

City of San Angelo
Animal Shelter Advisory Committee
Bylaws

These bylaws restate in their entirety and supersede any bylaws of the board that may be in effect upon their adoption and approval by the City Council for the City of San Angelo.

1. General governing statutes, ordinances, and rules

The Animal Shelter Advisory Committee of the City of San Angelo, hereinafter referred to as the “Animal Shelter Advisory Committee” or simply the “Committee”, shall be governed by these bylaws, subject to ordinances establishing and governing the Animal Shelter Advisory Committee now in effect or hereinafter adopted or amended, and state law including:

- a. City of San Angelo Code of Ordinances, Chapter 2, Article 2.07 “Boards, Committees and Commissions”, Division 1 “Generally” and Division 13 “Animal Shelter Advisory Committee”.
- b. Chapter 171 in the State of Texas Local Government Code, concerning conflicts-of-interest by officers of municipalities.
- c. Chapter 551 in the State of Texas Government Code, concerning the open conduct of meetings, recording and notices of meetings.
- d. Chapter 552 in the State of Texas Government Code, concerning Public Information.
- e. Chapter 823 in the State of Texas Health and Safety Code, concerning animal shelters.

2. Membership of the Committee and Quorum

The Animal Shelter Advisory Committee shall consist of seven (7) members appointed by the City Council pursuant to the rules, terms and qualifications provided at Article 2.07, Divisions 1 and 13 of the City of San Angelo Code of Ordinances as amended from time to time. Membership criteria shall include one veterinarian, one municipal or county official, one person whose duties include the daily operation of an animal shelter, one person who is an officer or employee of an animal welfare organization and three members who are City of San Angelo residents.

Four members shall constitute a quorum of the committee necessary to conduct business. The following additional rules shall apply to the Committee:

a. Resignation

Any committee member proposing to resign shall give written notice of that intent to the committee chairperson and secretary. When a chairperson resigns or a position otherwise becomes vacant, the secretary shall promptly advise the city clerk of the vacancy on the committee.

b. Officer consecutive terms

A committee member may serve consecutive one-year terms as chairperson or vice-chairperson.

c. Attendance

Any committee member who misses three (3) duly called meetings pursuant to notice in any twelve (12) month period shall be deemed to have automatically resigned from office subject to reappointment for the balance of the member's term by City Council. The secretary shall make periodic attendance reports to the committee, which may form the basis for declaration of a vacancy by the committee. The vacancy shall be filled in the manner provided for under Article 2.07, Division 1, of the City of San Angelo Code of Ordinances, as amended.

d. Staff Liaison

The assistant director of Neighborhood & Family Services shall be designated as the committee's staff liaison and shall cause copies of the committee's agenda, minutes, and notices to be filed with the City of San Angelo city clerk. Said liaison may cause designate other City staff to facilitate matters of the committee as he/she deems necessary.

3. Meeting date, time and place

Notwithstanding anything contrary in Division 1 of Article 2.07, and pursuant to authority provided at subsections 2.07.001(7) and (13) thereof, the committee shall meet at least three times annually on a day and at a time called by the staff liaison with notice to each committee member.

All meetings of the committee shall be held at the City Hall – East Mezzanine, 72 West College Avenue, San Angelo, Texas 76903, except as may be designated by the staff liaison for a different, appropriate venue located inside the corporate limits of the City of San Angelo.

4. Conduct of meetings

Meetings of the committee shall be open to the public in compliance with the requirements of the Open Meetings Act, Chapter 551 of the Texas Government Code. The committee may meet in closed executive session during an open meeting only when in compliance with the Open Meetings Act, Chapter 551 of the Texas Government Code.

5. Minute record

The committee shall maintain a minute record book which shall be kept posted to date. In the minute record book shall be recorded the committee's proceedings, showing attendance, absences, the agenda subject of each consideration, each decision, recommendation or action taken, and all other official actions.

