

Rules of Procedure Governing the  
Organization and Operation of the  
Person County Animal Services Advisory Committee

**Committee, Powers and Duties**

The Person County Animal Services Advisory Committee (hereinafter, the “Committee”) shall serve as the advisory body for Person County on issues relative to the Person County Animal Services Department, (hereafter the “Department”) and is charged to advise the Animal Services Director, County Manager and County Commissioners within its responsibilities and powers as stated in the Person County Animal Services Ordinance.

The Committee shall serve as liaison between the Person County Animal Services Department and the citizens of Person County.

**Organization and Duties of the Board**

**Composition**

The Person County Animal Services Advisory Committee (hereinafter, the “Committee”) shall consist of (12) members appointed by the Person Board of Commissioners. Members shall be residents of Person County, and shall be drawn from the following groups:

- Person County Health Department
- Animal Services Director
- Person County Department of Agriculture/Cooperative Extension
- Representative from Board of County Commissioners
- Representative from City of Roxboro
- Four at large representatives, at least one of whom resides in the unincorporated areas of the county
- One representative drawn from animal welfare organizations and animal rescue organization operating within the county (APS) 501 c3
- Veterinarian
- Animal Cruelty Investigator
- County Attorney (not a member – advisory capacity)

**1. Terms of Office/Qualifications/Appointments/Attendance:**

In accordance with the Person County Board of Commissioners Resolution Appointment Process this Committee shall be governed by the policies and procedures set forth in Section I of that Resolution (copy attached as Exhibit A).

**2. Officers**

**(a) Chair and Vice-Chair**

The Chair and Vice-Chair shall be elected annually to the Committee. The Chair and Vice-Chair shall be elected annually at the last regular meeting of the calendar year. A proposed slate of officers for Chair and Vice-Chair will be developed and presented at the regular meeting prior to the election. An ad-hoc or regular subcommittee of the Committee as designated by the Chair and approved by the Committee will develop the proposed slate. Nominations from the floor are also allowed. Each Committee member shall vote by written ballot for Chair and Vice-Chair on separate motions. In the event of a tie vote, the Committee shall continue balloting until the tie is broken.

**(b) Secretary**

The Secretary shall be the Director of Person County Animal Services or his designee and shall be responsible for recording, preparing, distributing and maintaining written Minutes of the Meetings.

**(c) Citizens at Large**

The Citizens at Large positions shall consist of numbered members 1-4 and be appointed by the Person County Board of Commissioners. Each Citizen at Large member will hold a three-year term upon appointment. There are no limits on the number of terms a Citizen at Large member may serve. At the end of a Citizen at Large term, the position will be advertised as an open position. That member may choose to complete the application process and apply for reappointment. The final appointment decision will be made by the Person County Board of Commissioners.

**3. Sub-Committees**

The Committee shall review the existing sub-committee structure at least annually and in consultation with the Animal Services Department Director and County Manager, bring forward to the Board of Commissioners' recommendations regarding the number and types of subcommittees. Sub-Committee activities and reports are subject to the supervision and approval of the entire Committee whose role is strictly advisory to county management and the Board of Commissioners. Only Committee members may serve as subcommittee members of standing Committees and the number of members on any single subcommittee must be at least two members and may not exceed four members.

To satisfy Person County's obligations under Chapter 67 of the North Carolina General Statutes with respect to a "potentially dangerous dog" a subcommittee will be appointed as an Appeals Committee and be responsible for hearing all potentially dangerous dog appeals. Three Committee members will serve as Appeals Committee members and shall be drawn from the veterinarian seats, professional animal management seat and the animal welfare organization seat.

Another subcommittee, an Adoption Appeals Subcommittee, also consisting of three Committee members, shall be responsible for hearing any appeal of an adoption decision made by the Department following the Operations procedures for the Department with respect to such an

appeal.

#### **4. Open Records**

All written, printed or recorded materials received or made by the Committee may be examined by the public, as provided for and as limited by the North Carolina Public Records Act, NC General Statute 132-1 et seq. Members of the public may receive certified copies upon request also as provided for and as limited by the North Carolina Public Records Act.

#### **5. Rules of Procedure**

To the extent not provided for in, and not conflicting with these rules, the Chair shall refer to *Robert's Rules of Order* to resolve procedural questions.

