

Wylie Animal Shelter Advisory Board Regular Meeting

October 19, 2022 – 6:00 PM

Council Chambers - 300 Country Club Road, Building #100, Wylie, Texas 75098



CALL TO ORDER

INVOCATION

COMMENTS ON NON-AGENDA ITEMS

Any member of the public may address Board regarding an item that is not listed on the Agenda. Members of the public must fill out a form prior to the meeting in order to speak. Board requests that comments be limited to three minutes for an individual, six minutes for a group. In addition, Board is not allowed to converse, deliberate or take action on any matter presented during citizen participation.

REGULAR AGENDA

1. Consider and act upon approval of the Animal Shelter Advisory Board minutes of September 14, 2022. (ASAB Chair)
2. Consider and act upon updates to current Animal Shelter Advisory Board Bylaws to reflect updates by city ordinance.
3. Consider and act upon approval of the Animal Shelter Advisory Board Rules of Procedure.
4. Consider and place on file 2022 third quarter statistical information for shelter operations. (Board Chair)

WORK SESSION

WS1. Discuss Animal Services facility's current status, needs for improvement, and future growth.

CERTIFICATION

I certify that this Notice of Meeting was posted on October 14, 2022 at 5:00 p.m. on the outside bulletin board at Wylie City Hall, 300 Country Club Road, Building 100, Wylie, Texas, a place convenient and readily accessible to the public at all times.

Stephanie Storm, City Secretary

Date Notice Removed

The Wylie Municipal Complex is wheelchair accessible. Sign interpretation or other special assistance for disabled attendees must be requested 48 hours in advance by contacting the City Secretary's Office at 972.516.6020. Hearing impaired devices are available from the City Secretary prior to each meeting.

If during the course of the meeting covered by this notice, the Board should determine that a closed or executive meeting or session of the Board or a consultation with the attorney for the City should be held or is required, then such closed or executive meeting or session or consultation with attorney as authorized by the Texas Open Meetings Act, Texas Government Code § 551.001 et. seq., will be held by the Board at the date, hour and place given in this notice as the Board may conveniently meet in such closed or executive meeting or session or consult with the attorney for the City concerning any and all subjects and for any and all purposes permitted by the Act, including, but not limited to, the following sanctions and purposes:

Texas Government Code Section:

§ 551.071 – Private consultation with an attorney for the City.

§ 551.073 – Discussing prospective gift or donation to the City.

§ 551.076 – Discussing deployment of security personnel or devices or security audit.



Animal Shelter Advisory Board

Minutes

Regular Meeting

September 14, 2022 – 6:00 pm

Wylie Municipal Complex – Council Chambers

300 Country Club Road, Bldg. 100

Wylie, TX 75098

CALL TO ORDER

Announce the presence of a Quorum.

Dr. Brad Abraham called to order the Animal Shelter Advisory Board meeting at 6:08 pm. Board members present Shelia Patton, Amber Porter, Susan Cranford, and Jeff Forrester. Quorum is present.

Staff Liaison Lt. Matt Miller is also present.

INVOCATION

The invocation was given by Jeff Forrester.

CITIZENS COMMENTS ON NON-AGENDA ITEMS

Residents may address Council regarding an item that is not listed on the Agenda. Residents must fill out a non-agenda form prior to the meeting in order to speak. Council requests that comments be limited to three (3) minutes. In addition, Council is not allowed to converse, deliberate, or take action on any matter presented during citizen participation.

REGULAR AGENDA

- 1. Consider and act upon an Animal Shelter Advisory Board Chair appointment for a term ending June 2023. (ASAB Chair)**

Board Action

A motion was made by Amber Porter to appoint Dr. Brad Abraham as Animal Shelter Advisory Board Chair for a term ending June 2023. Jeff Forrester seconded the motion to appoint Dr. Brad Abraham as Animal Shelter Advisory Board Chair for a term ending June 2023. A vote was taken, and the motion passed unanimously.

- 2. Consider and act upon an Animal Shelter Advisory Board Vice Chair appointment for a term ending June 2023. (ASAB Chair)**

Board Action

A motion was made by Jeff Forrester to appoint Amber Porter as Animal Shelter Advisory Board Vice-Chair for a term ending June 2023. Dr. Brad Abraham seconded the motion to appoint Amber Porter as Animal Shelter Advisory Board Vice-Chair for a term ending June 2023. A vote was taken, and the motion passed unanimously.

