

## **Stokes County Animal Control Advisory Council**

The Stokes County Board of Commissioners is seeking the following appointments to the Stokes County Animal Control Advisory Council:

- Private citizen (two vacancies)
- Member from an Animal Advocacy Organization (one vacancy)

### **Guidelines for Establishment and Operation Of the Stokes County Animal Control Advisory Council**

#### Article 1: Name and Purpose

The Stokes County Board of County Commissioners desires to appoint a body to be called the Stokes County Animal Control Advisory Council, (Advisory Council). The purpose of which will be to provide review and evaluation of animal-related issues, needs and services on an ongoing basis and provide recommendations related to these matters to the Stokes County Board of County Commissioners.

#### Article 2: Duties

The Advisory Council shall review and evaluate animal-related issues, needs and animal control services in Stokes County.

The Advisory Council shall assist the Stokes County Chief Animal Control Officer in the development of a Strategic Plan for the Stokes County Animal Control Department and provide proposed policy recommendations related to the plan for submission to the Stokes County Board of County Commissioners. Recommendations related to budget and capital improvements must also be submitted to the Stokes County Manager for review and consideration.

The Advisory Council shall monitor trends involving changes in animal populations, programs, demands for service, licensing activities and fees related to animals and report their findings to the Stokes County Board of County Commissioners as appropriate.

The Advisory Council shall coordinate its activities with other agencies and boards involved with animal welfare and control issues in order to provide the best utilization of community resources.

The Advisory Council or an authorized subcommittee of the council shall work with the County Manager as needed to review monetary donations made for the benefit of the Stokes County Animal Shelter and make expenditure recommendations for such funds.

The Advisory Council shall not be responsible for nor have authority over the day-to-day operations of the Stokes County Animal Control Department.

Article 3:     Membership

The Advisory Council shall consist of ten (10) members and they will be appointed by the Stokes County Board of County Commissioners and in accordance with the approved county appointment procedure. Appointments should fulfill the following affiliations and categories:

- a) One member employed by the Stokes County Sheriff's Office.
- b) One member employed by the Stokes County Health Department.
- c) A licensed Veterinarian.
- d) Stokes County Chief Animal Control Officer – (Ex-Officio Non voting member)
- e) Two members from an Animal Advocacy Organization.
- f) Four private citizens living in a separate geographical quadrant of Stokes County.

Terms of Appointment

In forming the Advisory Council, the Stokes County Board of County Commissioners shall appoint half of the non-county employee appointments to a term of one year, and the remaining non-county employee appointments to an initial two-year term. Thereafter, all non-county employee members shall be appointed for two-year terms. County employee appointments will be made as needed.

Vacancies

If a vacancy occurs, the Stokes County Board of County Commissioners shall appoint someone to fill the unexpired term in accordance with the position designation and approved county appointment procedure. A vacancy may be declared by the Advisory Council Chairman when a council member has two (2) consecutive unexcused absences from regular meetings, or the member fails to provide the Advisory Council Chairman or Stokes County Chief Animal Control Officer prior notice that they will need to be absent. When prior notice is properly provided, the Advisory Council Chairman will determine if the absence is excused or unexcused.

Officers

At a minimum, the Advisory Council shall elect one member as Chairman and one member as Vice Chairman. Other officers may be established as deemed necessary by the Advisory Council. However, the Advisory Council shall have a member to record minutes of each meeting and all resolutions, recommendations, or adopted actions of any sort and such minutes will be available to the public within a reasonable period of time.

### Election of Officers

During the first established meeting of a majority of Advisory Council members and during the first meeting held in January of each year, the meeting will be opened by the Stokes County Chief Animal Control Officer. The Chief Animal Control Officer will call for the members present to make nominations for the office of Chairman. Upon the close of nominations, the Chief Animal Control Officer will have the members present vote until a Chairman has been elected by a majority vote of those present. Upon election, the Chief Animal Control Officer will turn the meeting over to the Chairman who will take charge of the meeting and call for the nomination of a Vice Chairman and follow the nomination and election process noted above. Any additional officer(s) the Advisory Council deems necessary will be nominated and elected following the nomination and election procedure.

### Meetings

The Advisory Council shall conduct a minimum of four regular meetings each year and all meetings will be open to the public and conducted in a manner so as to properly comply with the North Carolina Open Meetings law and proper notice of all meetings will be properly completed.

A meeting of the Advisory Council can only take place if it is in proper compliance with the Open Meetings law and a majority of members are present. The meeting will be conducted by the Chairman, if absent, by the Vice Chairman. If both the Chairman and Vice Chairman are absent and a majority of members are present, they may elect a Temporary Chairman to conduct the meeting in order to carry out the purpose of that meeting.

Adopted by the Stokes County Board of Commissioners – June 9, 2008

For more information please contact Clerk to the Board Darlene Bullins at 336-593-2448.

If interested, please complete the appointment application located on our website [www.co.stokes.nc.us](http://www.co.stokes.nc.us) and return to Darlene Bullins, Clerk to the Board, P.O. Box 20, Danbury, North Carolina 27016 or [dbullins@co.stokes.nc.us](mailto:dbullins@co.stokes.nc.us).