

City of Wichita
ANIMAL CONTROL ADVISORY BOARD
Administrative Policies/By Laws for Board

1. Creation: The Animal Control Advisory Board was established by the City Council by adoption of Chapter 6.02.010 through 6.02.040 of the Code of the City of Wichita, which became effective on March 24, 2015.

2. Purpose: The primary purpose of the Animal Control Advisory Board is to provide recommendations to the Wichita Police Department Division of Animal Control, to encourage responsible pet ownership, ensure the humane treatment of all animals, and promote public safety through the recommendations of animal control ordinances to the City of Wichita, Kansas. The actions of the Animal Control Advisory Board shall be advisory only. The Animal Control Advisory Board and its members shall have no authority over City Staff or authority to speak on behalf of the Animal Control Section, obligate the Animal Control Section, or to carry out activities on behalf of the Animal Control Section without appropriate approvals.

3. Membership and Terms: The Animal Control Advisory Board shall consist of seven at-large members appointed by the City Council with a goal of having one member from a certified local rescue group. In addition to his or her choice of an at-large member, the Mayor shall choose an eighth member who is a licensed or retired veterinarian. The Animal Control Advisory Board shall be assisted by a designated representative of the City of Wichita to serve as the non-voting, secretary of the board and at least one representative from Animal Control to serve as advisor. All appointed members must meet the provisions of Section 2.12.010 of the Municipal Code for the City of Wichita, Kansas. The board shall elect its own chairman and make such rules as are necessary for the conduct of its business and shall be subject to the provisions of section 2.12.020 of the Municipal Code for the City of Wichita, Kansas.

The selection of the members of the Animal Control Advisory Board and the filling of vacancies shall be determined by City Council. Members shall serve a term of one year. Members may be reappointed by successive terms, not to exceed eight consecutive years. Members may be removed from office by the City Council under the procedures established by Ordinance for nonattendance at three consecutive meetings, or absence at more than 50 percent of the meetings in any twelve-month period of time.

All vacancies on the Animal Control Advisory Board shall be filled for the unexpired term in the manner that the position was originally filled.

4. Meetings and Procedures: The Animal Control Advisory Board shall meet at least once each month. Additional meetings may be called by the Chief of Police or by a

majority of the Animal Control Advisory Board by giving notice to all members and staff of the date, time, place and purpose of the meeting.

All meetings of the Animal Control Advisory Board and its sub-committees are subject to the Kansas Open Meetings Act, requiring notice of the date, time, and location of the meeting. Cameras and recording devices shall be allowed at meetings, subject to the reasonable direction of the Chair to allow the orderly conduct of the meeting.

It is the policy of the City to allow public participation on items coming before the Animal Control Advisory Board. Following the presentation of the item and before action by the Animal Control Advisory Board, the item shall be open for discussion by the members of the public. Each public member shall be subject to a limitation of five minutes for each presentation, unless extended by the majority of the Animal Control Advisory Board. The Chair shall have the discretion to reasonably limit the length or number of public presentations when unduly repetitious, not germane to the issue, or in the event the unusual length of business or time constraints require such limitation.

All meetings of the Animal Control Advisory Board and their sub-committees shall be conducted in accordance with Robert's Rules of Order Revised, except where superseded by Ordinances of the City or Bylaws modified and approved by the City Council. Where there is no conflict with the established parliamentary authority, the Animal Control Advisory Board may establish such additional rules of conduct for its members as is deemed reasonable and appropriate.

5. Quorum and Voting: A majority of the members appointed and qualified at any given time shall constitute a quorum of the Animal Control Advisory Board. All actions and recommendations of the Animal Control Advisory Board shall be made by a majority of the members in attendance and voting at the time of the vote. No actions shall be taken in the name of the Animal Control Advisory Board where a quorum of less than fifty percent of its membership is present. No proxy votes shall be permitted in the conduct of the Animal Control Advisory Board's business.

Members shall discharge the responsibilities of their office and shall vote on all matters coming before the Animal Control Advisory Board, except in those matters announced to the Chair in which the member declares a conflict of interest, in which case the member may abstain. Members so abstaining shall be counted for the purpose of determining a quorum. Unless a member audibly votes to the contrary or announced an abstention, silence in voting shall be recorded as an affirmative vote.

In the absence of a quorum at any meeting, the Chair may adjourn the meeting to a specific time, date, and place, which shall be publicly announced. (Refer to Section 5). The lack of a quorum shall not preclude the remaining members from hearing from the public present on any item and reporting such public comments to the full Animal Control Advisory Board.

6. Agenda and Order of Business: The agenda for each meeting shall be prepared by the ex officio secretary and provided to the Animal Control Advisory Board and made available to the public prior to each meeting. Upon approval of two thirds of the

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member's present, additional items may be added to the agenda at the meeting provided that such business item will not extend the meeting beyond the established time limitation for meetings.

A regular order of business shall include a Call to Order, Approval of Minutes, Considerations of the items of business generally organized by subject matter. The Animal Control Advisory Board shall have the discretion to establish a public agenda to consider statements from the public on topics not covered in the agenda, provided that such public agenda shall not be used to discuss matters of personnel, litigation, and specific violations of laws and ordinances.

7. Officers and Staffing: The Animal Control Advisory Board will elect its own Chairperson. A new Chairperson will be elected in August every year.

The Chairperson shall serve as the presiding officer and direct the conduct of the meeting and preserve the order and decorum of the meeting. The Chair shall decide all questions of order, based on the Roberts Rules of Order Revised, subject to an appeal to the majority of the Animal Control Advisory Board. Additionally, the Chair shall serve as the deciding vote in the event of a tie.

The Chairman shall appoint a Chair *Pro Tem* to serve in the absence or abstention of the Chair. The Chair *Pro Tem* shall serve when the Chairman is absent or not participating in a particular agenda item.

The Secretary will take the meeting minutes. The secretary shall prepare and coordinate the agenda, distribute documents, and perform such other administrative/clerical duties as are necessary for the reasonable and efficient operations of the Animal Control Advisory Board. Legal services shall be provided by the Department of Law.

8. Sub-Committees: The Animal Control Advisory Board may establish such standing or special sub-committees as are necessary for the efficient and effective operation of the Animal Control Advisory Board. Such sub-committees (by whatever name) may be established to address specific Animal Control issues of concern, consider and make recommendations to the Animal Control Advisory Board on certain topics regularly coming before the Animal Control Advisory Board, or serve certain coordination functions.

9. Conflict of Interest and Quasi-Judicial Proceedings: Members of the Animal Control Advisory Board_s are subject to the conflict of interest provisions of State law and City Ordinances, and shall disclose such conflicts or abstain from participation as required by law.

10. By Laws: A copy of all proposed amendments to these bylaws shall be mailed by the Secretary to each member of the Board at least ten days prior to the date at which action is to be taken on the amendment.