SALT LAKE COUNTY

ANIMAL SERVICES ADVISORY COMMITTEE

BYLAWS

Article 1
Name and Authority.

Section 1. The Salt Lake County Animal Services Advisory Committee (hereinafter "Committee") is established under Salt Lake County Ordinance 2.99.010.

Section 2. Definitions. Hereinafter, the word "County" shall refer to Salt Lake County; the word "Committee" shall refer to the Salt Lake County Animal Services Advisory Committee; the words "County Mayor" shall refer to the Salt Lake County Mayor; the words "County Council" shall refer to the Salt Lake County Council; the words "Contract Jurisdiction" shall refer to each jurisdiction within Salt Lake County that contracts with Salt Lake County Animal Services to receive animal control services for the current fiscal year; and "Division" shall refer to Salt Lake County Animal Services.

Article 2
Purpose.

Section 1. It is the purpose of the County to create a volunteer advisory committee which will bring a regional and county-wide perspective to the management and operation of the Division to the citizens of Salt Lake County. The Committee shall review, deliberate, and make recommendations to the Division, County Mayor and County Council regarding issues of concern and importance related to animal control and shelter services provided to citizens of the County. The committee's authority and power is advisory to the division, Mayor and County Council, and decisions do not bind Salt Lake County or any participating jurisdictions.

Section 2. The Committee shall perform the obligations and responsibilities as set forth in Salt Lake County Ordinance 2.99.050.

Article 3
Membership.

Section 1. Members. Pursuant to Salt Lake County Ordinance 2.99.040, membership on the Committee shall consist of the following:

A. One member from each of the County's Contract Cities, each of whom shall be the city's Mayor or city manager or designee.
B. One member from each metro township, each of whom shall be that township's mayor or designee.
C. The Salt Lake County Mayor or designee.

D. One member of the Salt Lake County Council or its designee.
E. One member of the public with technical expertise in the field of animal control or shelter services appointed by the Salt Lake County Mayor with advice and consent of the County Council.

Section 2. Designation of Members.

A. An elected official under Article 3.1(A), (B), or (C) that chooses to designate a party to participate in the Committee on the elected official's behalf may do so by submitting a signed written statement to the Committee that indicates the elected official's selection of the individual as his or her designee. Such designation shall be effective through the end of the elected official's term.

Each elected official may designate an alternative representative who may participate in the Committee if the elected official or designee appointed under Article 3.2(A) are unavailable. Alternative representatives must be designated in a signed written statement to the Committee that indicates the elected official's selection of the alternative representative. Such designation shall only be effective for a specific meeting of the Committee. Only one representative from each member jurisdiction may participate in a Committee meeting or be counted to determine whether a quorum is present.

B. Member under Article 3.1(E) shall be appointed by the Salt Lake County Mayor with advice and consent of the County Council.

Section 3. Terms. Pursuant to Salt Lake County Ordinance 2.99.040, terms of the Committee members shall be as follows:

A. Members required to be elected officials shall serve until the expirations of the current term of their elected office and may be reappointed for periods to coincide with subsequent terms of their elected office. If the elected official appoints a designee to sit on the Committee, that designee shall serve until the expiration of the current term of the elected official's office.

B. The member of the Committee selected for his or her technical expertise in animal control or shelter services shall be two (2) years. This member may be reappointed by the County for additional (2) year terms.

C. Attendance at each committee meeting is strongly encouraged to ensure that members are apprised of ongoing issues and can act accordingly and with correct and up-to-date information.

Article 4
Officers.

Section 1. Officers. The officers of the Committee shall include a Committee Chair and Vice Chair. The Committee Chair shall be selected from the membership, and shall preside at and conduct all Committee meetings. The Vice Chair shall be elected from the membership on an annual basis. In absence of the Chair, the Vice Chair shall serve as the substitute Chair. Additional offices may be created at the discretion of the Committee and upon a motion from the membership. Animal Services will provide staff to perform secretarial duties.

