



ANIMAL SERVICES ADVISORY BOARD
Internal Procedures and Rules

Adopted **[Date of ASAB Approval]**

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Authority

The Animal Services Advisory Board (ASAB) has the authority set forth in Manatee County Animal Services Advisory Board Resolution R-26-006 to elect officers and establish such internal procedures and rules as may be necessary to conduct the business and affairs of the advisory board, which shall not be in conflict with the general law, the Animal Services Advisory Board Resolution, or procedures and policies established by the Board of County Commissioners.

Principles of the Internal Procedures and Rules

The following are the principles upon which the procedures is based.:

1. A majority of the members have the right to decide.
2. All members have the right to be heard.
3. Members have a right to an efficient meeting.
4. All members have the right to be treated with respect and courtesy.
5. All members have equal rights, privileges and obligations.

1 General Powers

1.1 Powers and duties

The Animal Services Advisory Board (ASAB) shall have only such duties and perform such functions as required by the Board of County Commissioners ("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.

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.

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.

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.

The ASAB and its members shall at all times comply with Section 286.011, Florida Statutes (Sunshine Law), Section 286.0114, F.S. (right to be heard), the Public Records Act, the Code of Ethics, and all other applicable laws regarding public business, meetings, and records.

2 Membership and Term of Office

2.1 Advisory Board Composition

Per Resolution R-26-006, the ASAB shall be comprised of eleven (11) members which shall be appointed by and serve at the pleasure of the county. These members shall be appointed by the Board of County Commissioners 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. The Board reserves the right to remove any ASAB member at its sole discretion.

Membership of the ASAB shall consist of the following categories:

- 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.
- One (1) citizen with expertise in business development, finance and/or operations;
- One (1) citizen who is a Florida licensed veterinarian, actively practicing veterinary medicine, and not employed by or under contract with Manatee County;
- One (1) citizen who has within the two (2) years prior to appointment adopted an animal from the County;
- 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.

2.2 Terms

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 of County Commissioners, after having posted each expired term as open and examination of all submitted applications.

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 no longer being a veterinarian or loss of non-profit representation authorization), shall be deemed to have resigned from the ASAB as of the date of the missed third meeting or loss of required status.

3 Organization of the Animal Services Advisory Board

3.1 Election of Officers

Annually, a Chairperson and such other officers as the ASAB deems necessary to conduct its business (including, for example, a Vice Chairperson) shall be elected by the membership. 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.

3.2 Vacancy in Office

Upon the occurrence of a permanent vacancy or inability to serve in the position of Chairperson, the following shall occur:

- The Vice Chairperson shall automatically succeed to the Chairperson role for the remainder of the term of office thereto; and
- The ASAB shall elect a new Vice Chairperson at the first regularly scheduled meeting at which the existence of the vacancy is known.

3.3 Assignment of Duties

The Chairperson shall have the authority to assign honorary and administrative duties to other members of the ASAB.

3.4 Quorum and Officers

A quorum exists when seven members of the ASAB are present. In an instance where there is a vacancy for a designated position, a quorum shall consist of one number higher than half of the total number of filled positions. Once a quorum is established, an ASAB meeting may start without regard to the absence of any other ASAB members.

In the absence of a quorum, those members assembled, including a single member of the ASAB if only one member shall be present, may:

- Take measures to obtain a quorum
- Fix the time in which to adjourn or take a recess
- Continue with matters that won't require ASAB action
- Continue any scheduled matter to a future date

Presentations may be provided, staff and commissioner reports may be provided, public comments may be solicited, and only discussion related to those actions shall be permitted.

In the absence of the Chairperson, the Vice Chairperson shall have all duties and authority of the Chairperson until the return of the Chairperson.

In the absence of both the Chairperson and the Vice Chairperson, at the time scheduled for the opening of a public meeting, a representative of the Community and Veterans Services Department shall select a ASAB member who is present to preside over the meeting who shall have all the duties and authority of the Chairperson until the return of a ASAB Officer.

4 Meetings

4.1 Scheduled Meetings

All ASAB members will receive a list of scheduled meeting dates for the fiscal year. Written notice of scheduled meetings of the ASAB shall be given to each member at least five days

prior to each meeting by email. Regular meetings may only be cancelled or rescheduled by the Chairperson or a majority vote of the ASAB members present at a scheduled meeting. However, in the event the Chairperson is notified between scheduled meetings that a quorum will not be available for the next regularly scheduled meeting, such meeting may be cancelled or rescheduled by the Chairperson or a majority vote.

