

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 (“BOCC”) will establish the specific policies and procedures governing the Animal Services Advisory Board (“ASAB”)
2. The BOCC 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 ASAB, in addition to this Policies and Procedures 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 ASAB is as follows:

1. To advise the BOCC 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 Orange County animal services.
3. To recommend members of the ASAB to the BOCC for appointment to the Animal Service Hearing Panel Pool, however, the ASAB acknowledges these recommendations to the BOCC are merely advisory.

SECTION II: GOALS AND OBJECTIVES

A. Goals

1. The ASAB shall work with the Animal Services Director and designated staff collaboratively to ensure best-in-class quality animal services within Orange County.
2. The ASAB shall maintain contact with the stakeholder groups from which its members are appointed in working with the Animal Services Director and staff.

B. Objectives

1. Provide a venue in which stakeholder concerns about animals, animal policies and issues and animal services programming may be voiced, considered and as appropriate referred to the BOCC and/or County Manager..
2. Advise the BOCC on animal services as such, and shall make recommendations for changes to Chapter 4 of the County Ordinances and/or state statutes when deemed appropriate
3. Advise the BOCC on the health, safety and quality of life as it relates to animals in Orange County.

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 BOCC has hereby established certain general conditions to which applicants and members of advisory boards, including the ASAB shall conform.

B. Composition

1. The ASAB is composed of thirteen (13) 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; and
 - c. Two (2) veterinarians, one of which shall be the veterinarian serving on the Orange County Board of Health, who shall serve in this position for the duration of his or her membership on the Board of Health until replaced by a new veterinarian appointee to the Board of Health; and
 - d. Three (3) county residents whose experience demonstrates a commitment to education around animal issues, legislative advocacy, and/or animal welfare (e.g., rescue work and organizations, service and support for Orange County residents with animals, efforts to work with free roaming or feral cats, volunteering at animal shelters) and
 - e. One (1) professional animal handler, trainer or technician with a recognized credential or certification, and
 - f. One (1) owner or manager of a for-profit business located in Orange County focused on companion or recreational animal welfare (e.g., pet supply stores, kennels, grooming salons, dog-walking business, , etc.), and who is not engaged in the practice of veterinary medicine.

3. The ASAB shall elect a Chairperson, Vice Chairperson, and Secretary by open ballot to serve a term of two years.

SECTION IV. MEETINGS

1. Regular meetings shall occur at least nine times per year. Additional meetings may be called by the ASAB Chair or Vice-Chair in the Chair's absence as needed. The ASAB Chair shall coordinate with the Clerk to notice meetings.
2. A quorum of half the appointed ASAB membership plus one is necessary to conduct business.
3. Animal Services staff may serve a support function to the ASAB in preparation for and during its meetings, under the direction of the Animal Services Director.

SECTION V. BOARDS AND COMMITTEES

1. Animal Services Hearing Panel Pool
 - a. Three (3) members of the ASAB shall serve terms of two years as members of the Animal Services Hearing Panel Pool. The ASAB chair, following consultation with the full ASAB, shall send the names of his or her three nominations for the Animal Services Hearing Panel Pool to the BOCC for its consideration and approval.
 - b. Members of the ASAB serving on the Animal Services Hearing Panel Pool shall chair all hearing panels, but no more than one ASAB member may serve at one time on any hearing panel.
2. Committees
 - a. Ad-hoc committees to study issues of interest or concern to the ASAB may be formed as needed.
 - b. Committees shall have a charter and identified deliverables when they are formed.
 - c. Committees shall consist of no fewer than three members and the members shall all be from the ASAB and appointed by the Chair of the ASAB.
 - d. A chair for such a committee shall be designated by the Chair of the ASAB.

SECTION VI. ORIENTATION TRAINING

1. Within three months of his or her appointment to the ASAB, each member shall attend an orientation presented by the ASAB 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 ASAB.

SECTION VII. BY-LAWS

A. By-Laws

1. Any bylaws previously adopted by the ASAB are void. Procedure shall be governed solely by this Policies and Procedures document and the General Advisory Board Policy Document.
2. Should the ASAB determine modifications to policies and procedures are advisable the ASAB may petition the BOCC for modifications.

***Approved by the Board of County Commissioners
June 6, 2017***