



# Multnomah County Animal Services **Community Advisory Committee Bylaws**

*Adopted: TBD*

## **Article I: Mission**

Multnomah County Animal Services (MCAS) is a Division of the Department of Community Services. The mission of the Multnomah County Animal Services Community Advisory Committee (MCAS-CAC) is to create a forum for community involvement and engagement to provide MCAS with input, discussion, review, guidance and recommendations on animal-related issues facing the community.

The MCAS-CAC advocates for strong and equitable services for the people and pets of Multnomah County, and promotes excellence in the sheltering services provided by MCAS.

## **Article II: Functions of the MCAS-CAC**

The MCAS-CAC will advise the Department of Community Services, Animal Services Division. Topics the MCAS-CAS may be called upon to address include the following:

1. Review services and programs, and provide advice regarding the delivery of services and the community's expectations for a fully accountable government.
2. Review and provide input and recommendations on MCAS policies and procedures in regard to equity, accountability and transparency of government processes.
3. Review regulations to ensure consistency and efficacy throughout the current animal control code (MCC Chapter 13, of the Multnomah County Code).
4. Review budgetary priorities and make recommendations to MCAS based on community needs.
5. Provide input on marketing, advertising and public education materials and campaigns.
6. Review and provide advice regarding best practices that support the mission of MCAS.

# Article III: Membership

1. Composition:
  - a. MCAS shall appoint all members of the MCAS-CAC.
  - b. MCAS-CAC membership is open to all residents of Multnomah County. Members must be a County resident during their terms of appointment.
  - c. MCAS-CAC will make efforts to have a diverse membership that reflects the diversity of Multnomah County, including a variety of ages, gender identities, ethnicities, races, and backgrounds.
2. Terms:
  - a. Each member shall be appointed for a term of three years. Persons may serve up to two consecutive terms on the Advisory Committee. Term periods will begin on July 1 of the calendar year, and end on June 30th of the ending year.
  - b. The Advisory Committee shall consist of nine (9) to twelve (12) members, and will be identified as 'seats' on the MCAS-CAC.
  - c. Seat terms shall be rotated to ensure consistency in the composition of the MCAS-CAC.
    - i. As of the adoption of these bylaws, terms will end as follows:
      1. Terms for seats 1-4 will end June 30, 2022.
      2. Terms for seats 5-8 will end June 30, 2023.
      3. Terms for seats 9-12 will end June 30, 2024.
    - ii. In the event a MCAS-CAC member is unable to fulfill their current term, another individual may be appointed by MCAS to fill the remainder of that term. If the remaining portion of the term is two years or longer, the individual appointed may renew their membership for a second term. If the remaining portion of the term is less than two years, the individual appointed will be eligible for two consecutive full terms after fulfilling the partial term.
3. Participation:
  - a. MCAS-CAC members are encouraged to bring a diversity of views, opinions, perspectives, and experiences representing the wider communities of Multnomah County to their work on the MCAS-CAC. Members are expected to provide constructive input and recommendations on a variety of issues and topics in a thoughtful and respectful manner, and to work cooperatively with other MCAS-CAC members and MCAS staff.
  - b. MCAS-CAC members wishing to add a topic to the agenda for a MCAS-CAC meeting should notify the MCAS-CAC Chair.
4. Attendance:

- a. Members are expected to attend all meetings of the MCAS-CAC. Members may attend meetings either in person, or virtually. Arrangements should be made with the MCAS-CAC Chair as early as possible to arrange virtual attendance.
  - b. If a member is unable to attend a meeting, that member shall notify the MCAS-CAC Chair as soon as possible prior to the meeting convening.
  - c. Failure to attend a majority of meetings held within one calendar year, or consistent failure to notify the MCAS-CAC Chair in advance of absences constitutes reason for dismissal.
5. Communications:
- a. Members should have access to electronic communication (such as email) as necessary to receive messages and documents related to their work on the MCAS-CAC. When a response is necessary, members are expected to respond to messages from the MCAS-CAC Chair or MCAS Director in a timely manner, ideally within 72 hours.
  - b. Members are expected to notify the MCAS-CAC Chair or MCAS Director within a reasonable time regarding any changes in contact information.
  - c. Members are expected to notify the MCAS-CAC Chair or MCAS Director if an emergency or other extenuating circumstance temporarily prevents them from responding to MCAS-CAC communications or otherwise participating in MCAS-CAC activities.
6. Conflicts of Interest:
- a. MCAS-CAC members are subject to Oregon's Ethics laws for Public Officials. No member will use their position on the MCAS-CAC to obtain financial gain for themselves or any business with which the member is associated. When involved in a potential conflict of interest, the member will notify the MCAS Director of the nature of the potential conflict. If a conflict exists, the member will abstain from voting on related issues.
7. Removal of Members:
- a. Failure to fulfill the responsibilities of membership may be grounds for removal from the MCAS-CAC. Any member may be removed by an affirmative vote of a two-thirds majority of board members present (not counting the member under review) at a regular meeting where a quorum is present. Notice of the proposed removal will be given to board members at the time of or before the notice of the meeting.

## **Article IV: Procedural Rules**

8. Advisory Committee Administration
  - a. The committee shall be staffed by the Department of Community Services.

- b. The Advisory Committee staff person shall be responsible for the following: preparation of meeting agendas, sending out meeting notifications and materials to the members, staff all advisory committee meetings, keep meeting minutes and send final minutes to members, and maintain all Advisory Committee records and documents.
  - c. The Division shall provide a facilitator to facilitate all Advisory Committee meetings.
  - d. The Advisory Committee shall elect its own Chair by the second meeting in each fiscal year.
9. Meetings
- a. Regular Meetings - The Committee will hold regularly scheduled meetings a minimum of once per quarter. The time, place and location of the meetings, which will be designated by MCAS, shall be made known to the public by posting such notice on the MCAS website, [www.multcopets.org](http://www.multcopets.org). Notices for both regular and special meetings will be publicly posted at least fourteen (14) days in advance of the meeting date.
10. Special Meetings
- a. Special meetings may be called at any time by the Chair of the Committee or the MCAS Director. The Chair shall convene a meeting within one (1) week of such request. Minutes of special meetings shall be kept.
11. Meeting Locations
- a. MCAS-CAC meetings may be held in person or virtually as necessary, and may also be conducted as a hybrid to accommodate attendance of members.
  - b. All rules for conducting meetings will apply regardless of meeting location.
12. Quorum
- a. A quorum shall consist of more than 50 percent of current membership.
13. Voting
- a. Regular voting on issues presented to the MCAS-CAC will require a quorum of members. Assuming a quorum is present, any motion shall be decided by a simple majority vote of those present.
  - b. As determined by the Director, and in a manner convenient to members, votes may occur outside of board meetings, so long as sufficient notice of the issue and opportunity to discuss and vote is provided to each board member. The total number of members voting must constitute a quorum.
14. Meeting Minutes
- a. The minutes of the last meeting held shall be distributed in writing no later than one week prior to the next scheduled meeting. The prior meeting's minutes shall be reviewed, discussed if necessary, and voted on for approval as an acceptable written record of the prior meeting. Minutes shall be posted on the Division's website.

# Article V: Bylaws

1. Adoption of the bylaws
  - a. These bylaws shall be considered adopted upon a two-thirds vote of the entire MCAS-CAC
  - b. Upon adoption, these bylaws shall replace and supersede the rules established in the initial MCAS-CAC Charter.
2. Amendments
  - a. Amendments may be proposed only by MCAS-CAC members or the MCAS Director.
  - b. Notice of the proposed amendment shall be sent to each MCAS-CAC member at least fourteen days prior to the meeting during which the amendment will be discussed and voted on.
  - c. All proposed amendments shall be accepted by a two-thirds vote of the entire MCAS-CAC.