- 3. Consider and act upon approval of the Animal Shelter Advisory Board minutes of December 08, 2021. (ASAB Chair)**

Board Action

A motion was made by Jeff Forrester to accept the Animal Shelter Advisory Board minutes of December 08, 2021, as presented. Dr. Brad Abraham seconded to accept the Animal Shelter Advisory Board minutes of December 08, 2021, as presented. A vote was taken, and the motion passed unanimously.

- 4. Consider and place on file the 2021 State Quarantine Facility Vet Inspection. (ASAB Chair)**

Board Action

A motion was made by Jeff Forrester to accept and place on file the 2021 State Quarantine Facility Vet Inspection, as presented. Dr. Brad Abraham seconded to accept and place on file the 2021 State Quarantine Facility Vet Inspection, as presented. A vote was taken, and the motion passed unanimously.

5. Consider and place on file the 2022 State Inspection. (ASAB Chair)

Board Action

A motion was made by Amber Porter to accept and place on file the 2022 State Inspection, as presented. Dr. Brad Abraham seconded to accept and place on file the 2022 State Inspection, as presented. A vote was taken, and the motion passed unanimously

6. Consider and place on file 2021 statistical information for shelter operations. (ASAB Chair)

Board Action

A motion was made by Amber Porter to accept and place on file the 2021 statistical information for shelter operations as presented. Dr. Brad Abraham seconded the motion to accept and place on file the 2021 statistical information for shelter operations as presented. A vote was taken, and the motion passed unanimously.

7. Consider and place on file 2022 first and second quarter statistical information for shelter operations. (ASAB Chair)

Board Action

A motion was made by Amber Porter to accept and place on file the 2022 first and second quarter statistical information for shelter operations as presented. Dr. Brad Abraham seconded the motion to accept and place on file the 2022 first and second quarter statistical information for shelter operations as presented. A vote was taken, and the motion passed unanimously.

WORK SESSION

WS1. Discussion to add two additional board members to Animal Shelter Advisory Board and provide a recommendation to council.

Staff liaison Lt. Matt Miller states city leaders are seeking recommendations for adding two additional board members. These two additional positions will be citizens of Wylie-held positions. The purpose of the addition is to assist with quorum purposes and reach outside the

legal purpose of the board to comply with the health and safety code. The addition will help give ideas toward upcoming possible items for discussion.

Jeff Forrester has two questions. Will the additional positions be voting members? Will there be any requirements such as in the current health and safety code?

Matt Miller confirmed the only requirement would be that the member is a citizen of the City of Wylie. The positions will be voting positions.

Amber Porter questions when the positions would be added. Matt Miller states the addition would possibly be done this month.

Amber Porter expressed concern that the addition now would cause a complete roll of all member's terms of the board. Matt Miller states that is a concern as all terms will expire, and all members will roll off the board during the same term.

Jeff Forrester inquires what the recommendation is for staggering vacancies of the board.

Shelia Patton makes a recommendation to wait until next year's session of the election committee. This will stagger the board member positions. This will make the placement of members more public, as it will be done when other city boards are being filled. However, the board does need to address current bylaws and establish operation procedures of the board to meet current needs. These will address ordinance changes and requirements of the current board.

Brad Forrester, Amber Porter, Susan Cranford, and Dr. Brad Abraham agree with adding additional members for quorum purposes and a more diverse group of input but recommend waiting to add the members until next term.

ADJOURNMENT

Motion was made by Dr. Brad Abraham and seconded by Amber Porter to adjourn the meeting. With no further business before the board, the board's consensus was to adjourn at 6:28 pm.

ASAB Chair

ATTEST:

Shelia Patton, ASAB member

CITY OF WYLIE ANIMAL SHELTER ADVISORY BOARD BYLAWS

ARTICLE I

Name

Section 1. The City of Wylie Animal Shelter Advisory Board is hereby established to act in an advisory capacity to the city council and to assist the city in complying with the requirements of Chapter 823 of the Texas Health and Safety Code.

Section 2. As authorized by the City Charter, City of Wylie, and City Ordinance No. 2003-11, this body shall be known as the Animal Shelter Advisory Board.

