

ANIMAL SERVICES ADVISORY BOARD POLICIES AND PROCEDURES

SECTION I: SCOPE

A. Purpose

1. To establish a policy and procedure whereby the Orange County Board of Commissioners will establish the specific policies and procedures governing the Animal Services Advisory Board.
2. The Orange County Board of Commissioners may appoint an advisory board whose duty is to work with Animal Services staff and serve County Commissioners in an advisory capacity regarding animal services in Orange County.

B. Authority

1. North Carolina General Statute 153A-76 grants boards of county commissioners the authority to establish advisory boards.
2. The Orange County Advisory Board Policy serves as the underlying policy document to which the Animal Services Advisory Board, in addition to this policy and procedure document, is subject. The Orange County Advisory Board Policy is attached hereto as "Exhibit A".
3. In the event that there is a conflict between the Orange County Advisory Board Policy and this Policies and Procedures document this Policies and Procedures document shall control.

C. Charge

The charge of the Animal Services Advisory Board is as follows:

1. To advise the Board of County Commissioners on matters of concern regarding animal issues and animals services in Orange County.
2. To work with the Animal Services Director (or designee) on various policy concerns and issues regarding County animal services.
3. To carry out duty to hear Potentially Dangerous Dog Declaration appeals as prescribed by N.C. Gen. Stat. §67-4.1(c).

SECTION II: GOALS AND OBJECTIVES

A. Goals

1. The Animal Services Advisory Board shall work with the Animal Services Director and designated staff to ensure quality animal services within Orange County.
2. The Animal Services Advisory Board shall work collaboratively with the Animal Services Director and staff.

B. Objectives

1. Advise the Board of County Commissioners on animal services as such.

2. Advise the Board of County Commissioners on the health, safety and quality of life as it relates to animals in Orange County.
3. Conduct fair and impartial hearings of appeals of potentially dangerous dog declaration and any other appeals as may be required by the Animal Services Department.

SECTION III: MEMBERSHIP

A. Authority

1. North Carolina General Statute 153A-76 grants boards of county commissioners the authority to establish advisory boards and to appoint members to and remove members from those advisory boards. In acting on this authority the Orange County Board of Commissioners hereby establishes certain general conditions to which applicants and members of advisory boards should conform.

B. Composition

1. The Animal Services Advisory Board is composed of twelve (12) voting members.
2. Members shall represent:
 - a. The Towns of Carrboro (1), Chapel Hill (1) and Hillsborough (1);
 - b. Three (3) at-large representatives, two (2) of which reside in the unincorporated areas of the county;
 - c. Two (2) veterinarians, one of which shall be the veterinarian serving on the Orange County Board of Health;
 - d. Three (3) county residents whose experience demonstrates a commitment to animal welfare and/or advocacy;
 - e. One (1) professional animal handler, trainer or technician with a recognized credential or certification.

SECTION IV. MEETINGS

A. Staffing

1. Orange County staff may serve a support function to advisory boards upon the approval of the Orange County Manager.
2. Regular meetings shall occur the third Wednesday of January and recurring every other month at 6:30 p.m. at the Animal Services Building, Chapel Hill.

SECTION V. COMMITTEES

1. Potentially Dangerous Dog Appeal Committee
 - a. Three (3) members of the Animal Services Advisory Board, selected by the Board Chair and approved by the board as a whole, shall form a Potentially Dangerous Dog Appeal

Committee to satisfy Orange County's obligation under Chapter 67 of the North Carolina General Statute.

- b. At least one (1) member shall be a veterinarian and one (1) shall be a member whose position is based upon residency.
- c. The responsibility of this committee is to determine whether or not a potentially dangerous dog declaration is warranted based upon the definition(s) set out by the North Carolina General Statute.
- d. The Potentially Dangerous Dog Appeal Committee shall be convened as needed by the Animal Services Director.
- e. In the event that a member is unable to attend within the timeline mandated by the North Carolina General Statute, the Animal Services Director may designate another voting member of the Animal Services Advisory Board to fill his or her place.

2. Other Appeal Committees

- a. Committees for other appeals (e.g., adoption denials) may be formed as needed.
- b. These committees shall have no fewer than three members and the members shall be appointed by the Chair of the Animal Services Advisory Board.
- c. A chair for such an appeal committee shall be designated by the Chair of the Animal Services Advisory Board.
- d. The appeal committee chair shall be responsible for coordinating with the Animal Services Director to ensure that any such appeal is conducted in a timely and a judicious manner.

SECTION VI. ORIENTATION

A. Attendance

- 1. Within three months of his or her appointment, each member shall attend an orientation presented by the Animal Services Advisory Chair (or another officer) and the Animal Services Director (or designated staff) to familiarize the advisory board members with the operation of County government, the department organization and policies, and the operating procedures of the advisory board.

SECTION VII. BY-LAWS

A. By-Laws

- 1. Any bylaws adopted by the Animal Services Advisory Board are void and no further bylaws shall be adopted. Procedure shall be governed solely by this policy document and the General Advisory Board Policy Document.
- 2. Should the Animal Services Advisory Board determine modifications to policies and procedures are necessary the Animal Services Advisory

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Board may petition the Board of County Commissioners for such modifications.