

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 seven (7) members. The Board shall consist of one (1) licensed veterinarian, one (1) 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 (1) representative from an animal welfare organization, and 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. With the adoption of Ordinance 2023-10, the initial terms are amended as follows:

- (a) Licensed Veterinarian term expires 6/2024
- (b) Member of City Council term expires 6/2025
- (c) Animal Welfare Organization representative term expires 6/2023
- (d) Resident (1) of the City term expires 6/2024
- (e) Resident (2) of the City term expires 6/2025

(f) Resident (3) of the City term expires 6/2025

Section 2. At the conclusion of the above initial terms, members shall serve a staggered two (2) year term. 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), unless extended by the affirmative vote of at least three-fourths of the full membership of the City Council. Except for a Board member whose tenure has been extended by the City Council as provided above, a member who has served three consecutive, two-year terms or six consecutive years, whichever is less, on the Board may be reappointed to serve on the Board after being off the Board for at least one year, and upon reappointment, the member is eligible to serve another three consecutive terms or six consecutive years, whichever is less. Such member is eligible, however, for appointment to a different board or commission without waiting.

Section 3. Qualifications. Except as provided in this Section, each member shall have been a resident of the City of Wylie for not less than twelve (12) consecutive months immediately preceding appointment. The following members are exempt from the City residency requirement:

- a) The Animal Services Manager;
- b) A licensed veterinarian; and
- c) A representative from an animal welfare organization.

All members shall be qualified voters. No member shall be an employee of the City of Wylie, except the Animal Services Manager. No member shall be the spouse or domestic partner of an employee of the City of Wylie.

Section 4. Chair and Vice Chair Appointment. The Board shall, elect a chairman and vice-chairman from among its membership each year at the first regular meeting after annual appointments. The Chairperson and Vice-Chairperson will serve for a period of one (1) year.

Section 5. 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. An agenda shall be prepared by the Animal Services Manager or his/her designee for each meeting of the Animal Services Advisory Board. All notice of meetings shall be posted in accordance with applicable rules and provisions of the state law.

Section 4. 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 5. Abstention vote. If a Board member chooses to abstain from voting, where no declared conflict of interest exists, the vote shall be recorded as a negative vote in the official minutes.

Section 6. When vacancies occur on the Board, the City Council shall appoint, by majority vote, a replacement to serve the remainder of the term.

Section 7. 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 Wylie's Charter.

Section 8. 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.