RULES OF PROCEDURE
ANIMAL ADVISORY BOARD
BURKE COUNTY

Applicability:
These rules apply to all meetings of the Animal Advisory Board of Burke County. For purposes of these rules, a meeting of the board occurs whenever a majority of the board's members gather, whether in person or simultaneously by electronic means, to conduct hearings, deliberate, vote, or otherwise transact public business within the board's real or apparent jurisdiction. The term "majority" as used here and elsewhere in these rules means, unless otherwise specified, a simple majority, that is, more than half.

Quorum:
The presence of a quorum is necessary for the board to conduct business. A quorum consists of a majority of the board's membership. Vacancies do not reduce the number of members necessary to establish a quorum. A member who withdraws from a meeting of the board without being excused by a majority vote of the remaining members present is deemed present for quorum purposes.

Agenda:
Preparation. The secretary to the board shall prepare an agenda in consultation with the Chair and Vice Chair in advance of each meeting of the board. For a regular meeting, a request to have an item of business placed on the agenda must be received by the secretary at least 5 days before the date of the meeting.

Supplemental information/materials. Any supporting information related to items on the agenda should be emailed to each board member at least 72 (seventy-two) hours prior to the scheduled meeting.

Delivery to board members. Except in the case of an emergency meeting, each member shall receive an electronic copy of the agenda and agenda packet at least seventy-two (72) hours before the meeting.

Public inspection. The agenda will be available to the public 24 hours prior to the meeting.

Order of Business. Items shall be placed on a regular meeting agenda according to the order of business. The usual order of business for each regular meeting shall be as follows:

1. Call to order.
2. Approval of meeting minutes.
3. Approval of the agenda.
4. Informal public comments.
5. Old or unfinished business.
6. New business.
7. Adjourn.

Without objection, the chair may call agenda items in any order most convenient for the dispatch of business.

Officers / Duties:
Chairperson. The Chairperson shall be elected by the appointed members of the Advisory Board for a term of one (1) year at the first meeting of each calendar year. It shall be the duties of the Chairperson to conduct business as set forth in Robert's Rules of Order, notify the Clerk to the Board of Commissioners should there be: a resignation or any other termination of membership; any changes of address of appointed members, and other such duties as may be prescribed.

Vice-Chairperson. The Vice-Chairperson shall be elected by the appointed members of the Advisory board for a term of one (1) year at the first meeting of each calendar year. The Vice Chairperson's duties shall be to direct all meetings in the absence of the Chairperson to ensure the development and maintenance of a strong and active Advisory Board.

Secretary. The Secretary shall be elected by the appointed members of the Advisory board for a term of one (1) year at the first meeting of each calendar year. The Secretary shall prepare the agenda in consultation with the Chair and Vice Chair prior to each meeting. The Secretary shall also have the Animal Advisory Board's agenda posted on the County website 24 hours prior to the meeting. The Secretary will keep, record, and disseminate the minutes of the Advisory Board meetings and have the minutes posted on the County website.

The board must keep full and accurate minutes of all meetings, including subcommittee meetings. To be "full and accurate," minutes must record all actions taken by the board. They should set out the precise wording of each motion and make it possible to determine the number of votes cast for and against each motion. The minutes need not record discussions of board members, though the board, in its discretion, may decide to incorporate such details into the minutes.

The Secretary shall also keep a current list of Advisory Board members' names, email and mailing addresses, and other contact information.

Composition of the Board:
The Animal Advisory Board shall be composed of eight (8) members appointed by the Board of Commissioners. All members must reside in the County. This Board shall include one member, as defined by the listed parameters, for each of the following seats:

- Member of a 501 (c) 3 animal rescue agency or foster agency
- Veterinarian (practicing or retired)
- Board of Health member or designee, excluding Health Director
- At – large (Pet Owner)
- Law enforcement officer, excluding Animal Control officers
- Breeder
- At – large (Pet Owner)
- Large Animal Owner

The Animal Services Director or his/her designee will attend and be responsible for the proper advertisement of meetings. He/she also shall serve as the staff resource for the Board in its research and deliberations. However, he/she shall have no vote on any matter coming before the Board unless in the event of a tie.