ARTICLE II

Members

Section 1. Number of Members/Qualified Appointment/Terms. The Board shall consist of five (5) members. The Board shall consist of one licensed veterinarian, one member of the City Council of the City of Wylie, Texas, The Animal Services Manager of the City of Wylie, Texas (whose duties include the daily operation of the Wylie animal shelter), one representative from an animal welfare organization, and one resident of the City of Wylie, Texas, with all Board members appointed by the City Council for a term of two (2) years, with the exception of the Animal Shelter Manager who shall be a permanent member of the board.

Section 2. Except for the animal services manager, no board member shall serve for more than three (3) consecutive terms or six (6) consecutive years (whichever is less); provided, however, should a Board member's replacement not be qualified upon the expiration of any term of a Board member, then that Board member shall holdover on the Board until a qualified replacement Board member has been appointed.

Section 3. In addition to Board members, the City Manager may appoint a staff designee as an ex officio member of the Board, who shall have no right to vote on any matter before the Board. Each Board member shall serve without compensation but may be reimbursed for actual expenses approved in advance by the City Council.

ARTICLE III

Meetings

Section 1. The Animal Shelter Advisory Board shall meet at least three (3) times per year and any additional meetings as may be called.

Section 2. Special meetings may be called by the Chair or at the call of any two members of the Board, provided that notice thereof be given in writing to the Chair or Vice Chair.

Section 3. Three (3) Board members shall constitute a quorum of the Board for the purpose of conducting its business, exercising its power, and for all other purposes. No action of the Board shall be valid or binding unless adopted by the affirmative vote of a majority of those Board members present and voting.

Section 4. No action of the Board shall be valid or binding unless adopted by the affirmative vote of a majority of those Board members present and voting.

Section 5. When vacancies occur on the Board, the City Council shall appoint, by majority vote, a replacement to serve the remainder of the term.

Section 6. Each Board member serves at the pleasure of the City Council and may be removed at the discretion of the City Council. Board member absences shall be controlled by Article VIII of Wylie's Charter.

Section 7. Robert's Rules of Order (current edition) shall govern the parliamentary procedure of the Board in cases to which they are applicable and in which they are not inconsistent with these by-laws.

ARTICLE IV

Powers and Duties

Section 1. The Board shall act in an advisory capacity to Wylie staff and the City Council in any matter pertaining to compliance with Chapter 823, Health and Safety Code.

Section 2. The board, through its chairperson, shall report to the city council concerning its activities and proposals by submitting to the city council the approved minutes of each meeting of the board and copies of all reports of inspections conducted by the department of state health services, veterinarians or other authorities and all statistical reports of shelter operations considered and approved by the board.

Section 3. The Board's authority shall not extend to the direction, supervision, employment, or termination of Wylie employees. No supervisory power of the Board is created.

Section 4. The Board will develop a set of by-laws governing rules of procedure for their meetings and operation for City Council approval.

Section 5. The Board shall not have the power to obligate Wylie for funds and/or expenditures or incur any debt on behalf of Wylie.

Section 6. All powers and duties prescribed and delegated herein are delegated to the Board as a unit, and all action hereunder shall be of the Board acting as a whole. No action of an individual Board member is authorized except through the approval of the Board or City Council.

Section 7. The Board shall have any other power and/or duty as prescribed and authorized by the City Council.

CITY OF WYLIE ANIMAL SHELTER ADVISORY BOARD BYLAWS

ARTICLE I

Name

Section 1. The Wylie Animal Shelter Advisory Board is hereby established to, among other things, oversee the Wylie Animal Shelter and act in an advisory capacity to the City Council.

Section 2. As authorized by the City Charter, City of Wylie and City Ordinance No. 2003-11, this body shall be known as the Animal Shelter Advisory Board.

ARTICLE II

Members

Section 1. Number of Members/Qualified Appointment/Terms. The Board shall consist of four (4) members. The Board shall consist of one licensed veterinarian, one county or municipal official, one person whose duties include the daily operation of an animal shelter, and one representative from an animal welfare organization with the Board members to be appointed by the City Council for a term of one (1) year; provided, however, that of the initial appointments made under this Ordinance, shall be for a term commencing on June 1, 2003 and expiring on June 30, 2004.

Section 2. No Board member shall serve for more than three (3) consecutive terms or six (6) consecutive years (whichever is less); provided, however, should a Board member's replacement not be qualified upon the expiration of any term of a Board member, then that Board member shall holdover on the Board until a qualified replacement Board member has been appointed.

