

**LOUDOUN COUNTY
ANIMAL ADVISORY COMMITTEE**

BY-LAWS
(adopted as revised on September 23, 2015)

BACKGROUND

At the 18 July 1988 meeting, the Loudoun County Board of Supervisors approved the formation of a citizen advisory committee for animal control.

ARTICLE I: NAME

The name of this committee shall be the “Loudoun County Animal Advisory Committee,” hereinafter referred to as the “Committee.”

ARTICLE II: PURPOSE

The purpose of the Committee will be to advise the Board of Supervisors on the effectiveness of the Loudoun County Department of Animal Services.

The Committee will be an advisor to the Director of the Loudoun County Department of Animal Services.

The Committee will work to promote a public awareness of the Loudoun County Department of Animal Services.

The Committee will serve as ombudsman for Loudoun County Department of Animal Services issues or concerns.

ARTICLE III: MEMBERS

The membership of the Committee shall consist of one representative for each election district and a representative from Loudoun County At-Large. Membership shall be chosen from Loudoun County citizenship by each Board of Supervisor member. Membership shall be appointed by the Board of Supervisors. The Board of Supervisors must approve any changes to the composition of the Committee.

Membership on the Committee shall run concurrently with the term of the Board of Supervisors. A member of the Committee may serve an unlimited number of terms. Appointments and reappointments shall be made by the Board of Supervisors. Vacancies shall be filled by Board of Supervisors appointment.

Members shall agree to follow the Code of Ethics established by the Board of Supervisors.

The Director of the Department of Animal Services shall serve as the staff representative on the Committee, but will not be a voting member.

If any Committee member is absent from three (3) consecutive regular meetings, his or her appointing Supervisor will be notified and a request for reappointment will be made.

ARTICLE IV: OFFICERS

The officers of the Committee shall consist of a Chairman, a Vice Chairman and a Recording Secretary. The officers shall be elected annually by the membership of the Committee at the regular January meeting. Election of officers shall be by ballot if there is more than one nominee for an office.

ARTICLE V: DUTIES OF OFFICERS

CHAIRMAN:

The Chairman shall preside at all meetings; enforce the by-laws; prepare the agendas; establish sub-committees as deemed necessary; serve as the Committee's spokesperson; and present the Board of Supervisors with an annual report on the activities and accomplishments of the Committee.

The Chairman will set the agenda in coordination with the Director and submit the agenda to the members at least 10 days prior to the scheduled meeting date.

VICE CHAIRMAN:

The Vice Chairman shall perform all of the Chairman's duties in the absence or at the request of the Chairman.

RECORDING SECRETARY:

The Recording Secretary shall record and maintain minutes of all meetings; submit all minutes to the members for approval; maintain an official set of records for the Committee; and perform other related duties as necessary.

ARTICLE VI: MEETINGS

Regular monthly meeting will be held at a time and place to be determined by the Committee. The Chairman may call emergency meetings as may be deemed necessary.

Committee members who are unable to attend a specific meeting shall notify the Chairman and the Vice-Chairman in advance, if possible.

The Committee shall conduct their meeting activities consistent with the strategic plan and initiatives, work initiatives, and projects identified by the Board of Supervisors. The Board of Supervisors must authorize all direction and allocation of County resources and staff support for the Committee's activities. A majority vote of the Committee and approval by the Board of Supervisors is required to work on any other projects.

The Committee will conduct its meetings in accordance with the Board of Supervisor's approved standards of conduct and rules of order.

ARTICLE VII: QUORUM

A quorum shall consist of five (5) Committee members. A quorum must be present to conduct any meeting or to call a vote on a motion.

ARTICLE VIII: VOTING

Each member of the Committee shall have one (1) vote. Members of the Committee may not use proxies for meeting attendance or for voting.

ARTICLE IX: BY-LAW AMENDMENT

The By-Laws may be amended at any regular meeting of the Committee by a majority vote. All amendments shall be submitted through the Board's Standing Committee most closely related to the function of the Department of Animal Services.

ARTICLE X: REMOTE PARTICIPATION IN COMMITTEE MEETINGS

In accordance with the Board of Supervisor's approved standards of conduct and rules of order, an individual Committee member may participate in meetings of the Animal Advisory Committee from a remote location due to an emergency or personal matter, provided the Committee has a quorum (5 members) who are physically assembled at the primary meeting location.

Requests for remote participation must be made in writing to the Chairman before noon on the day of the meeting, stating the specific nature of the emergency or personal matter.

ATTACHMENT:

Loudoun County Board of Supervisors Rules of Order