

**HITCHCOCK ROAD ANIMAL SERVICES
BOARD OF DIRECTORS
ADVISORY COMMITTEE
BYLAWS**

1. ESTABLISHMENT, PURPOSE, AND AUTHORITY

1.01. Establishment. The Hitchcock Road Animal Services Board of Directors Advisory Committee (the “Advisory Committee”), which was created by the Hitchcock Road Animal Services (the “Agency”) on **August 16, 2023**, is hereby organized as provided herein. The Advisory Committee shall be independent of any other commission, committee, or board.

1.02. Purpose. The Advisory Committee shall:

(a) To ensure participation and provide input to the Board of Directors from the communities represented within the Joint Exercise of Powers Agreement (the “Agreement”), additionally the Advisory Committee may also provide professional guidance in areas not already supported by the Agency. Those areas may include:

- Review, analyze, and propose appropriate changes to the provisions of Title 8 of the Monterey County Code and Chapter 7 of the Salinas Municipal Code relating to Animal Services.
- Review and evaluate the Agency needs, services, facilities, and budget.
- Advise and assist the Agency in its public information and public relations activities.

(b) Report to the Hitchcock Road Animal Services Agency Board (“Board”) or designee, through the Advisory Committee Chair, its findings and recommendations concerning its areas of responsibility set forth above.

1.03. Staff Assistance to Advisory Committee. The Agency shall provide administrative and clerical support to the Advisory Committee.

1.04. Animal Services Staff Input to the Advisory Committee. Input from Animal Services Staff is deemed to be vitally important to the effective functioning of the Advisory Committee. Accordingly, Animal Services Staff may attend meetings of the Advisory Committee to provide firsthand account of issues affecting their (i.e. the Staff’s) work.

2. MEMBERSHIP

201. Members, Appointment, and Terms.

- (a) The Advisory Committee shall consist of an odd number of members with at least nine (9) members. No person having a conflict of interest as defined in Section 2.05 (b) by virtue of their employment shall be a voting member.

Each Member Agency of Hitchcock Road Animal Services Agency shall nominate (move to appoint) an equal number of members to the Advisory Committee. In the event the preceding sentence leaves unappointed members of the total, that unappointed number of members shall be nominated by the Board of Directors as a whole from within the jurisdiction of Monterey County. Each prospective appointee must provide a resume for the consideration of the Board. The Board of Directors must appoint each Advisory Committee member by a 3/4s vote.

The term of appointment shall be three (3) years commencing on the first of July, unless a member is replaced as described below. The Board of Directors may appoint a member for a one-time term of less than three years in order to stagger the terms of the Advisory Committee members. Members of the Advisory Committee shall be so classified that one-third of the members will have terms expiring on July 1 of each year.

The membership of the Advisory Committee should include representatives from the veterinary profession, the educational community, the agricultural industry, pet owner association and clubs, animal rescue associations (or 501(c)(3)) non-profit organizations involved with animals, kennel and pet shop operators, cities and concerned citizens. Each appointed member of the Advisory Committee shall have the right to vote.

(b) There may be up to seven (7) ex-officio members of the Advisory Committee. Ex-officio members of the Advisory Committee may include the Chief Animal Control Officer for Monterey County, Sheriff, Chief of Police, District Attorney, Agricultural Commissioner, and representatives from the Monterey County Superior Courts, the Society for the Prevention of Cruelty to Animals of Monterey County, Inc., or any incorporated municipality within Monterey County, or a designee from any of the above. An ex-officio member of the Advisory Committee shall not have the right to vote, but may participate in the meetings and activities of the Advisory Committee, including sitting on ad hoc and standing committees. These members shall be excluded from quorum and their attendance is independent of the duties of the Advisory Committee.

202. Continuation of Active Members until Expiration of Current Terms. Active members of the Advisory Committee shall continue to serve until the expiration of their respective terms.

203. Vacancies and Removal of Members.

(a) A vacancy on the Advisory Committee occurs when a member's term expires, a member resigns or dies, or when a position is declared vacant by the Hitchcock Road Animal Services Agency Board upon the recommendation of the Advisory Committee due to an incumbent member's incapacity or failure to attend meetings. Such recommendation shall be based upon a majority vote of all appointed members of the Advisory Committee and shall be reported to the Hitchcock Road Animal Services Agency Board. A vacancy shall be filled by appointment in the same manner as the appointment of the original Advisory Committee

member. Any appointment to fill a vacancy shall be for the remainder of the unexpired term. If an Advisory Committee member is absent without excuse from three consecutive regular meetings or from three of any five consecutive meetings, the Advisory Committee may recommend to the Hitchcock Road Animal Services Agency Board that the Hitchcock Road Animal Services Agency Board declare a vacancy.

(b) At least one month prior to the expiration of any Advisory Committee member's term, the Advisory Committee shall notify the Hitchcock Road Animal Services Agency Board members representing the member's Member Agency of such term expiration and the current need for representation.

(c) The Advisory Committee may provide the Hitchcock Road Animal Services Agency Board with a list of names of interested and qualified persons from which to make appointments.

