

**BYLAWS  
CITY OF GEORGETOWN  
ANIMAL SHELTER ADVISORY BOARD**

**ARTICLE I. NAME AND PURPOSE**

**Section 1.1. Name.** Animal Shelter Advisory Board ("Board").

**Section 1.2. Purpose.** The Board is established for the purpose of ensuring that the City operates the Georgetown Animal Shelter in compliance with Texas Health & Safety Code Chapter 823, as amended, and other applicable laws, rules and regulations. The Board shall make recommendations to the City Council regarding the Georgetown Animal Shelter and its operations. *See Ordinance Chapter 2.111.*

**ARTICLE II. MEMBERSHIP**

**Section 2.1. Number of Members.** The Board will be comprised of seven (7) Members: four (4) statutory Members and three (3) regular Members.

**Section 2.2. Eligibility.**

- a. The statutory Members shall be persons appointed in accordance with Texas Health & Safety Code Chapter 823, as amended, which currently provides that the Board must include at least one 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. It is preferred, but not required, that the statutory Members reside or work in the City of Georgetown corporate limits or extraterritorial jurisdiction ("ETJ").
- b. Each regular Member shall reside in the City of Georgetown corporate limits or ETJ.

**Section 2.3. Appointment of Board Members.** Members of the Board shall be appointed in accordance with the City Charter.

**Section 2.4. Terms of Office.** Generally, terms of office for each Member shall be two (2) years. Generally, a Member may serve two (2) consecutive terms. Refer to *Ordinance Section 2.36 030A* for additional provisions regarding terms of office.

**Section 2.5. Vacancies.** Vacancies that occur during a term shall be filled as soon as reasonably possible and in the same manner as an appointment in accordance with the City Charter. If possible, the Member shall continue to serve until the vacancy is filled. Appointment to fill a vacated term is not included as a term for purposes of counting consecutive terms.

**Section 2.6. Compensation and Expenditure of Funds.** Members serve without compensation. The Board and its Members have no authority to expend funds or to incur or make an obligation on behalf of the City unless authorized and approved by the City Council. Members may be reimbursed for expenses authorized and approved by the City Council and the Board.

**Section 2.7. Compliance with City Policy.** Members will comply with City Ordinances, Rules and Policies applicable to the Board and the Members, including but not limited to *Ethics Ordinance Chapter 2.20* and *City Commissions, Committees and Boards Ordinance Chapter 2.36*.

**Section 2.8. Removal.** Any Member may be removed from their position on the Board for any reason, or for no reason, by a majority vote of the City Council.

### ARTICLE III. BOARD OFFICERS

**Section 3.1. Officers.** The Board Officers are Chairman, Vice-Chairman and Secretary. The Chairman is appointed by the City Council during the annual appointment process. The other Board Officers are elected by a majority vote of the Members at the first meeting after the annual appointment process.

**Section 3.2. Terms of Office for Board Officers.** Board Officers serve for a term of one year. In the event of vacancy in the office of Chairman, the Vice-Chairman shall serve as Chairman until the City Council appoints a replacement Chairman. A vacancy in the other offices shall be elected by majority vote of the Members at the next regularly scheduled meeting, or as soon as reasonably practical for the unexpired term. If possible, a Board Officer shall continue to serve until the vacancy is filled.

**Section 3.3. Duties.**

- a. The Chairman presides at Board meetings. The Chairman shall generally manage the business of the Board. The Chairman shall perform the duties delegated to the Chairman by the Board.

- b. The Vice-Chairman shall perform the duties delegated to the Vice-Chairman by the Board. The Vice-Chairman presides at Board meetings in the Chairman's absence. The Vice-Chairman shall perform the duties of the Chairman in the Chairman's absence or disability.
- c. The Secretary shall perform the duties delegated to the Secretary by the Board.

## ARTICLE IV. MEETINGS

**Section 4.1. Time and Date of Regular Meeting.** The Board shall meet once a month on the same week of the month, the same day of the week, at the same time, and at the same place. The regular date, time and place of the Board meeting will be decided by the Members at the first meeting of the Board after the annual appointment process.

**Section 4.2. Agenda.** Items may be placed on the agenda by the Chairman, the Animal Shelter Manager, the City Manager or designee, or at the request of a Member. The party (or individual) requesting the agenda item will be responsible for preparing an agenda item cover sheet and for the initial presentation at the meeting. Items included on the agenda must be submitted to the Staff Liaison no later than one week before the Board meeting at which the agenda item will be considered. Agenda packets for regular meetings will be provided to the Members in advance of the scheduled Board meeting. Agenda packets will contain the posted agenda, agenda item cover sheets, and written minutes of the last meeting.

**Section 4.3. Special Meetings.** Special meetings may be called by the Chairman or by three (3) Members.

**Section 4.4. Quorum.** A quorum shall consist of a majority of the Members. A quorum is required for the Board to convene a meeting and to conduct business at a meeting.

**Section 4.5. Call to Order.** Board meetings will be called to order by the Chairman or, if absent, by the Vice-Chairman. In the absence of both the Chairman and Vice-Chairman, the meeting shall be called to order by the Secretary, and a temporary Chairman shall be elected to preside over the meeting.

