

BYLAWS
GUILFORD COUNTY
Animal Services Advisory Board

ARTICLE I: NAME, MISSION, AND PURPOSE

Section 1: Name

The name of this organization is the Guilford County Animal Advisory Board.

Section 2: Mission

The mission of the Guilford County Animal Services Advisory Board is to enhance the welfare of animals in our community by providing informed guidance and strategic recommendations to Guilford County Animal Services and the Guilford County Commissioners. The Board is committed to promoting humane treatment, responsible pet ownership, and effective shelter operations to ensure the health and safety of both animals and the public, while working to reduce pet overpopulation and euthanasia rates through sustainable, compassionate solutions.

Section 3: Purpose

The purpose of the Board shall be to make recommendations to the Guilford County Board of Commissioners and provide advice, in compliance with State law and County regulations, regarding the development or review of policies/ordinances associated with the promotion and care of abused and neglected animals and matters of animal control and related conditions of the Guilford County abused and neglected animal population including the following matters:

- Evaluate trends and issues relating to the Animal Resource Center and provide insight into the planning of long-range goals and objectives.

The Board shall have no responsibility or authority over personnel, budget, or contracts.

ARTICLE II: MEMBERSHIP

Section 1: Members

1.1 The Advisory Board shall be appointed by the Guilford County Board of Commissioners and shall consist of no more than ten (10) members. Board members should include the following to the extent practicable:

- a. County Commissioner
- b. Nine (9) members of the public – appointed by each BOCC District

1.2 The Board of County Commissioners may modify the Board's structure and membership as it is deemed appropriate.

1.3 Members of the Advisory Board shall receive no compensation.

Section 2: Terms

2.1 Each member of the Board shall serve for a term of two (2) years. Appointments will be staggered for continuity with the first class having five (5) members and the second class five (5). Terms will be from July 1 – June 30. If a vacancy occurs, the replacement will complete the term of the vacancy and be eligible for reappointment. Members may be reappointed in accordance with the Board of Commissioners adopted Boards and Commissions Policy.

Upon adoption of these By-laws the current Board will be brought into compliance with the July 1 to June 30 term structure. Current Board members whose terms expire in 2026 will have their term adjusted to expire on June 30, 2026. The remaining Board members whose terms expire in 2027 will have their term adjusted to expire June 30, 2027.

Section 3: Vacancies

3.1 Appointments to fill vacancies shall be for the remainder of the former member's term.

Section 4: Attendance and Removal

4.1 Members are expected to attend.

4.2 Members are to attend meetings in person.

4.3 At any time that an Animal Advisory Board member has received three (3) unexcused absences within one (1) year, the member will be considered a non-active member and will not be recommended for reappointment. The definition of "unexcused" is an absence for which a member does not contact the Chair or staff in advance. After three (3) absences, the member shall be recommended to the Guilford County Board of Commissioners for removal.

4.4 A member shall be removed for malfeasance or nonfeasance as determined by the Guilford County Board of Commissioners. This may include excessive absences from meetings as set out in § 4.3 herein.

Section 5: Resignation

5.1 A member of the Board may resign by giving written notice to the Chair of the Board or the Clerk of the Board of County Commissioners. A resignation shall take effect at the

time received unless another time is specified therein, and acceptance of a resignation shall not be necessary to make it effective.

ARTICLE III: MEETINGS

Section 1: Regular Meetings

1.1 Regular meetings of the Board shall be held quarterly or more frequently at the discretion of the Board on dates designated at the Annual Organizational meeting of the year, which is held annually following the appointment of the new class of members.

Section 2: Special Meetings

2.1 The Board may meet from time to time in special meetings as necessary to conduct business matters of the Board at the request of the Chair.

Section 3: Voting and Conflict of Interests

3.1 Each member shall be entitled to one (1) vote on each matter submitted to a vote. Voting on all matters shall be by voice or show of hands unless more than half of the members present at a meeting where there is a quorum shall demand, prior to the voting on any matter, a ballot vote on that particular matter.

3.2 Each member of the Board is entitled to vote on all issues coming before the Board , except where a conflict of interest may exist.