Section 3. In addition to Board members, the City Manager may appoint a staff designee as an *ex officio* member of the Board, who shall have no right to vote on any matter before the Board. Each Board member shall serve without compensation, but may be reimbursed for actual expenses approved in advance by the City Council.

ARTICLE III

Meetings

Section 1. The Animal Shelter Advisory Board shall meet at least three (3) times per year and any additional meetings as may be called.

Section 2. Special meetings may be called by the Chair or at the call of any two members of the Board, provided that notice thereof be given in writing to the Chair or Vice-Chair.

Section 3. Three (3) Board members shall constitute a quorum of the Board for the purpose of conducting its business, exercising its power and for all other purposes. No action of the Board shall be valid or binding unless adopted by the affirmative vote of a majority of those Board members present and voting.

Section 4. No action of the Board shall be valid or binding unless adopted by the affirmative vote of a majority of those Board members present and voting..

Section 5. When vacancies occur on the Board, the City Council shall appoint, by majority vote, a replacement to serve the remainder of the term.

Section 6. Each Board member serves at the pleasure of the City Council and may be removed at the discretion of the City Council. Board member absences shall be controlled by Article VIII of the Wylie's Charter.

Section 7. Robert's Rules of Order (current edition) shall govern the parliamentary procedure of the Board, in cases to which they are applicable and in which they are not inconsistent with these by-laws.

ARTICLE IV

Powers and Duties

Section 1. The Board shall act in an advisory capacity to Wylie staff and the City Council in any matter pertaining to compliance with Chapter 823, Health and Safety Code.

Section 2. The Board, through its Chairperson, shall make an oral and/or written report annually to the City Council concerning its activities during the past year and its proposals for the coming year.

Section 3. The Board's authority shall not extend to the direction, supervision, employment or termination of Wylie employees. No supervisory power of the Board is created.

Section 4. The Board will develop for City Council approval a set of by-laws governing rules of procedure for their meetings and operation.

Section 5. The Board shall not have the power to obligate Wylie for funds and/or expenditures or incur any debt on behalf of Wylie.

Section 6. All powers and duties prescribed and delegated herein are delegated to the Board, as a unit, and all action hereunder shall be of the Board acting as a whole. No action of an individual Board member is authorized, except through the approval of the Board or City Council.

Section 7. The Board shall have any other power and/or duty as prescribed and authorized by the City Council.

CITY OF WYLIE ANIMAL SHELTER ADVISORY BOARD BYLAWS

ARTICLE I

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Section 2. As authorized by the City Charter, City of Wylie, and City Ordinance No. 2003-11, this body shall be known as the Animal Shelter Advisory Board.

ARTICLE II

Members

Section 1. Number of Members/Qualified Appointment/Terms. The Board shall consist of ~~four~~ five (4-5) members. The Board shall consist of one licensed veterinarian, one ~~county or municipal official~~~~member of the City Council of the City of Wylie, Texas~~ member of the City Council of the City of Wylie, Texas, ~~The Animal Shelter Manager of the City of Wylie, Texas~~ one person The Animal Services Manager of the City of Wylie, Texas whose duties include the daily operation of ~~an~~ the Wylie animal shelter}, ~~and~~ one representative from an animal welfare organization, ~~and three (3) residents of the City of Wylie, Texas,~~ and one resident of the City of Wylie, Texas, with ~~all the~~ all Board members ~~to be~~ appointed by the City Council for a term of ~~one~~ two (1-2) years, ~~provided, however, that of the initial appointments made under this Ordinance, shall be for a term commencing on June 1, 2003 and expiring on June 30, 2004s,~~ with the

exception of the Animal Shelter Manager who shall be a permanent member of the board.

Section 2. Except for the animal services manager, no board member shall serve for more than three (3) consecutive terms or six (6) consecutive years (whichever is less); provided, however, should a Board member's replacement not be qualified upon the expiration of any term of a Board member, then that Board member shall holdover on the Board until a qualified replacement Board member has been appointed.

Section 3. In addition to Board members, the City Manager may appoint a staff designee as an ex officio member of the Board, who shall have no right to vote on any matter before the Board. Each Board member shall serve without compensation but may be reimbursed for actual expenses approved in advance by the City Council.

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Meetings

Section 1. The Animal Shelter Advisory Board shall meet at least three (3) times per year and any additional meetings as may be called.

