in the ACS Advisory Board Bylaws. The Chair's duties include presiding over each meeting, submitting quarterly reports to City Council through the ACS director, representing the Board at all official City presentations and business, and preparing an agenda for each meeting. The Vice-Chair shall assume all duties of the Chair in their absence as well as mentor new Board members and assist ACS staff during orientation. Finally, it is the Secretary's duty to review all the draft meeting minutes taken by the ACS staff liaison to confirm that the minutes contain at a minimum: those present, those absent, resolutions proposed, resolutions proposed seconded, yea votes, nay votes and abstentions.

Nomination of officers for a position and the election of those officers may occur at the same ACS Advisory Board meeting. Any member may be nominated and there are no term limits for the elected officers. The process begins when the Chair opens the floor to nominations. Members must make a motion to nominate a member to fill one of the positions and their motion must be seconded by other member on the Board. Multiple members may be nominated for any of the positions. A nominee is not required to accept the nomination and can decline. After all nominations are heard, nominees may make a statement to the Board if they choose to but are not required to do so. Their statement may include reasons the member is suited to the position or how they plan to fulfill the duties of the position. After nominee statements, if any, the Chair will call for a vote on the nominations. Votes cannot be done by secret ballot or by proxy. All members must give their vote in an open session. If more than one member is nominated, a member must receive at least six votes to be elected to the position.

**BACKGROUND INFORMATION:**

N/A

**ISSUE:**

N/A

**FISCAL IMPACT:**

N/A

**ALTERNATIVES:**

N/A

**RECOMMENDATION:**

N/A