204. Compensation. The members of the Advisory Committee shall serve without compensation.

205. Conflicts of Interest.

(a) For purposes of Government Code section 87103 and section 18707.4 of Title 2 of the California Code of Regulations, it is hereby found and declared that some of the persons appointed to the Advisory Committee are appointed to represent and further the interests of the specific economic interest which an individual member is appointed to represent and each such person therefore does not have financial interests in decisions of the Advisory Committee that will have a material financial effect on such person or member of his or her immediate family, distinguishable from its effects on the public generally.

(b) Agency staff has a supervisory role over Agency policies and actions, and therefore staff shall not be voting members of the Advisory Committee. This provision recognizes the need for the Advisory Committee to provide independent opinion to the Hitchcock Road Animal Services Agency Board, i.e. not influenced by a member's employment nor the opinion or policy of the department in which they are employed.

3. OFFICERS

301. Designation of Officers. The officers of the Advisory Committee shall be the Chair, Vice-Chair, and Secretary.

302. Qualification, Selection, and Terms. The Chair and Vice-Chair shall be appointed members of the Advisory Committee. Ex-officio members shall not have the right to be the Chair or Vice-Chair of the Advisory Committee. The Chief Animal Control Officer or the Officer's designee shall be the Secretary for the Advisory Committee. The Chair and Vice-Chair shall be elected by the Advisory Committee no later than July 1st of each year and shall serve for a term of one year and until a successor has been duly elected. A member of the Advisory Committee shall not simultaneously hold more than one office on the Advisory Committee.

303. Duties of Chair. The Chair shall preside at all meetings of the Advisory

Committee, shall be an ex-officio member of all committees, shall execute correspondence and other written instruments authorized by the Advisory Committee, shall appoint committees or representatives to various committees related to animal services, and shall present the annual report to the Hitchcock Road Animal Services Agency Board.

304. Duties of Vice Chair. The Vice-Chair shall, in the absence of the Chair, assume the duties of the Chair and perform such other reasonable duties as may be assigned by the Advisory Committee or by the Chair.

305. Duties of Secretary. The Secretary shall mail, deliver, or otherwise transmit all notices required by law; shall maintain minutes for Advisory Committee meetings and other records that may from time to time be required by the Advisory Committee's activities; and shall perform such other reasonable duties as may be assigned by the Advisory Committee or by the Chair. The Secretary may delegate the actual performance of the tasks necessary to fulfill these duties.

306 Vacancies and Removal of Officers. A vacancy in either office of Chair or Vice Chair shall be filled by nomination and election by the Advisory Committee as soon as practicable following the vacancy. Officers may be removed for failure to perform the duties of the office by a majority vote of all appointed members constituting the Advisory Committee.

307 Temporary Absence of Officers. If the Chair and Vice-Chair are not present at a meeting, the Advisory Committee shall select an acting Chair from one of the appointed members present at the meeting.

4. COMMITTEES

401. Standing and Ad Hoc Committees. The Advisory Committee may establish such standing committees, ad hoc committees, or task forces as it deems necessary or appropriate to carry out its duties and purposes.

402. Staff Assistance to Committees. The Agency shall provide administrative and clerical support to committees and task forces established by the Advisory Committee.

5. MEETINGS

501. Regular Meetings – Time and Place. The Advisory Committee shall establish a regular meeting date and time, which shall not be less than quarterly, and shall establish a regular place for holding meetings.

502. Special Meetings. Special meetings may be called at any time by the Chair or at the request of the Chief Animal Control Officer.

503. Ralph M. Brown Act. All meetings of the Advisory Committee shall be conducted in conformity with the provisions of the Ralph M. Brown Act, Government Code sections

54950, et seq.

504. Quorum. The Advisory Committee shall take no action unless a quorum is present at the meeting. A quorum shall be a majority of all appointed members constituting the Advisory Committee. Ex officio members on the Advisory Committee shall not be counted in determining whether a quorum is present at the meeting.

505. Majority Vote. Actions of the Advisory Committee shall be by not less than a majority vote of all appointed members constituting the Advisory Committee. A member who abstains from any vote shall be counted for the purpose of determining whether a quorum is present, but the vote of such abstaining member shall not be counted either for or against the measure in determining whether a majority vote has been obtained.

506. Minutes. A record of proceedings in the form of minutes of the Advisory Committee shall be kept on file with the Animal Services Department.

507. Robert's Rules of Order. Except as otherwise provided in these bylaws, in the rules and regulations adopted by the Advisory Committee, or at the advice of counsel, all meetings of the Advisory Committee shall be guided by the latest edition of Robert's Rules of Order.

508. Meeting Procedure. The Chair shall determine the order of business at all meetings of the Advisory Committee.

509. The Chair shall determine the Agenda for all meetings of the Advisory Committee.

6. AMENDMENT OF BYLAWS

601. The Hitchcock Road Animal Services Agency Board may amend these bylaws by majority vote.

Adopted: **August 16, 2023**
Amended: November 15, 2023