Section 2. Special meetings may be called by the Chair or at the call of any two members of the Board, provided that notice thereof be given in writing to the Chair or Vice Chair.

Section 3. Three (3) Board members shall constitute a quorum of the Board for the purpose of conducting its business, exercising its power, and for all other purposes. No action of the Board shall be valid or binding unless adopted by the affirmative vote of a majority of those Board members present and voting.

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Section 5. When vacancies occur on the Board, the City Council shall appoint, by majority vote, a replacement to serve the remainder of the term.

Section 6. Each Board member serves at the pleasure of the City Council and may be removed at the discretion of the City Council. Board member absences shall be controlled by Article VIII of Wylie's Charter.

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ARTICLE IV

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Section 1. The Board shall act in an advisory capacity to Wylie staff and the City Council in any matter pertaining to compliance with Chapter 823, Health and Safety Code.

~~Section 2. The Board, through its Chairperson, shall make an oral and/or written report annually to the City Council concerning its activities during the past year and its proposals for the coming year.~~ The board, through its chairperson, shall report to the city council concerning its activities and proposals by submitting to the city council the approved minutes of each meeting of the board and copies of all reports of inspections conducted by the department of state health services, veterinarians or other authorities and all statistical reports of shelter operations considered and approved by the board.

Section 3. The Board's authority shall not extend to the direction, supervision, employment, or termination of Wylie employees. No supervisory power of the Board is created.

Section 4. The Board will develop a set of by-laws governing rules of procedure for their meetings and operation for City Council approval.

Section 5. The Board shall not have the power to obligate Wylie for funds and/or expenditures or incur any debt on behalf of Wylie.

Section 6. All powers and duties prescribed and delegated herein are delegated to the Board as a unit, and all action hereunder shall be of the Board acting as a whole. No action of an individual Board member is authorized except through the approval of the Board or City Council.

Section 7. The Board shall have any other power and/or duty as prescribed and authorized by the City Council.

City of Wylie, Texas
Animal Shelter Advisory Board
Rules of Procedure



1. Statement

- 1.1. It is hereby declared that appointment to the Animal Control Advisory Board is a distinct honor and the trust imposed in the appointee involves the corresponding obligation of the appointee to serve the community by regular attendance and participation in the proceedings of the body.

2. Creation and Membership

- 2.1. The Animal Shelter Advisory Board was established by City Ordinance No. 2003-11, and serves at the will of the City Council.
- 2.2. The Board shall consist of five (5) regular members who will serve for terms of two (2) years. A Board member shall generally be limited to three two-year terms, with the exception of the Animal Shelter Manager who shall be a permanent member of the board per Ordinance 2020-01. The Board shall consist of one licensed veterinarian, one member of the City Council of the City of Wylie, Texas, The Animal Services Manager of the City of Wylie, Texas (whose duties include the daily operation of the Wylie Animal Shelter), one representative from an animal welfare organization, and one resident of the City of Wylie, Texas.
- 2.3. In accordance with State law, the Board members are required to complete Open Meetings training and receive a Certificate of Completion within the first ninety (90) days of first year appointment. This may be taken online via the Office of Attorney General's website (www.oag.state.tx.us). The Office of the Attorney General offers free video training courses to ensure that all elected and appointed government officials have a good command of both open records and open meetings laws.

3. Officers

- 3.1. The Board shall, at the first meeting after July 1st (and at such other times as these offices may become vacant), select from among its members a Chairperson and Vice-Chairperson to serve for a period of one (1) year.
- 3.2. In the absence of both the Chairperson and Vice-Chairperson during a meeting, the remaining Board members shall elect an Acting Chairperson.

4. Officer's Duties

- 4.1. The Chairperson shall preside over all meetings and briefing sessions, and perform all duties as required by law.

- 4.2. The Vice-Chairperson shall assume all duties of the Chairperson in the absence of the Chairperson.

5. Powers and Duties of the Board

- 5.1. The Animal Shelter Advisory Board shall act in an advisory capacity to Wylie staff and the City Council in any matter pertaining to compliance with Chapter 823, Health and Safety Code.
- 5.2. The Board shall perform all duties as prescribed by State statutes and the City's Code of Ordinance Chapter 18. The City Council has final authority in these matters, but should seek recommendations from the Animal Shelter Advisory Board prior to making final decisions.
- 5.3. The Board shall work with the Animal Services Manager (or designee) on various policy concerns and issues regarding Wylie Animal Services.
- 5.4. The Board shall make recommendations for changes to Chapter 18 of the City Code of Ordinances and/or policies as it relates to compliance with Chapter 823, Health and Safety Code when deemed appropriate.
- 5.5. The Board shall maintain contact with the stakeholder groups from which its members are appointed in working with the Animal Services Manager and staff.
- 5.6. The Board shall work with the Animal Services Manager and designated staff collaboratively to ensure best-in-class quality animal services with the city of Wylie..
- 5.7. The Board shall perform all other duties as the City Council may direct.

