

**RESOLUTION R-26-006**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF MANATEE COUNTY, FLORIDA, REGARDING THE ANIMAL SERVICES ADVISORY BOARD; MAKING CERTAIN FINDINGS; RESTATING AND REAFFIRMING THE CONTINUED EXISTENCE, DUTIES, AND OPERATIONS OF THE ANIMAL SERVICES ADVISORY BOARD; AMENDING CERTAIN PROVISIONS RELATING TO THE BOARD'S MEMBERSHIP; SUPERSEDING ALL CONFLICTING RESOLUTIONS AND REPEALING AND REPLACING RESOLUTION 15-165; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, it is important for the Board of County Commissioners of Manatee County, Florida (Board) to be kept informed of issues and concerns which may relate to animal services; and

**WHEREAS**, in 2000 the Board first established an animal services advisory board to advise the Board on issues relating to animal control; and

**WHEREAS**, the Board of County Commissioners finds that it is in the best interests of the County to restate and reaffirm the continued existence, duties, and operations of the animal services advisory board and to make certain amendments to the membership of the animal services advisory board to ensure the Board is provided thoughtful advice and recommendations on policy and operational questions related to animal services and welfare which may be referred to it from time to time.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Manatee County, Florida, as follows:

**Section 1. Findings.** The recitals set forth above are hereby adopted as findings of the Board and incorporated herein by reference.

**Section 2. Restating and Reaffirming Continued Existence of the Animal Services Advisory Board.** The Board reaffirms the establishment of the Manatee County Animal Services Advisory Board (ASAB). The ASAB shall be advisory only and may be disbanded or reorganized at any time by the Board.

**Section 3. Duties of the ASAB.**

I. The ASAB shall have only such duties and perform such functions as required by the Board, including the following:

- A. Accept and act upon animal-related questions or issues referred to it.
  - B. Make recommendations regarding the improvement of County policies and procedures related to the legal duties of the relevant County department or division responsible for animal services/welfare, including, where relevant, recommendations concerning the County's Code of Ordinances.
  - C. Develop proposals to engage private community groups working on animal-related issues to coordinate their efforts among themselves and with the County.
  - D. Assist County Administration with the development of materials and programs designed to educate citizens about responsible and successful pet ownership as well as how to be an effective animal services/welfare volunteer and/or foster parent.
  - E. Make recommendations to the Board and County Administration concerning the future funding and resource and operational options the County may consider concerning its operations as an animal control agency.
  - F. Perform such other duties or tasks at the direction of the Board.
- II. The ASAB does not have the authority to "self-assign" projects, issues, or initiatives not referred to it by the Board or County Administration, nor to take any policy position in the name of the County unless authorized to do so by the Board. The ASAB shall present its work product to the Board primarily through the delivery of written reports to the Board, and, where appropriate, through presentation to the Board in a live setting.
- III. To the extent such resources are available, as determined by the County Administrator or his/her designee, the ASAB may be assisted in these duties by County staff, consultants, experts and other sources.
- IV. Each ASAB member is required, prior to embarking upon his/her duties, to be trained in Florida's laws relating to Government-in-the-Sunshine, the Public Records Act, and the Code of Ethics by the County Attorney's Office. Each ASAB member is personally responsible for ensuring their compliance with the aforementioned laws, including, but not limited to, refraining from discussing ASAB business with other ASAB members, verbally or via electronic means, outside of publicly noticed meetings.

#### **Section 4. ASAB Operations.**

- I. To facilitate the lawful, efficient, and orderly functioning of the ASAB, the ASAB or, where relevant, individual ASAB members, shall:

- A. Elect from its membership a Chairperson and such other officers as it deems necessary to conduct its business. The terms of officers shall begin at the meeting at which they are elected, and shall end when his/her successor is elected. The term of an officer is one (1) year. An officer may serve multiple terms as an officer. Officers shall be elected by the membership at the ASAB's January meeting unless such election is not possible due to a lack of quorum or other emergency. In such case, the ASAB shall meet as soon thereafter as practicable to elect officers.
  - B. Meet at least quarterly in the months of January, April, July, and October. The Chairperson shall coordinate with the staff liaison assigned to the ASAB to establish the dates, times and locations of meetings. The Chairperson is authorized to reschedule meetings or to call a special meeting of the ASAB. Where meeting schedules are changed less than seven (7) days before a meeting, the staff liaison is responsible for informing each member telephonically and by such other methods as the member requests. Otherwise, scheduling times and transmission of written ASAB materials shall be sent by the staff liaison to the members via e mail and/or posted to the County's website for viewing and download.
  - C. The Secretary (if elected) or such other member as the Chairperson assigns, is required to take written minutes of each meeting of the ASAB. Such minutes, once drafted, shall be provided to the staff liaison for inclusion in the written materials for the following meeting to be voted on by the ASAB. Once approved, the staff liaison shall be the custodian of the minutes.
- II. To further facilitate the lawful, efficient, and orderly functioning of the ASAB, the County Administrator or his/her designee shall assign one (1) or more County employee(s) with suitable knowledge and/or background to serve as the County's staff liaison(s) to the ASAB. The County Attorney's Office shall, upon request of the ASAB, provide legal advice and counsel consistent with the Article II½ of the County's Code of Ordinances.
- III. While the Board expects and desires each member of the ASAB to utilize their respective experiences, backgrounds, and policy positions while dispatching their duties, members are expected and required, both at meetings and in the public, to conduct themselves in a civil and responsible manner as representatives of the County, and during meetings the Chairperson shall allowing for adequate discussion of any given agenda item by all members.
- IV. Citizen comments to the ASAB must be limited to items on the ASAB's agenda and shall be no longer than three (3) minutes per speaker, per item. The ASAB is authorized to adopt such meeting procedures as it deems are required to carry out its business. To the extent the ASAB does not adopt a different procedure, it may adopt and follow the procedures of the Board, as currently set forth in Resolution R-25-013, as may be amended from time to time.