**Section 4.6. Conduct of Meeting.** Board meetings will be conducted in accordance with these Bylaws and City Council Meeting Rules and Procedures, as applicable to the Board. See *Ordinance Chapter 2.24*.

**Section 4.7. Voting.** Each Member shall vote on all agenda items, except on matters involving a conflict of interest, substantial financial interest or substantial economic interest under state law, the City's Ethics Ordinance, or other applicable Laws, Rules and Policies. In such instances the Member shall make the required disclosures and shall refrain from participating in both the discussion and vote on the matter. The Member may remain at the dais or leave the dais, at the Member's option, while the matter is being considered and voted on by the other Board Members. Unless otherwise provided by law, if a quorum is present, an agenda item must be approved by a majority of the Board Members present at the meeting.

**Section 4.8. Minutes.** A recording or written minutes shall be made of all open sessions of Board meetings. The Staff Liaison is the custodian of all Board records and documents.

**Section 4.9. Attendance.** Members are required to attend Board meetings prepared to discuss the issues on the agenda. A Member shall notify the Chairman and the Staff Liaison if the Member is unable to attend a meeting. Excessive absenteeism will be subject to action under Council policy and may result in the Member being replaced on the Board. See *Ordinance Section 2.36.010D*. Excessive absenteeism means failure to attend at least 75% of regularly scheduled meetings, including Board meetings and Subcommittee meetings. If a Member is removed from the Board that position shall be considered vacant and a new Member shall be appointed to the Board in accordance with Section 2.5 above.

**Section 4.10. Public Participation.** In accordance with City policy, the public is welcome and invited to attend Board meetings and to speak on any item on the agenda. A person wishing to address the Board must sign up to speak in accordance with the policy of the Council concerning participation and general public comment at public meetings. Sign-up sheets will be available and should be submitted to the Chairman prior to the start of the meeting. If any written materials are to be provided to the Board, a copy shall also be provided to the Staff Liaison for inclusion in the minutes of the meeting. Speakers shall be allowed a maximum of three minutes to speak, but may take up to six minutes if another individual who signs up to speak yields the time to the speaker. If a person wishes to speak on an issue that is not posted on the agenda, they must file a written request with the Staff Liaison no later than one week before the scheduled meeting. The written request must state the specific topic to be addressed and include sufficient information to inform the Board and the public. A person who disrupts the meeting may be asked to leave and be removed.

**Section 4.11. Open Meetings.** Public notice of Board meetings shall be provided in accordance with the provisions of the Texas Open Meetings Act. All Board meetings and deliberations shall be open to the public, except for properly noticed closed session matters, and shall be conducted in accordance with the provisions of the Texas Open Meetings Act.

**Section 4.12. Closed Sessions.** The Board may conduct closed sessions as allowed by law, on properly noticed closed session matters, such as consultation with attorney on legal matters, deliberation regarding the value of real property, competitive utility matters, and economic development negotiations. A recording or certified agenda shall be made of all closed sessions of Board meetings.

## ARTICLE V. REPORTS TO CITY COUNCIL

The Board shall meet with City Council, as requested, to determine how the Board may best serve and assist City Council. City Council shall hear reports from the Board at regularly scheduled Council meetings.

## ARTICLE VI. SUBCOMMITTEES

**Section 6.1. Formation.** When deemed necessary by a majority of the Board, Subcommittees may be formed for specific projects related to Board matters. Subcommittees comprised of non-Members may only be formed with the prior consent and confirmation of the City Council.

**Section 6.2. Expenditure of Funds.** No Subcommittee, or member of a Subcommittee, has the authority to expend funds or incur an obligation on behalf of the City or the Board. Subcommittee expenses may be reimbursed if authorized and approved by the Board or by City Council.

**Section 6.3. Open Meetings.** Subcommittee meetings and deliberations shall be open to the public, except for properly noticed closed session matters, and shall be conducted in accordance with the provisions of the Texas Open Meetings Act.

## ARTICLE VII. BYLAW AMENDMENTS

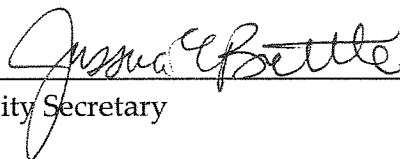
These Bylaws may be amended by majority vote of the Board Members at any regular meeting of the Board. The Board's proposed amendments to the Bylaws must be

approved by City Council at the next Council meeting after the Board's approval.  
Bylaw amendments are not effective until approved by City Council.

Approved and adopted at a meeting of the City Council on the 10 day of  
May, 2011.

ATTEST:

THE CITY OF GEORGETOWN

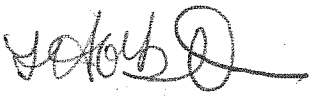
  
\_\_\_\_\_  
City Secretary

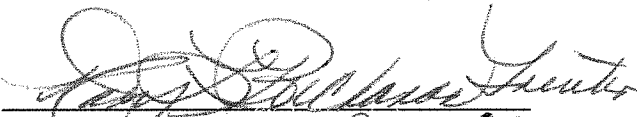
  
\_\_\_\_\_  
Mayor


Approved and adopted at a meeting of the Board on the 14th day of  
July, 2011.

ATTEST:

BOARD

  
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Board Secretary

  
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Board Chairman

  
Vice Chairman