The Public Health Director or designee will attend all meetings. He/she shall also serve as a public health resource for the Board in its research and deliberations. However, he/she shall have no vote on any matter coming before the Board.

Vacancy:
In the event of a vacancy due to resignation or removal of a board member, the vacancy shall be filled by the subsequent appointing authority (i.e., Burke County Board of Commissioners).

Term Appointments:
Initially, three of the members shall be appointed for one-year terms, and four of the members shall be appointed for two-year terms. All subsequent appointments shall be for two-year terms, so that the membership appointments are staggered. Such officers may be reelected for not more than three consecutive terms. Board members shall serve their term unless removed for any reason by the Board of Commissioners. In the event of any vacancy on the Board, the Board of Commissioners shall appoint a replacement member.

Animal Advisory Board members shall not serve more than one unexpired term and four full terms of office consecutively, provided that this provision shall not prevent any person from serving any number of nonconsecutive terms, nor shall it apply to any board or commission whose authorization or bylaws conflict with this provision.

Compensation:
Members of the Animal Advisory Board shall serve without compensation.

Types of Meetings

Regular Meetings:
All meetings of the Animal Advisory Board will be open to the public.

All meetings will be held in accordance with the ordinance provisions, adopted and approved Rules of Procedure, and the North Carolina Open Meetings laws.

In January of each year, the Chairperson shall be responsible for notifying the Clerk to the Board of Commissioners and the news media of the regular meeting time and place for all regular meetings in the calendar year.

Regular attendance of advisory board meetings by appointed members is expected by the Board of Commissioners. No appointed member shall, without good and sufficient reason, fail to attend three consecutive meetings or fail to attend fifty percent (50%) of all the regularly scheduled meetings in one calendar year. Any member who at any time does not comply with this

requirement shall be deemed to have abandoned and forfeited membership on this board and the term of office of such absentee shall thereby terminate. It shall be the responsibility of the Chairperson to notify the Clerk to the Board of Commissioners that a vacancy exists on the Animal Advisory Board.

A simple majority of the Animal Advisory Board members shall constitute a quorum for conducting Animal Advisory Board business.

The board shall meet at least quarterly for review and discussion of any issue(s) that it deems appropriate regarding the operation of the Animal Services Center.

Additional meetings may be scheduled, if requested by the Board of Commissioners, County Manager, Animal Services Director, or the Chairperson of the Animal Advisory Board. Appointed members can also make a motion, have it seconded, and subsequently voted and approved by a majority of the attending board members to cancel or postpone any meeting.

All regular meetings shall be publicly advertised no less than seven (7) days prior to the scheduled meeting; location, date, and time shall be included in the public advertisement.

An "agenda" shall be presented at the beginning of each meeting listing the business of the day, as well as time for "public comments".

Recessed Meetings:
When conducting a properly called regular meeting, the board may recess the meeting to another date, time, or place by a procedural motion made and adopted in open session. The motion must state the time (including the date, if the meeting will resume on a different day) and place at which the meeting will reconvene.

Subcommittee Meetings:
When the board determines there are issues that require open dialogue and sharing of ideas, the board may call for a subcommittee meeting. These meetings are open to the public and minutes will be taken in order to document a record of discussion.

Motions and Voting

Action by the Board:
Except as otherwise provided in these rules, the board shall act by motion. Any member may make a motion.

One Motion at a Time:
A member may make only one motion at a time.

Withdrawal of Motion:
The member who introduces a motion may withdraw the motion unless the motion has been amended or put to a vote.

Adoption by Majority Vote:
A motion is adopted if supported by a simple majority of the votes cast, a quorum being present, except when a larger majority is required by these rules or state law.