6. Orientation Training

- 6.1. Upon his or her appointment to the Board, all new members shall attend an orientation presented by City Staff to familiarize the board members with the operation of Municipal Government, the department organization and policies, and the operating procedures of the Animal Shelter Advisory Board.

7. Rules of Order

- 7.1. The Chairperson shall rule on all points of order.
- 7.2. The Board members may overrule the Chairperson on points of order by a two-thirds (2/3) vote of members present.
- 7.3. Any provisions of these rules not governed by City Ordinance may be temporarily suspended by a favorable two-thirds (2/3) vote of all members of the Board, whose vote shall be entered upon the minutes.

8. Quorum

- 8.1. A quorum shall consist of three (3) members.
- 8.2. No matters may be handled without the presence of a quorum.
- 8.3. No action of the Board shall be valid or binding unless adopted by the affirmative vote of a majority of those Board members present and voting.

9. Agendas

- 9.1. An agenda shall be prepared by the Animal Services Manager or his/her designee for each meeting of the Animal Services Advisory Board. A copy of the agenda shall be posted in the Municipal Complex as required by law, as well as on the website.
- 9.2. There shall be attached to each agenda item, a report of matters pending further action by the Commission.
- 9.3. All regular and special meetings shall follow, as closely as possible, the printed agenda. The agenda should include, but is not limited to the following;
 - a. Ratification of Minutes;
 - b. Citizens' participation on items not on the agenda;
 - c. Executive Session, as needed;
 - d. Consent agenda;
 - e. Items for individual consideration;
 - f. Breaks at the discretion of the Chairperson;
 - g. Commissioners or Staff comments on general business;
 - h. Adjournment.
- 9.4. Agendas may be amended by the Chairperson as to order of items, but not as to content, unless overruled by a majority of the members present.

10. Minutes of Meetings

- 10.1. Minutes of all regular and special meetings shall be kept by the Secretary, designated by the Animal Services Manager, and are subject to amendment and ratification by the Board at the next regular meeting.
- 10.2. The minutes of the Board's proceeding shall show the overall vote, or if absent or failing to vote, shall reflect that fact.

11. Regular meetings

- 11.1. The Animal Shelter Advisory Board shall meet at least three (3) times per year and any additional meetings as may be called.
- 11.2. Any Board member missing three (3) consecutive regularly scheduled meetings without prior notification to Staff and/or a valid reason, which may include family emergency, illness, or other reasonable cause, may be subject to dismissal from the Board by the City Council.
- 11.3. All meetings shall be held in full compliance with the provision of state law, ordinances of the City, and these rules of procedure.

12. Special Meetings

- 12.1. Special meetings may be called by the Chairperson, or at the request of two (2) or more members, or may be scheduled by a majority of the Board at any previous meeting. The time and place of the special meeting shall be determined by the convening authority.
- 12.2. All members must be notified of any special meeting by giving written notice to all members by an email address of record at least seventy-two (72) hours before the meeting, and the notice must specify the purpose of the meeting.
- 12.3. Special meetings must be posted in accordance with the open meetings act.

13. Addressing the Board

- 13.1. Persons desiring to address the Board shall complete a "Request to Speak" card and submit the card to the Secretary.
- 13.2. The Secretary will sort the speaker cards by agenda item and deliver them to the Chairperson.
- 13.3. The Chairperson will refer to the speaker cards for comments on items not on the printed agenda, and individual agenda item comments.
- 13.4. Persons who note on a speaker card their desire to address the Board will be called to the podium by the Chairperson at the appropriate time and will follow the guidelines of Ordinance 2019-29 as outlined below when addressing the Board;
 - a. Approach the podium, state their name and address and whether or not they are representing a person, group, or organization;
 - b. Speak so that all present in the room may hear clearly;
 - c. Address all statements and questions to the Chairperson;

- d. Be courteous in language and deportment;
- e. Be concise and focused in their Comments;
- f. Group comments should not exceed 6 minutes, individual comments should not exceed 3 minutes unless an interpreter is needed, in which case 6 minutes is allowed.