##### **Rule 1. Minutes**

The Committee shall hold regular meetings, at least quarterly, at which business may be conducted. Such meetings shall be pre-scheduled at a time and place agreeable to the majority of members. A calendar of regular meetings will be established at the last regular meeting of the calendar year for the next calendar year.

The requirements of the North Carolina Open Meetings Law, NC General Statute 143-318.9 et seq, shall apply to all Board and regular or ad hoc committee meetings. Notification of the public will be in compliance with open meeting law notification requirements.

##### **Rule 2. Special, emergency and recessed meetings**

###### **a. Special meetings**

Special and emergency meetings of the Committee or its subcommittees may be called by the Chair or three members of the Committee, and following the procedures, including notice, of the North Carolina Open Meetings Law.

###### **b. Recessed (adjourned) meetings.**

A properly called regular, special or emergency meeting may be recessed or adjourned to a specific time and place by a motion made and adopted as provided in these Rules of Procedure in open session during the regular, special or emergency meeting. The motion shall state the time and place when the meeting will reconvene. No further notice need be given of such a recessed properly called meeting.

##### **Rule 3. Agenda**

###### **a. Proposed Agenda**

The Chair and Secretary shall prepare an agenda and meeting notices for proper distribution. A request to have an item of business placed on the agenda must be received by the Secretary at least seven working days before the meeting. Each Committee member shall receive a copy of the proposed agenda and any relevant materials for each agenda item at least three working days and they shall be available for public inspection and/or distribution when they are distributed to the Committee members.

**Rule 4. Public Address to the Committee**

Any individual or group wishing to address the Committee shall when reasonable possible, make a request to the Committee's Secretary to be on the agenda. Time will be established by general public comment.

**Rule 5. Order of Business**

Items shall be placed on the agenda according to the order of business. Generally, the order of business shall be:

- Adoption of an Agenda
- Approval of the minutes
- General public comments
- Old business
- New business
- Informal discussions
- Closed session

**Rule 6. Presiding Officer**

The Chair of the Committee shall preside at Committee meetings if he or she is present. The Chair shall have the right to vote in all cases. In order to address the Committee, a member must be recognized by the Chair. If the Chair is absent, the Vice-Chair shall preside. If both the Chair and Vice-Chair are absent, another member designated by vote of the Board shall preside.

The presiding officer shall have the following powers:

- To rule motions in or out of order, including any motion patently offered by for obstructive or dilatory purposes;
- To determine whether a speaker has gone beyond reasonable standards of courtesy in his/her remarks and to entertain and rule on objections from other members on this ground;
- To entertain and answer questions of parliamentary law or procedure;
- To call a brief recess at any time;
- To adjourn in an emergency.

A decision by the presiding officer under any of the first three powers listed may be appealed to the Committee upon motion by any Committee member, immediately after such decision is announced and at no other time. The Committee member making the motion need not be recognized by the Chair and may not be ruled out of order.

**Rule 7. Action by the Committee**

The Committee shall proceed by motion, except in the case of elections of officers that shall proceed according to the rules otherwise established in these Rules of Procedure. Any Committee meeting including the Chair may make a motion.

**Rule 8. Adoption by Majority Vote**

A motion shall be adopted by a majority of votes cast, a quorum being present. A

majority is more than half of those present.

**Rule 9. Quorum**

A majority of the currently appointed Committee members (excluding vacant seats) shall constitute a quorum. A majority is more than half. The Chair shall be considered a member of the Committee in determining the number on which a majority is based and in counting the number of Committee members actually present. A Committee member who has withdrawn from a meeting without being excused by majority vote of the remaining Committee members present shall be counted as present for purposes of determining whether or not a quorum is present.

**Rule 10. Minutes**

The Secretary shall record meetings and prepare written minutes; however, the same need not be verbatim. The minutes shall be open to inspection to the public. The exact wording of each motion and the results of each vote shall be recorded in the minutes, and on the request of any Committee member, the entire Committee shall be polled by name on any vote.

**Rule 11. Ethical Responsibilities**

Each Committee member shall abide by the Person County Board of County Commissioners Code of Ethics adopted by the Person County Board of County Commissioners on the 9<sup>th</sup> day of January, 2012. (Copy attached as Exhibit B).