Changing a Vote:
A member may change his or her vote on a motion at any time before the presiding officer announces whether the motion has passed or failed. Once the presiding officer announces the result, a member may not change his or her vote without the unanimous consent of the remaining members present. A member's request for unanimous consent to change a vote is not in order unless made immediately following the presiding officer's announcement of the result.

Each board member shall be given an opportunity by the Chairperson to state their position on any item before the board.

The majority of the board may ask any member to leave the meeting if the member is disruptive or disrespectful.

Procedural Motions

To Adjourn:
This motion may be used to close a meeting. It is not in order if the board is in closed session.

To Recess to a Time and Place Certain:
This motion may be used to call a recessed meeting. The motion must state the time (including the date, if the meeting will reconvene on a different day) and place at which the meeting will resume.

Public Comment Periods:
Frequency of Public Comment Periods. The board should provide at least one opportunity for public comment at a regular meeting.

Rules for Public Comment Periods:
The board may adopt reasonable rules for public comment periods that, among other things,

- fixes the maximum time allotted to each speaker at 3 minutes,
- provides for the designation of spokespersons for groups supporting or opposing the same positions,
- provides for the selection of delegates from groups supporting or opposing the same positions when the number of persons wishing to attend the public comment period exceeds the capacity of the meeting room (so long as arrangements are made for those excluded from the meeting room to listen to the public comment period), and
- provides for the maintenance of order and decorum in the conduct of the public comment period,

- requires each speaker to complete a "speaker's card" and submit it to the Chairperson or AAB member before the meeting convenes,
- prohibits the extension of a speaker's time without a majority vote by the Board, and
- prohibits the transfer of a speaker's time to another speaker.

Upon recognition by the presiding officer to speak at the meeting, such person shall appear at the location designated by the presiding officer and provide their name and address for the record.

If such person addressing the board has printed materials to distribute to members of the board, such materials shall be submitted to the Secretary of the Animal Advisory Board.

If such person wishes to distribute printed material to the general audience in attendance, such person shall place the materials in the area designated by the presiding officer in order to provide public access to the materials.

The presiding officer may establish time limits on public comments regarding an issue, provided time limits for differing opinions are equivalent.

All attendees must refrain from conversation or creating noise of any kind that may cause a disruption to the meeting. If a non-member causes disorder or interruption to the meeting, the presiding officer may require the person to cease the offensive behavior or leave.

No campaigning of any kind shall be permitted as public input under this procedure and provide for the designation of spokespersons for groups supporting or opposing the same positions.

Content-Based Restrictions Generally Prohibited:
The board may not restrict speakers based on subject matter, as long as their comments pertain to subjects within the board's real or apparent jurisdiction.

Duties of the Board:
In addition to such other powers and duties as may be set forth in the chapter, the Animal Advisory Board shall have the power and duty to:

Study Animal Services Center organizational and operational-related issues and make recommendations to the Board of Commissioners, County Manager, and Animal Services Center Director.

Review and make recommendations as determined by the "majority" of the voting board members regarding ordinances relating to the control and welfare of animals in the County.

Supply reports to the Board of Commissioners at such frequency as the Board may require.

To provide positive support and public awareness of the Animal Services Center programs.

To endorse the philosophy of "humane care, humane housing and treatment" of impounded animals.

To select from within their appointed members a spokesperson for the Board's decisions on all items entertained and/or voted on.

To serve as an integral part of the community, bridging the gap of philosophical differences between various animal welfare agencies.

To stand as one voice united by supporting and respecting the "majority vote" of the Animal Advisory Board members.

Amendments:
New bylaws may be adopted by a majority vote of the Advisory Board at any regular meeting or special meeting, but will not be considered approved until approved by the Burke County Board of Commissioners. All bylaws, regulations, and rules of procedures shall be approved by the Board of Commissioners. These bylaws may be altered, amended, or repealed by a majority of the Advisory Board, upon approval from the Board of Commissioners.

Adopted this ___ day of _____ 2025.

_____
Debbie Hawkins, AAB Chair

Attest:

_____
Dr. Jenny McGrady, AAB Secretary