13.5. The Chairperson may interrupt an individual to redirect or terminate remarks when they are not relevant to the matter before the Board, or when the Chairperson determines the remarks to be out of order.

14. City Staff Responsibilities

- 14.1. The Animal Services Manager or designee shall be responsible for providing the Board with the necessary professional, technical, and clerical services, including:
- a. Prepare and submit the agenda with staff reports and any special items as directed by the Chairperson;
 - b. Coordinate the services of all City Staff and other sources of public information for and on behalf of the Board;
 - c. Maintain a true copy of all Board proceedings;
 - d. Maintain all Board records;

15. Written Request Required

- 15.1. Every proposal submitted for Board action shall be made in accordance with approved application procedures from the appropriate Ordinance or Regulations.
- 15.2. The proposal shall be complete in all respects before being accepted for filing and Board consideration.

16. Conflict of Interest Rules

- 16.1. Conflict of Interest. Should any member of the Board feel he/she has a conflict of interest with an agenda item before the Board, they should openly declare so at the introduction of the item. They are thereby prohibited from discussing, participating in, or voting on the item in question. They shall also fill out a Conflict of Interest form and file it with the Secretary.
- 16.2. Abstention. Should any member of the Board choose to abstain from voting on any question before the Board where no declared conflict of interest exists, their vote shall be recorded as an affirmative vote in the official minutes.

17. Motions

- 16.3. A motion may be made by any member. A second to the motion shall be required before an item is put to a vote.
- 16.4. All votes shall be by a simple majority of members present, except as otherwise stated in these rules of procedure.
- 16.5. When fewer than all the members are present for voting and when all motions for a given application fail to carry by a majority vote, consideration of the application shall be continued under this rule to the next regular meeting, to the extent allowed by law. Failure of the Board to secure a majority concurring vote at said next regular meeting shall be recorded in the minutes as a denial of the proposal under the rule.
- 16.6. When a vote is required by state law or other requirement, and fewer than all members are present, and a simple majority is not reached, the vote shall be recorded as a denial.

17. Repealing Clause

- 17.1. All previously adopted Rules of Procedure of the Animal Shelter Advisory Board are hereby expressly repealed.

18. Suspension of Rules of Procedure

- 18.1. Any one or all of these rules of procedure may be suspended in order to allow a particular consideration of a matter, provided that it does not violate the state law or home rule charter, and provided that not less than two-thirds Board members vote in favor of such suspension. Where any rule embodies a provision of state law, identically or in substance, such rule may not be suspended.

PASSED AND APPROVED BY THE ANIMAL SHELTER ADVISORY BOARD OF THE CITY OF WYLIE THIS _____ day of _____ 2022.

Brad Abraham, Chairman

Amber Porter, Vice-Chairman

Filed in the Office of the City Secretary this _____ day of _____, 2022

Stephanie Storm, City Secretary
City of Wylie, Texas

Animal Shelter Advisory Board Report

July thru September 2022

	Dogs	Cats	Others	Total
Impounds	141	55	91	287
Owner Surrender	3	0	0	3
Stray	105	31	29	165
Quarantine	19	1	0	20
Safe Keeping	3	0	0	3
DOA	10	19	28	57
Trapped by resident	1	4	34	39
Born at Shelter	0	0	0	0

Dispositions	Dogs	Cats	Others	Total
Return to Owner	88	6	3	97
Adopted	36	34	3	73
Rescued	0	0	13	13
Euthanized	6	2	4	12
Other	2	2	41	45

Euthanasia Reason

Behavioral	2	0	0	2
Medical	3	2	1	6
Policy- H.R.R.C	1	0	3	4
Wild Animal	0	0	0	0

Euthanasia for dogs 4.00%

Euthanasia for cats 3.57%

Euthanasia for dogs & cats total 3.88%

Dogs at facility at end of report: 18

Dogs at facility at beginning of report: 19

Cats at facility at end of report: 12

Cats at facility at beginning of report: 20

1 chicken

Euthanasia Rate for Facility July 1, 2022 thru September 30, 2022: 3.88%

Euthanasia Rate for Facility January 1, 2022 thru September 30, 2022: 3.32%