4.2 Place/Time of Meetings

Upon giving of due public notice meetings of the ASAB may be held at any appropriate public place in the county. Meetings are generally held on the 5th floor of the downtown Manatee County Building (1112 Manatee Ave W, Bradenton). The ASAB meets quarterly.

4.3 Notice of Meetings

All notices shall be in writing and shall set forth the time, date and place of any meeting. Notices are delivered to members via electronic mail.

5 Member Attendance

5.1 Attendance

ASAB members are expected to demonstrate their commitment to ASAB goals through dependable attendance at scheduled meetings.

It is the responsibility of ASAB members to indicate attendance at meetings by initialing the member sign-in sheet. The ASAB maintains its accountability internally, to the Board of County Commissioners, and to the citizenry through the following transparency measures:

- ASAB meeting minutes reflect member attendance and excused/unexcused absences; meeting attendance is included in the official record.
- ASAB members' records of attendance records will be reported and may be considered by the BCC with respect to reappointment for a new term.

5.2 Member Absence Notification

ASAB members are expected to provide advance notification of an intended absence, to designated county staff, not less than 24 hours before the scheduled meeting of the board. The notification must include the reason for the absence and may be provided verbally or in writing.

5.3 Unexcused Absences

Failure to provide advance notification of an intended absence shall be recorded as Unexcused. The County may remove any ASAB member who, without reasonable excuse, fails to attend three (3) consecutive meetings. It is the responsibility of the ASAB Chairperson and designated county staff to monitor the attendance of each member and to issue warnings as appropriate.

5.4 Notice of Unexcused Absences

A notice will be sent to any Board member once the record reflects two consecutive scheduled meetings where the member has had an unexcused absence. In the event the ASAB member has had unexcused absences for three consecutive scheduled meetings, the ASAB may vote to recommend the removal of the member.

6 Meeting Agenda

6.1 Agenda Preparation

The agenda will be prepared by the Community and Veterans Services Department's designated liaison and request review by the Animal Services Advisory Board Chairperson.

6.2 Items for Consideration

Any Animal Services Advisory Board member may request an item to be placed on the agenda for the next scheduled meeting at which the item may be considered.

6.3 Distribution

The agenda will be distributed to the members electronically at least 5 days prior to the meeting with the Notice of Meeting. A hard copy of the agenda will also be included in materials provided to all members at meetings of the ASAB.

6.4 Order of Business

The Chairperson, at his/her will, may take business out of order if he/she determines that such a change in the agenda's schedule will expedite the business of the ASAB.

7 Rule of Debate

7.1 Question Under Consideration

When a motion is presented and seconded, it is under consideration and no other motion shall be received thereafter, except to amend, to substitute, to adjourn, to lay on the table (i.e., to postpone indefinitely), to defer to a date uncertain (i.e., to postpone until the occurrence of an independent event which will definitely occur at an unknown time), or to continue or defer to a date certain until the question is decided. These types of motions shall have preference in the order in which they are mentioned and motions to adjourn or to lay on the table shall be decided without debate. Final action upon a pending matter may be continued until a date certain, or deferred to a future meeting date, upon the vote of the majority of the members present.

7.2 Motions by the Chairperson

The Chairperson may second any motions, or after relinquishing the chair, may make any motion. The Chairperson shall not resume the chair until after the ASAB has acted upon the matter under consideration when he/she relinquished the chair.

7.3 Discussion

Every member desiring to speak for purpose shall address the presiding officer, and upon recognition, shall confine himself/herself to the question under debate. Any member with a conflict of interest in the matter shall refrain from participation in discussion of the matter.

7.4 Interruption

A member, once recognized, shall not be interrupted when speaking, unless it is to call him/her to order, or as herein otherwise provided. If a member, while speaking, is called to order, or if a question of personal privilege is raised, the member who had the floor shall cease speaking until the question, or order, or privilege is determined by the presiding officer, and if in order, he/she shall thereafter be permitted to proceed. The ruling of the presiding officer on the point of order can only be overturned by a majority vote of the ASAB members present. A question of privilege, for purpose of this document, is defined as a pressing situation affecting the right or privilege of the ASAB or an individual member, which permits interruption of pending business to state an urgent request or motion. Examples are: a need to deal with disruptive noise, inadequate ventilation, or introduction of a legally confidential subject in the presence of those not entitled to knowledge thereof.