3.3 No member of the Board shall cast a vote on the provision of services or allocation of grant funds that would provide direct or indirect benefit to that member. This includes Board members who are on the Boards of Directors, are paid or volunteer staff, or are the family of staff or board members of service providers or potential recipients of grants. The member shall not participate in the Board's discussion of the matter except to disclose facts and to respond to questions.

3.4 Any member of the Board shall disclose to the Animal Services Board Liaison any conditions, commitments, or relationships with any organizations seeking or receiving funding allocations or other factors that might be, or perceived to be, a conflict of interest.

Section 4: Quorum

4.1 A majority of the appointed members shall constitute a quorum.

4.2 A majority vote of the members present shall be required for passing a motion.

ARTICLE IV: ELECTIONS AND OFFICERS

Section 1: Nominations

- 1.1 Officer nominations shall be made from the floor at the annual Organizational meeting which shall be at the next regular scheduled meeting following July 1. (Upon initial adoption of these bylaws Officers may be elected at the next scheduled meeting)

Section 2: Personnel

- 2.1 The Board shall elect its own Chair and Vice-Chair annually at its annual Organizational meeting.

Section 3: Election Terms

- 3.1 Officers shall be elected annually by the Board membership for a term of one (1) year and may succeed themselves. In no case shall the chair or vice-chair serve more than 3 consecutive years in their position.

Section 4: Duties

4.1 Chair: The Chair shall preside over all meetings and shall appoint special committees unless otherwise specified by the by-laws. The Chair shall act as an advisor to subcommittees he/she appoints, but not serve in a voting capacity on the subcommittee. The Chair will serve as the liaison with the Guilford County Board of County Commissioners. The Chair or his/her designee shall be responsible for notifying members of all Animal Advisory Board meetings and special meetings. The Chair or his/her designee shall ensure the recording of monthly minutes of meetings and shall ensure the distribution of the minutes to each Advisory Board member, with a copy forwarded to the Board of County Commissioners via the Clerk to Board's Office. The Chair shall supervise the management of the Advisory Board in accordance with these Bylaws, and shall perform all duties incident to the office of Chair and such duties as may be prescribed by the membership from time to time.

4.2 Vice Chair: The Vice Chair shall serve as acting Chair in the absence of the Chair and as such shall have the same powers and duties of the Chair when presiding. In the event that the Chair does not complete his/her term of office, the Vice Chair may serve out the unexpired term of the Chair.

ARTICLE V: COMMITTEES

Section 1: Membership

- 1.1 All members of the Advisory Board will serve on one (1) or more of the committees as appointed by the Chair.

Section 2: Nominating Committee

2.1 Nominating Committee: This committee will recommend citizens and designees for appointments on the Advisory Board to the Guilford County Board of Commissioners. The recommendations shall be based on the membership model in § 2.2 herein. Final appointments are at the discretion of the Commissioners.

2.2 The members of the Board shall represent the interests of the community in animal welfare. To the extent possible, the Board will consist of individuals from the following areas of interest:

- Veterinarian
- At Large (pet owner - canine)
- At Large (pet owner – feline)
- At Large (purebred dog exhibitor/breeder)
- At Large (professional dog trainer)
- At Large (large animal advocate/owner)
- At Large (leader or designate of an animal rescue organization)
- At Large (shelter volunteer)
- At Large

Section 3: Other Committees

3.1 The Chair shall appoint committees as may be necessary for the conduct of the Board's affairs.

ARTICLE VI: GENERAL PROVISIONS

Section 1: Amendments

1.1 These Bylaws may be amended or repealed and new Bylaws may be adopted by an affirmative vote of a majority of the entire Board at any meeting, provided that prior written notice of said amendment has been given. The unmodified Bylaws will remain as the governing document until the new/changed Bylaws are approved by the Guilford County Board of Commissioners.

Section 2: Rules and Procedures

2.1 In regard to media inquiries or press conferences, Advisory Board members shall not speak on behalf of the County, nor the Board of County Commissioners, unless expressly authorized to do so by the County. Any media communication related to an individual's service as an Advisory member should only occur with the prior advice and consent of the County.

2.3 Meetings shall be conducted in accordance with Robert's Rules of Order, the latest edition thereof.

2.4 The Animal Services Advisory Board will adhere to the Boards and Commissions Policy adopted April 5, 2018 (as amended), by the Guilford County Board of Commissioners.