The draft-minute record of a committee meeting shall be presented for approval at the next subsequent meeting of the committee after preparation of the draft. The minute record must be approved by a majority of the committee members present and voting.

6. Officers of the Animal Shelter Advisory Committee

a. Election of chairperson and vice-chairperson

At the first meeting of each calendar year, as the first item of new business, the committee shall elect a chairperson and vice-chairperson. The election shall be determined by a majority of those committee members present and constituting a quorum at said meeting.

b. Presiding at meetings

If present and able, the chairperson shall preside at all meetings of the committee. During the absence or inability of the chairperson to preside, the vice-chairperson shall exercise or perform all the duties and be subject to all the responsibilities of the chairperson. If both are absent or unable to preside, the members present shall appoint an acting chairperson to preside.

c. Chairperson authority

In accordance with these and other applicable rules, the presiding officer shall decide all points of procedure or order, unless otherwise directed by a majority of the members in attendance on a motion duly made and passed. The presiding officer shall maintain order and decorum, and to that end, may order removal of disorderly or disruptive

persons. The presiding officer shall, furthermore, vote on all matters and motions pending before the committee.

d. Sub-committees

The chairperson shall appoint such sub-committees as may be found necessary by a majority of the committee members or upon request of the staff liaison or City Council. Sub-committees shall consist of at least two (2) members of the committee.

e. Succession of vice-chairperson to chairperson

The vice-chairperson shall succeed the chairperson if the chairperson vacates office before the term is completed. The installation of the vice-chairperson as chairperson, and the election of a new vice-chairperson shall occur at the next called meeting following vacation of the chairperson's seat on the committee.

f. Delegation to vice-chairperson

The chairperson may delegate specific duties generally to the vice-chairperson or may authorize the vice-chairperson to perform specific duties, during the chairperson's absence, so that the necessary committee functions are performed in a timely manner. The vice-chairperson shall perform all duties so delegated. In case of absence or incapacity of the chairperson, and on approval by a majority of the committee members, the vice-chairperson shall perform any or all of the duties of the chairperson, whether or not so delegated.

g. Appointment of secretary and secretary duties

The staff liaison shall be designated as the committee secretary. The secretary shall attend to correspondence relating to business of the committee; prepare and post all notices required; attend meetings of the committee as required; prepare staff reports and make recommendations to the committee on matters under deliberation; ensure compliance with applicable rules, ordinances and statutes; maintain custody of the records of the committee; and generally perform clerical work of the committee.

7. Conduct of committee members

If any committee member has a perceived conflict of interest other than as stated in the Conflict of Interest provisions of Division 1, Article 2.07 of the City of San Angelo Code of Ordinances, for a specific matter from which he or she desires to be excused, then that committee member may be excused by a majority vote of the remaining committee members. The committee member excused must leave the meeting room. After all deliberation by the committee on that matter is complete, the excluded committee member shall rejoin the committee.

8. Amending these bylaws


These rules may be amended at any regular or special meeting of the Animal Shelter Advisory Committee, by a majority vote of a quorum of the committee, provided that notice of said proposed amendment is given to each member in writing at least 72 hours prior to said meeting.


9. Miscellaneous

- a. All documents, photographs, or copies thereof submitted to the committee for presentation purposes shall become the property of the City.
- b. Matters referred to the committee by the City Council shall be placed on an agenda for the next called meeting or designated future meeting of the committee for consideration.


Duly adopted by the Animal Shelter Advisory Committee, subject to approval of the City Council of the City of San Angelo, Texas this 15th day of August 2024.

ATTEST:

Signed by:

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Morgan Chegwidden, Assistant Director
Neighborhood & Family Services

Signed by:

9BFFBDD81DE6464
Victor Schulze, Chairperson

Approved and adopted by the City Council for the City of San Angelo, Texas, this 17th day of September, 2024.

Signed by:

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Brenda Gunter, Mayor