

# CITY OF WYLIE ANIMAL SHELTER ADVISORY BOARD BYLAWS

## ARTICLE I

### Name

Section 1. The City of Wylie Animal Shelter Advisory Board is hereby established to act in an advisory capacity to the city council and to assist the city in complying with the requirements of Chapter 823 of the Texas Health and Safety Code.

Section 2. As authorized by the City Charter, City of Wylie and City Ordinance No. 2003-11 , this body shall be known as the Animal Shelter Advisory Board.

## ARTICLE II

### Members

Section 1. Number of Members/Qualified Appointment/Terms. The Board shall consist of ~~five (5)~~ **seven (7) members**. The Board shall consist of one licensed veterinarian, one member of the City Council of the City of Wylie, Texas, The Animal Services Manager of the City of Wylie, Texas (whose duties include the daily operation of the Wylie animal shelter), one representative from an animal welfare organization, and ~~one resident~~ **three (3) residents** of the City of Wylie, Texas, with all Board members appointed by the City Council for a term of two (2) years, with the exception of the Animal Shelter Manager who shall be a permanent member of the board.

Section 2. Except for the animal services manager, no board member shall serve for more than three (3) consecutive terms or six (6) consecutive years (whichever is less); provided, however, that should a board member's replacement not be qualified upon the expiration of any term of a board member, then that board member shall holdover on the board until a qualified replacement board member has been appointed.

Section 3. In addition to Board members, the City Manager may appoint a staff designee as an ex officio member of the Board, who shall have no right to vote

on any matter before the Board. Each Board member shall serve without compensation, but may be reimbursed for actual expenses approved in advance by the City Council.

## ARTICLE III

### Meetings

Section 1. The Animal Shelter Advisory Board shall meet at least three (3) times per year and any additional meetings as may be called.

Section 2. Special meetings may be called by the Chair or at the call of any two members of the Board, provided that notice thereof be given in writing to the Chair or Vice Chair.

Section 3. ~~Three (3)~~ **Four (4)** Board members shall constitute a quorum of the Board for the purpose of conducting its business, exercising its power and for all other purposes. No action of the Board shall be valid or binding unless adopted by the affirmative vote of a majority of those Board members present and voting.

Section 4. No action of the Board shall be valid or binding unless adopted by the affirmative vote of a majority of those Board members present and voting.

Section 5. When vacancies occur on the Board, the City Council shall appoint, by majority vote, a replacement to serve the remainder of the term.

Section 6. Each Board member serves at the pleasure of the City Council and may be removed at the discretion of the City Council. Board member absences shall be controlled by Article VIII of the Wylie's Charter.

Section 7. Robert's Rules of Order (current edition) shall govern the parliamentary procedure of the Board, in cases to which they are applicable and in which they are not inconsistent with these by-laws.

# ARTICLE IV

## Powers and Duties

Section 1. The Board shall act in an advisory capacity to Wylie staff and the City Council in any matter pertaining to compliance with Chapter 823, Health and Safety Code.

Section 2. The board, through its chairperson, shall report to the city council concerning its activities and proposals by submitting to the city council the approved minutes of each meeting of the board and copies of all reports of inspections conducted by the department of state health services, veterinarians or other authorities and all statistical reports of shelter operations considered and approved by the board.

Section 3. The Board's authority shall not extend to the direction, supervision, employment or termination of Wylie employees. No supervisory power of the Board is created.

Section 4. The Board will develop for City Council approval a set of by-laws governing rules of procedure for their meetings and operation.

Section 5. The Board shall not have the power to obligate Wylie for funds and/or expenditures or incur any debt on behalf of Wylie.

Section 6. All powers and duties prescribed and delegated herein are delegated to the Board, as a unit, and all action hereunder shall be of the Board acting as a whole. No action of an individual Board member is authorized, except through the approval of the Board or City Council.

Section 7. The Board shall have any other power and/or duty as prescribed and authorized by the City Council.