

**Rules of Procedure Governing the  
Organization and Operation of the  
ORANGE COUNTY ANIMAL SERVICES ADVISORY BOARD  
Adopted by the Board of County Commissioners: (December 6, 2004)**

**Charge to the Board**

The Orange County Animal Services Advisory Board (hereinafter, the “Board”) is the primary advisory body for the Orange County Animal Services Department (hereafter “the Department”) and is charged to provide input and advice to the staff of the Department. This function may include reviewing the allocation of resources, assisting in planning programs, and advising the Animal Services Director on policies and operation of the Department.

**Organization and Duties of the Board**

**Composition**

The Animal Services Advisory Board (hereinafter “the Board”) shall consist of twelve (12) members appointed by the Orange County Board of Commissioners. Members shall be residents of Orange County, who are not elected officials, and shall be drawn from the following groups:

- The Veterinarian serving on the Orange County Board of Health **(1)**
- Veterinarian (at-large) **(1)**
- Representative from Town of Carrboro **(1)**
- Representative from Town of Chapel Hill **(1)**
- Representative from Town of Hillsborough **(1)**
- Three at large representatives, at least one of whom resides in the unincorporated areas of the county **(3)**
- Three representatives drawn from the following groups: Orange County animal welfare organizations and animal rescue organizations, such as Animal Protection Society (APS) of Orange County, Friends of the Orange County Animal Shelter (FOCAS), Piedmont Wildlife Center, and Independent Animal Rescue (IAR). **(3)**
- One professionally certified animal handler/trainer/technician. (Applicants may be owners, operators, or staff at licensed boarding kennels, veterinary hospitals, or independent dog trainers. Applicants must be able to provide appropriately recognized credentials.) **(1)**

**1. Terms of Office**

Except as otherwise provided here, Board members are appointed to serve three-year terms. Initial appointments are staggered with the initial terms determined by the Board of Commissioners. Four of the initial appointments are three-year terms; four of the initial appointments are two-year terms; four of the initial appointments are one-year terms. The Board of Health veterinarian Board member must be currently serving on the Board of Health. No Board member may serve more than two consecutive three-year terms. Vacancies may be filled for the unexpired portion of the term of the member

replaced. On the date and at the time of the first regular meeting of the Board after the Board member's appointment by the Board of County Commissioners, the newly appointed Board members shall be seated.

**2. 3. Removal from Office**

By majority vote of a quorum present at a regular or duly called meeting, the Board may recommend to the Board of Commissioners that a Board member be removed. The Board members serve at the pleasure of the Board of County Commissioners.

**4. Officers**

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

The Chair and Vice Chair shall be elected annually by the Board and shall serve one-year terms. 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 committee of the Board as designated by the Chair and approved by the Board will develop the proposed slate. Nominations from the floor are also allowed. Each Board member shall vote by written ballot for Chair and for Vice Chair on separate motions. In the event of a tie vote, the Board shall continue balloting until the tie is broken.

**(b) Secretary**

The Animal Services Director shall serve as Secretary to the Board.

**5. Committees**

The Board shall review the existing 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 committees. Committee activities and reports are subject to the supervision and approval of the entire Board whose role is strictly advisory to county management and the Board of Commissioners. The Board shall appoint the members of each Board committee. Only Board members may serve as committee members of standing Board committees and the number of Board members on any single committee must be at least two members and may not exceed four members.

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

Another committee, an Adoption Appeals Committee, also consisting of three Board members, whose members shall also be drawn from the same slots as the potentially

dangerous dog Appeals Committee (but not the same veterinarian) shall be responsible for hearing any appeal of an adoption decision made by the Department following the Operations procedures of the Department with respect to such an appeal.

## **6. Open Records**

All written, printed or recorded materials received or made by the Board 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.

## **7. 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.

Comment: Robert's Rules of Order was designed to govern a large legislative assembly, and many of its provisions may be inappropriate for small boards. Nevertheless, it is the best source of Parliamentary procedure; care should be taken to adjust Robert's Rules of Order to meet the needs of the Board.

### **Rule 1. Meetings**

The Board 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 Board or its committees may be called by the Chair or three members of the Board, 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 Board 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 Board members.

**b. Adoption of the agenda.**

As its first order of business at each meeting, the Board shall discuss and revise the proposed agenda and adopt an agenda for the meeting. The Board may by majority vote add items to or subtract items from the proposed agenda. If items are proposed to be added to the agenda, written copies of particular documents connected with the items will be made available at the meeting to all Board members and public in attendance.

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

Any individual or group wishing to address the Board shall when reasonably possible, make a request to the Board's Secretary to be on the agenda. Time will be established for 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
- Unfinished business
- New business
- Informal discussion

**Rule 6. Presiding Officer**

The Chair of the Board shall preside at Board meetings if he or she is present. The Chair shall have the right to vote in all cases. In order to address the Board, 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 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 Board upon motion of any Board member, immediately after such decision is announced and at no other time. The Board member making the motion need not be recognized by the Chair and may not be ruled out of order.

**Rule 7. Action by the Board**

The Board 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 Board member 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 Board members (excluding vacant seats) shall constitute a quorum. A majority is more than half. The Chair shall be considered a member of the Board in determining the number on which a majority is based and in counting the number of Board members actually present. A Board member who has withdrawn from a meeting without being excused by majority vote of the remaining Board 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 (audiotape) meetings and prepare written minutes; however, the same need not be verbatim. The minutes shall be open to inspection of 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 Board member, the entire Board shall be polled by name on any vote.

**Rule 11. Revision of Rules of Procedures**

Subject to the approval of the Orange County Board of Commissioners, these Rules of Procedure may be revised by simple majority vote of Board members present at any regular meeting of the Board at which a quorum is present. Distribution of a copy of the proposed Rules change(s) to the members and a discussion of the proposed change at the preceding month regular meeting shall precede such vote. These Rules of Procedure shall be reviewed every five years for possible changes. No provision of these Rules of Procedure may be in conflict with State law. The Orange County Board of Commissioners must approve all Rules of Procedure changes before they take effect.

*Note: Includes BOCC Edits from December 6, 2004 Board Meeting  
Compiled: December 9, 2004*