

**Ventura County
Animal Services Commission
By-Laws**

Article 1 Name: This Commission shall be known as the Ventura County Animal Services Commission.

Article 2 Object: To serve as an advisory level Commission regarding contract Animal Services to the cities of Ventura County, and the Ventura County Board of Supervisors and to make recommendations to the Animal Services Director and the Ventura County Board of Supervisors regarding Animal Services policies, programs and service levels.

Additionally, to facilitate communication and collaboration among the County and contract cities on Animal Services issues, including such matters as city and County ordinances and services, and the support of or opposition to State legislation.

Article 3 Officers: The Commission shall elect from its members, a Chair and Vice-Chair to serve for one year. The election shall be held at the first meeting after January 1st each year. Elections for unfilled officer terms shall be held at the next regularly scheduled meeting.

A Recording Secretary shall be provided by Animal Services.

The Animal Services staff and designated city representation shall provide staff support to the Commission.

Article 4 Membership: The Commission shall consist of one member appointed from the Board of Supervisors and one from the City Council of each of the participating incorporated cities. An alternate member appointed by the Board of Supervisors, and an alternate member appointed by the City Council of each of the participating incorporated cities, may appear on behalf of a regular member (with full authority) when the regular member is absent.

Each member, and alternate member, shall serve at the pleasure of the authority making his/her appointment.

Article 5 Duties of the Chair: It shall be the duty of the chair to preside at all meetings of the Commission, sign all documents of an official character pertaining to the Commission and appoint all subcommittees unless otherwise ordered. The chair shall be a voting member. The chair shall enforce the observance of the by-laws and to decide on all disputed points of order. The chair shall attempt to preserve a quorum when members request permission to depart before adjournment of the meeting.

The chair shall have the power to call special meetings. Business at special meetings shall be limited to the subject mentioned in the call.

Article 6 Duties of the Vice-Chair: It shall be the duty of the vice-chair to act in the absence or disability of the chair or when requested by the chair.

Article 7 Quorum: The quorum shall consist of more than 50% of the membership of the Commission.

Article 8 Subcommittee: All subcommittees shall be appointed during the course of a regular or special meeting. All members shall have the right to report on any issues referred to that subcommittee.

Article 9 Expenses: The members of the Commission shall recommend a per diem allowance for approval by the Board of Supervisors.

Article 10: Neglect of Duty: Should any member of the Commission be absent from two successive regular meetings, unless excused by the chair, the appointing authority may be asked to replace the member.

Article 11 Meetings: The regular meetings of this Commission shall be held quarterly on the second Thursday of that month. The place and time shall be specified in the notice sent to the members by the Recording Secretary. (Amended 10/11/79)

Article 12 Meeting Agenda: The meeting agenda shall be drafted by the Director and Recording Secretary and sent to the Chair at least seven (7) calendar days prior to the scheduled meeting for approval. The agenda shall be sent to the members at least seventy-two (72) hours prior to the meeting and posted publicly at the same time as it is sent to members.

All members shall submit items to be considered for placement on the agenda to the Recording Secretary at least ten (10) calendar days prior to the scheduled meeting. Final approval for placement of an item on the agenda, other than the compilation of "Public Information/Correspondence Received" discussed in Article 14, shall be determined by the Chair.

Article 13 Rules of Order: The chair having called the meeting to order shall conduct business as follows: (1) Roll Call; (2) Pledge of Allegiance; (3) Review/Reordering of the Agenda; (4) Consent Agenda/Approval of; (5) Presentations, Proclamations, and Commendations; (6) Public Comments; (7) Business Items; (8) Director's Report; (9) Subcommittee Reports; (10) Commissioner Comments; (11) Adjournment.

The usual rules of parliamentary procedure as used by the Ventura eCounty Board of Supervisors/City Council will be used as a guide in conduct of meetings.

Article 14 Dissemination of Information by Members: To preserve adherence to the Brown Act, any member wishing to distribute information to other members related to Ventura County Animal Services and/or general information related to the animal welfare field shall send such to the Recording Secretary who will note receipt of such informational materials on the next agenda as "Public Information/Correspondence Received," make such information available to the public with the posting of the agenda, and distribute such informational materials to all members with the agenda. A member shall not distribute any such information directly to other members.

Article 15 By-Laws: By-laws shall be reviewed no less than every five (5) years. The official by-laws shall be distributed to all committee members and a copy shall be filed with the Clerk of the Board of Supervisors and the Clerk of each city. All propositions to repeal or amend any part of these by-laws shall be in writing stating the reason why the change should be adopted. Such changes can be recommended only at a regular meeting with a quorum of the Commission members present and voting in the affirmative. All changes in by-laws will be forwarded to the Board of Supervisors and City Councils for information. (Amended 2/14/1980)

Article 16 Dissolution: This Commission shall remain in operation until such time as the County Animal Services no longer extends its services to contract cities.

Approved by the Animal Regulation Commission May 31, 1979.

Amended by the Animal Regulation Commission October 11, 1979.

Approved and Amended by the Animal Regulation Commission
February 14, 1980.

Approved and Amended by the Animal Regulation Commission October 8, 2009.

Approved and Amended by the Animal Services Commission January 2013.

Approved and Amended by the Animal Services Commission December 2016.

Approved and Amended by the Animal Services Commission February 14, 2019.

Approved and Amended by the Animal Services Commission February 10, 2022.