Section 2. Elections. The first Committee Chair and Vice Chair shall be elected at the first regular meeting. Thereafter, officers shall be elected at a regular Committee meeting prior to January of each year. Each officer shall be elected by a majority vote of the Committee, and shall

serve for a term of one year. Officers may be re-elected to additional one year terms each January.

Section 3. Committee Chair. The Committee Chair shall be selected by and from the general membership of the Committee. The Committee Chair shall have general and active management of the business of the Committee and shall see that all recommendations of the Committee are submitted to the proper policymakers.

Section 4. Vice Chair. The Vice Chair shall have the same powers vested in the Committee Chair, but shall not exercise said powers unless acting under the delegation, authority, or direction of the Chair, or in the absence or incapacity of the Chair.

Section 5. Resignation. Any member of the Committee may resign by submitting written resignation to the Committee Chair and the County Mayor.

Section 6. Vacancies. When a vacancy arises, the vacancy shall be filled by majority vote at the next regular meeting of the Committee. If the next regular meeting has already been noticed in accordance with the Utah Open and Public Meetings Act, the election shall be held at the next scheduled meeting that has not yet been noticed.

Article 5
Meetings.

Section 1. Regular Meetings. Committee meetings shall be held ~~monthly~~ quarterly on the last Thursday of each month. With prior written notice, the Committee may by majority vote reschedule or cancel any regular Committee meeting, however the Committee shall at minimum meet at least once quarterly.

Section 2. Special Meetings. Special Committee meetings may be called by the County Mayor or a majority of Committee members upon three of more days' notice to all members at any reasonable date, time, and place. Special meetings may include any matter properly brought before the Committee consistent with the required notice and agenda.

Section 3. Quorum. A quorum is required to conduct any official business at any regular or special Committee meetings. At least fifty-one percent of the total number of current Committee members present at a regular or special Committee meeting will constitute a quorum.

Section 4. Open Meetings and Transparency. All regular, special, or other meetings shall be noticed and conducted in compliance with the Utah Open and Public Meetings Act. The Committee Chair shall ensure that Committee members are provided with training annually in compliance with the Utah Open and Public Meetings Act. Records regarding the completion of training will reside with the designated Secretary.

Section 5. Agenda Preparation and Submission. Advisory Committee members shall be allowed to make recommendations by making motions accordingly and receiving a majority of the votes. Advisory Committee members shall not be allowed to vote on any issue that is not on the posted agenda.

Committee members or agency personnel may submit a proposed agenda item to the Chair for consideration no less than fourteen (14) days prior to a scheduled meeting. The Chair will either approve or deny the request. Topics that are denied by the Chair for agenda posting may still be discussed as "Committee Member Reports," however, voting will not be permitted on items not on a posted agenda.

Section 6. Electronic Participation. Committee members may participate telephonically, with notice to the Committee Chair. A minimum of 48 hours' notice is required in order that equipment arrangements may be made. Electronic participation must be made in a medium that is audible for recording purposes, such as telephonically or via video conferencing technology. Emailed or texted participation is prohibited because of the difficulty in capturing the record. A quorum of the committee must be physically present in order to conduct any official business, and the quorum shall vote on the record their permission of the electronic meeting and inclusion of members who cannot be physically present.

Article 6
Amendments.

Section 1. These Bylaws may be amended only by a vote of two-thirds of the Committee Membership in attendance at the meeting. Amendments to these Bylaws may be proposed at the annual meeting set aside for the election of officers or at any other regular meeting. Any amendments must be in full compliance with all federal, state, and local laws.

Section 2. Written notice, setting forth the proposed amendment(s), shall be mailed or given to each Committee member at least fourteen (14) business days prior to the meeting during which they are to be considered.

Approved by the Committee this _____ day of _____, 2018.

By: _____
Committee Chair

Date: _____