- V. Notwithstanding anything else contained herein, the ASAB must comply with Section 286.011, Florida Statutes, commonly known as the Florida's Sunshine Law and all other applicable laws regarding public business, meetings and records. Therefore, ASAB meetings must be open to members of the public, its meeting dates, times and locations must be reasonably noticed to the public, and minutes of its meetings must be made and maintained. In addition, pursuant to Section 286.0114, members of the public shall be given a reasonable opportunity to be heard on a proposition before the ASAB. The Board hereby directs that the ASAB shall not take any vote on any matter (other than administrative matters such as adoption of minutes or procedural motions) until the Chairperson opens the floor for citizen comments on the agenda item. The staff liaison shall be charged with ensuring that the proper notices of meetings of the ASAB are posted and that meeting locations are accessible to the public.
- VI. The ASAB acts via a majority vote, if a quorum is present. A quorum of the ASAB shall be no less than seven (7) members. Absent a quorum, the ASAB may not conduct business other than to adjourn. While physical attendance is preferred, ASAB members are permitted to appear electronically so long as all applicable Florida laws regarding open and noticed public meetings are followed, however physical presence is required to count toward being "present" for a quorum.

#### **Section 5. Membership of the ASAB; Removal.**

- I. The ASAB will be comprised of eleven (11) members. These members shall be appointed by the Board from all geographical areas of the County, and whenever possible shall include representation of all segments of the population concerned with animal control and welfare.
- II. Membership of the ASAB shall consist of the following categories:
- A. Three (3) citizens who are either corporate officers of, or have written authorization to represent, existing non-profit organizations, agencies, or voluntary associations within the County with a primary mission of the care, handling, or rescue of domestic animals. No organization, agency, or association may have more than one (1) representative serving on the ASAB within this category at any given time;
  - B. One (1) citizen with expertise in business development, finance and/or operations;
  - C. One (1) citizen who is a Florida licensed veterinarian, actively practicing veterinary medicine, and not employed by or under contract with Manatee County;
  - D. One (1) citizen who has within the two (2) years prior to appointment adopted an animal from the County;

- E. Five (5) citizens who have within two (2) years prior to appointment volunteered for the County's animal services/welfare division or a private animal rescue agency within the County for at least 80 hours, as verified by the relevant agency.

III. The Board reserves the right to remove any ASAB member at its sole discretion.

**Section 6. Terms of Appointment.**

- I. ASAB members shall serve one (1) term of four (4) years. The completion of an unexpired term shall not count toward this term limit. Appointment to successive terms shall be at the discretion of the Board, after having posted each expired term as open and examination of all submitted applications.
- II. A member missing three (3) consecutive meetings per year, without being excused by the Chairperson for good cause (as must be reflected in the minutes) or any member who becomes ineligible to continue to hold a given seat due to the loss of a qualifying status, such as being a veterinarian, shall be deemed to have resigned from the ASAB as of the date of the missed third meeting or loss of required status.
- III. All open seats on the ASAB shall be advertised by the staff liaison and applications from interested citizens accepted for at least thirty (30) days. Thereafter, the Board will fill the opening from among the eligible applicants. Should any member of the ASAB resign, become ineligible to serve, or be removed from office by the Board before completion of his/her term, the Board may appoint another applicant to complete the balance of the term of that position.

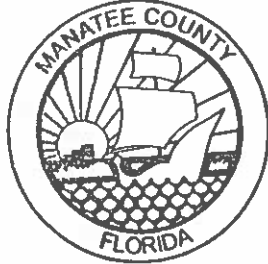
**Section 7. Superseding Conflicting Resolutions; Repealing and Replacing Resolution 15-165.** The provisions of this Resolution shall supersede the provisions of any other rule, policy, or Resolution that is in conflict with and cannot be harmonized or reconciled with the provisions of this Resolution. This Resolution repeals and replaces Resolution 15-165.

**Section 8. Severability.** If any section, subsection, sentence, clause, provision, or word of this Ordinance is held invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not be construed as to render invalid or unconstitutional the remaining sections, sentences, clauses, or provisions of this Ordinance.

**Section 9. Effective Date.** This Resolution shall become effective immediately upon adoption by the Board.

**PASSED AND DULY ADOPTED** with a quorum present and voting on this 17<sup>th</sup>  
day of February, 2026.

**BOARD OF COUNTY COMMISSIONERS OF  
MANATEE COUNTY, FLORIDA**



By: *J. Al*  
Chairperson

ATTEST: ANGELINA COLONNESO  
CLERK OF THE CIRCUIT COURT AND COMPTROLLER

By: *Robin T. H. OC*  
Deputy Clerk