7.5 Preparation of Amendment of Motions

Prior to a vote on any matter, a member may move to amend the motion.

7.6 Voting

Unless otherwise provided by law, ordinance or statute, when the ASAB has finished discussion and is ready to vote on a question, the Chairperson shall call the vote, and there shall not be further discussion by any member voting.

- Prior to the vote, any member with a conflict of interest in the matter shall declare and define the nature of the conflict; and the member shall abstain from the vote.
- Votes are taken by voice (aye or nay), show of hands, or by any other method authorized by the assembly.
- After the vote, any member may give a brief statement to explain his/her vote, and such explanation should be consistent with the vote registered. A member must be present to vote, but need not have been present during the debate.
- When the vote of the ASAB is equally divided, the status quo ante shall be maintained. In such event, a person who sought a change in status quo shall be considered to have had his/her request denied and shall have available the same remedies or rights or review that he/she would have had if the request had been denied by a majority vote of the ASAB, unless, at the same meeting, the ASAB votes to approve it with conditions and stipulations attached, or to table, defer or continue the matter in an attempt to obtain action by a majority vote of the ASAB members present.

8 [Public Comment](#)

8.1 [Public comment Period](#)

Public comment shall be restricted to 3 minutes or less. Time restrictions on members of the public addressing the ASAB shall be monitored by the Community and Veterans Services Department.

A member of the public who wishes to address the ASAB shall:

- Complete a Citizen's Comment Form that includes their name, complete address, telephone number, a brief description of their concern, and indicate whether or not their comment refers to an item on the day's agenda.
- Upon approaching the ASAB, the commenter must state their name for the official record. If the commenter is speaking on behalf of other persons or entities, the name of the persons or entities must also be identified.

8.2 [Closing of Public Comment](#)

For those matters on which public comment is heard by the ASAB, the Chairperson shall close the public comment portion of the meeting upon conclusion of the last appropriate speaker's comments, or the expiration of the allowed speaking times, as set forth above. No additional public comments shall be allowed, except for a specific response to questions by members of the ASAB as recognized by the Chairperson.

9 [Official Record](#)

9.1 [Minutes](#)

Minutes of each scheduled meeting of the ASAB shall be accurately taken, preserved and provided to members, at or before the next regular meeting. The minutes shall be signed by the Chairperson after approval and shall be kept as a public record.

9.2 [Subcommittee Summary](#)

ASAB subcommittee meeting notes will include attendance, a summary of discussion and the determination to be brought before the ASAB during a scheduled meeting. The subcommittee shall select a member to report during the ASAB scheduled meeting. If necessary, a summary will be provided for ASAB members.

9.3 [Items Included in the Official Record](#)

Meeting agendas, minutes, and staff reports shall automatically be included in the records of the Animal Services Advisory Board. In addition, any documents, exhibits, diagrams, petitions, letters or other materials presented to the ASAB in support of, or in opposition to, an item to be considered by them shall be entered into the record, unless legally inadmissible.

9.4 [Custodian](#)

The Community and Veterans Services Department shall be custodian of the record.

9.5 Correction of Errors in the Record

In the event the ASAB determines there was an error, either of commission or omission regarding the placement of an item into the record, any member of the ASAB may move to correct such errors and such act of correction shall be done upon a majority vote of the members.

9.6 Substitution of Copies of Exhibit Documents

A person submitting an Exhibit for the ASAB's consideration in support of, or in opposition to a pending matter, must file the original thereof with the Community and Veterans Services Department. All exhibits submitted to the Animal Welfare Team shall be submitted to the ASAB. The ASAB may approve substitution of a copy or duplicate thereof after viewing the original and the copy or duplicate and, verification thereof, the Community and Veterans Services Department may return the original to said person. As an alternative, the Community and Veterans Services Department can choose to make a copy of an original exhibit before returning the original. The Community and Veterans Services Department is not responsible for the cost of this copy; the person requesting the original must cover the expense.

10 Effect of These Rules of Procedures

10.1 Conflict with Laws

In any instance where the procedure established by this adopted procedure is in conflict with state law, county ordinance, or court order, or has the effect of violating any applicable law, ordinance or ruling, or order of a court or administrative agency, or rights thereunder, the procedures established hereunder shall be inoperative to the extent of such conflict or violation.

10.2 Robert's Rule of Order

In all cases not covered by this document, Robert's Rules of Order shall be used as a general guide and may be followed by the Chairperson, unless the ASAB overrules him/her.