

## **Article I: Name**

The name of this committee is the Animal Services Committee hereinafter referred to as the *Committee*. The *Committee* serves as a technical committee of the Public Safety Policy Committee of the Metropolitan Washington Council of Governments (COG).

## **Article II: Purpose**

The *Committee's* primary purpose is to advise the Public Safety Policy Committee and the COG Board of Directors on matters pertaining to animal care and control issues. Areas of responsibility shall include, but may not be limited to, animal care and control, wildlife, disaster planning, public service information, humane education, and dangerous animals. The *Committee* shall be responsible for developing and presenting to the Board for action all reports, policy statements, recommendations and proposals relevant to animal care and control. A secondary purpose is for members of the *Committee* to meet and exchange information and ideas concerning the delivery of animal care and control services and other matters of mutual concern.

## **Article III: Membership**

### **Primary Membership:**

A primary member is the *designated head of a local government agency* with primary responsibility for animal services matters whose parent jurisdiction is a COG member. Primary members may vote on all issues brought before them. Each COG member government represented may appoint an alternate, who can vote in the absence of the primary member. Each principal agency represented shall have one vote. The governmental unit shall appoint members and their alternates and shall serve until replaced by the body appointing them.

### **Associate Membership:**

Associate members are members of *federal and state governmental agencies and local and national associations* that deal with animal matters and who may have expertise in matters that are of concern to, or addressed by, the *Committee*. Associate members may actively participate in all *Committee* business, with the exception of formal votes.

Representatives of interested parties may also be invited, at the discretion of the Chair or Vice-Chair, to participate in a specific meeting in which their perspective or input would assist the *Committee* in its actions.

#### **Article IV: Officers**

The Chair and Vice-Chair of the *Committee* shall be elected annually by the voting membership of the *Committee*. The term of office shall be for (1) year.

If a vacancy occurs in the office of Chair or Vice-Chair, his or her successor shall be elected by the voting members of the *Committee* to complete the unexpired term.

The Vice-Chair (or a representative from his/her agency should the Vice-Chair no longer be with the agency) will move up to the Chair's role at the beginning of each new term and a new Vice-Chair will be elected.

#### **Article V: Duties of Officers**

Officers of the *Committee* shall consist of a Chairperson and Vice Chairperson duly elected by the *Animal Services Committee*.

The Chair of the *Committee* shall preside over all meetings and shall perform such other duties that the *Committee* from time to time shall assign.

The Vice-Chair shall act to discharge the duties of the Chair in the absence or inability of the Chair to act.

Officers shall attend a minimum of three (3) meetings each calendar year. Should the Chair or Vice-Chair fail to attend the required number of meetings, the *Committee* may seek their removal from office pursuant to the following procedures: a) with the approval of the majority of voting members of the *Committee* present and voting, a proposal to remove the Chair or Vice Chair shall be recorded in the minutes; and b) a special written notice setting forth such proposal shall be mailed to every voting member of the *Committee* at least ten (10) days before the next regular meeting.

The proposal to remove the Chair or Vice Chair shall be acted upon at the next regular meeting, with a majority vote of the present and voting members necessary for removal.

## **Article VI: Quorum and Voting Procedures**

Four (4) voting members or their alternates shall constitute a quorum of the *Committee*. When a quorum of the *Committee* is present, the vote of the majority of the *Committee* members or alternatives shall decide any question brought before the *Committee*.

*{In the case of a tie vote, the Chair will cast the deciding vote.}*

## **Article VII: Committees**

The *Committee* shall appoint subcommittees to develop regional policies, plans, agreements and programs. Subcommittees shall be deemed subordinate to the *Committee* and shall invite representation from federal, state, regional and local units relevant to their functional interest. The chair of the subcommittee shall select the representatives to serve, with input from *Committee* and other subcommittee members.

## **Article VIII: Amendment to the Bylaws**

These bylaws may be amended pursuant to the following procedures: a) with the approval of the majority of those voting members of the *Committee* present and voting, a proposal to amend the Bylaws introduced at any regular meeting of the *Committee* shall be recorded in the minutes; and b) a special written notice setting forth such proposal shall be mailed to every voting member of the *Committee* at least ten (10) days before the next regular meeting.

The amendment shall be acted upon at the next regular meeting, with a majority vote of the present and voting members necessary for adoption.

## **Article IX: Meetings**

The *Committee* shall meet at a frequency necessary for the conduct of its business, generally at 10am on the first Wednesday of the months of January, March, May, July, September, and November, or at other times as the *Committee* may determine.

## **Article X: Rules of Procedure**

Except as provided otherwise by these bylaws, Roberts rules of Order, Revised, shall be the parliamentary authority for the conduct of the meetings of the *Committee*.

**Revised 8/3/05**