

## **Animal Shelter Committee Bylaws**

### **I. NAME**

The name of this committee is the Animal Shelter Committee.

### **II. PURPOSE**

- a. As established by City of Royal Oak resolution #2003-30, adopted September 22, 2003, the purpose of the Royal Oak Animal Shelter Committee (ROASC) is to advise and assist the city, the City Commission, City administration and staff concerning all issues involving the Royal Oak Animal Shelter. These duties include but are not limited to:
  - i. Establish policies.
  - ii. Manage the shelter.
  - iii. Coordinate with any volunteer groups wishing to raise funds or desiring to provide volunteer staffing for the shelter.
  - iv. Coordinate with approved rescue groups, veterinary clinics, or other shelters for purposes of relief from overcapacity of animals. They would remove animals from ROAS, provide veterinary care, and adopt animals out under their adoption guidelines.
- b. The committee shall comply with all federal, Michigan and Royal Oak laws.

### **III. MEMBERSHIP AND VACANCIES**

- a. The committee shall consist of five (5) residents, one veterinarian, if available, and one or two City Commissioners. Members shall serve for up to three (3) four-year terms or until their successor is appointed.
- b. The Deputy Police Chief, or his designate, will serve as the ex-officio member of the Committee. The ex-officio representative shall have voting rights at each committee meeting.
- c. The committee may also include up to 5 honorary members, based on the committee's recommendations of those outstanding contributors within the community at large. Honorary members shall have no voting privileges, but will be invited to attend the meetings and provide wise counsel.
- d. All members shall be appointed by the City Commission consistent with the Appointment Ordinance, No, 93-21 as amended by No. 2000-08.
  - i. The committee shall promptly notify the City Commission, through the City Clerk's Office, of any vacancies on the committee.
  - ii. The committee shall also keep the City Clerk's Office timely informed of the names, addresses, telephone numbers and other contact information for each member of the committee.
  - iii. Members appointed to fill a vacancy shall hold office until the term expires as set by the City Commission and/or the Appointment Ordinance,
  - iv. Consistent with the Appointment Ordinance, Id., absence from three consecutive meetings without excuse and/or five consecutive meetings with or without an excuse, or is convicted of a felony or any other serious crime while serving as a member, the position shall be automatically determined to be vacant and filled pursuant to the Appointment Ordinance, Id.
  - v. As much as possible membership in the committee shall rotate on stag

#### IV. OFFICERS

The officers of the committee are the chairman and vice chairman. The officers shall be elected at the first meeting of the calendar year.

*Duties.* The chairman shall preside over the meetings of the committee. The chairman shall have no administrative authority over the committee.

*The vice-chairman* shall preside over the meeting of the committee in the absence of the chairman.

*Terms of Office.* Each officer shall be elected to serve a term of one year or until he or she has been duly succeeded. Each officer's term of office shall begin at the close of the organizational meeting immediately following his or her election.

#### V. MEETINGS

*Regular Meetings.* Meetings of the ROASC will take place on the second Thursday of every month or as needed, as determined by the members of ROASC.

*Special Meetings.* Special meetings of the committee may be called by the chairman or by two members of the committee.

All meetings of the committee shall comply with the Michigan Open Meetings Act, Act 267 of the Public Acts of 1976, MCL § 15.261 et seq. The committee shall notify the City Clerk's Office of all meetings reasonably in advance of the scheduled meeting.

*Order of Business.* All meetings shall be conducted to conform to the following order:

- a. Meeting Called to Order,
- b. Roll Call,
- c. Agenda,
- d. Announcements,
- e. Public Comment,
- f. Approval of Minutes,
- g. Old Business,
- h. New business, and
- i. Motion to Adjourn.

*Quorum.* A majority of the committee members shall constitute a quorum.

*Minutes.* The committee shall keep a permanent journal recording the minutes of all meetings, resolutions and votes. The journal will be filed with the City Clerk's Office.

*Action.* All action by the committee shall be made by motion adopted by a majority of the members voting.

#### VI. SUB-COMMITTEES

This committee may establish standing sub-committees to address specific issues or goals, as established by the ROASC. These sub-committees will serve in an advisory capacity to the main Animal Shelter Committee.

#### VII. PARLIAMENTARY AUTHORITY

Parliamentary authority for the committee is governed by Robert's Rules of Order (Newly Revised, 10th Edition). In case of conflict between these bylaws and Robert's Rules of Order, these bylaws control. In case of conflict between these bylaws and any city ordinance, the city ordinance controls. In case of conflict between city ordinance and state legislation, the state legislation controls.

VIII. NOMINATIONS AND ELECTIONS OF OFFICERS

Elections shall take place at the first meeting of the calendar year.

- a. Nominations may be made by any member of the committee at the meeting convened to conduct elections.
- b. Tie vote. In case of a tie vote, the successful candidate shall be determined by lot conducted by the chairman designee.
- c. Vacancies. In the event that a vacancy occurs in the position of the chairman, the vice chairman shall automatically assume the position of chairman for the remainder of the term.
- d. Voting. The majority of the members voting shall decide general elections.

IX. AMENDMENT OF BYLAWS

*Adoption.* Recommendations to adopt these bylaws to the City Commission shall be adopted by two-thirds vote of the entire membership of the committee.

Recommendations to amend these bylaws to the City Commission may be made by two-thirds vote of the entire membership of the committee.

These bylaws are subject to approval, modification or repeal by the City Commission.

X. GENERAL PROVISIONS

No member of the committee shall order or instruct any city staff member to perform any service or duty.

The committee is an advisory organization to the City of Royal Oak and its City Commission and acts by making recommendations to the City Commission.

XI. MICHIGAN FREEDOM OF INFORMATION ACT COMPLIANCE MANDATORY

The committee shall specifically comply with the Michigan Freedom of Information Act (FOIA) [Public Act 422 of 1976, MCL § 15.231 et seq.] and the city's most recent FOIA policy. The City Clerk will assist the committee in compliance.

XII. MICHIGAN OPEN MEETINGS ACT COMPLIANCE MANDATORY

The committee shall specifically comply with the Michigan Open Meetings Act (OMA) [Public Act 267 of 1976, MCL § 15.261 et seq.] The City Clerk will assist the committee in compliance.

XIII. SUNSET PROVISION

The committee is commissioned to conduct business until abolished by the City Commission.