

**PERTAINING TO THE CREATION OF THE
ANIMAL SHELTER ADVISORY BOARD**

WHEREAS, the Board of County Commissioners of Calvert County, Maryland (the “Board of County Commissioners”) voted to have built and open the Linda L. Kelley Animal Shelter to serve the citizens and animals of Calvert County;

WHEREAS, the Board of County Commissioners also voted to establish an Animal Shelter Advisory Board (hereinafter, the “ASAB”) to facilitate in serving the citizens and animals of Calvert County; and

WHEREAS, the Board of County Commissioners finds it is in the best interest of the public health, safety and welfare of the citizens of Calvert County, Maryland, to adopt the ordinance set forth herein.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners that there is hereby established a Calvert County Animal Shelter Advisory Board by the authority vested in the Board of County Commissioners at Code of Public Local Laws of Calvert County, Maryland, §2-201 with the following:

1. **Authority.** The Board of County Commissioners hereby establishes the Animal Shelter Advisory Board and vests authority within that Board to provide advice and recommendations upon:
 - A. Shelter Policies and Operations;
 - B. A Five-Year Strategic Plan for the Linda L. Kelley Animal Shelter;
 - C. Emergency plans pertaining to the shelter and aspects of other county plans affecting animals and the shelter;
 - D. Spay/Neuter policies within the shelter;
 - E. Volunteer solicitation, policies and utilization; and
 - F. Any matter referred to the Board by the Board of County Commissioners.
2. **Membership**
 - A. The Animal Shelter Advisory Board shall consist of seven (7) members.
 - B. The members shall consist of:
 - 1) Two (2) animal welfare organization members;
 - 2) Three (3) citizen members, where practicable, one from each election district;
 - 3) One (1) veterinarian, or veterinarian technician with three or more years of experience; and
 - 4) The Animal Shelter Division Chief (*ex-officio*).

- C. Members shall be appointed for 3-year terms, and no Board member shall be eligible to serve more than three (3) consecutive full terms. Upon creation of the Board, each member shall be assigned a term of one, two and three-year terms to stagger appointments.
3. **Officers.** The Animal Shelter Advisory Board shall elect by majority vote the Chairperson and Vice Chairperson from among its membership annually.
- A. Duties and responsibilities of the Chairperson include to:
- 1) Provide leadership to the Board in carrying out its purposes;
 - 2) Serve as the official voice/spokesperson for the Board;
 - 3) Develop agendas and preside over Board meetings;
 - 4) Sign documents approved by a majority of the Board that require the signature of a Board official;
 - 5) Communicate as needed with the County Liaison to the Board, providing information about relevant developments and activities;
 - 6) Put motions to a vote and announce the results of the vote; and
 - 7) Present an annual report to the Board of County Commissioners of Calvert County to document the achievements of the past twelve months and forecast future plans.
- B. Duties and Responsibilities of the Vice-Chairperson include performing the duties and responsibilities of the Chairperson in her/his absence, and, when so acting, shall have all the powers of and be subject to all restrictions governing the Chairperson.
4. **Compensation.** Except for members that are County employees who are entitled to compensation, reimbursement costs or expenses by applicable laws, members shall serve without compensation.
5. **Resignation.** Any member of the Animal Shelter Advisory Board may resign at any time by providing written notice to the Board of County Commissioners.
6. **Removal.**
- A. The Board of County Commissioners retains the authority to remove any member on its own initiative or based on recommendation of a majority vote of the Animal Shelter Advisory Board, when, in its discretion, the best interest of the community or Board would not be served by continued membership.

- B. The Chairperson shall notify the Board of County Commissioners if a member of the Animal Shelter Advisory Board misses three (3) scheduled meetings in any twelve (12) month period. The Board of County Commissioners may remove and replace such member.

7. Rules and support

- A. Animal Shelter Advisory Board members shall abide by and fully comply with the Calvert County Code of Ethics, as amended from time to time.
- B. No Board member shall cast a vote on any matter where a conflict of interest may exist.
- C. In any instance where the determination of a conflict of interest is uncertain, the Board may request a determination of conflict of interest from the Calvert County Ethics Commission.
- D. A quorum shall consist of a majority of the members.
- E. The Calvert County Department of Public Safety shall provide support personnel as may be required by the Animal Shelter Advisory Board. The Calvert County Attorney's Office shall provide legal support to the Animal Shelter Advisory Board.
- F. The Board of County Commissioners shall provide such office space, supplies, and equipment as may be required by the Animal Shelter Advisory Board to perform its duties.
- G. All meetings shall be conducted in accordance with *Roberts Rules of Order Newly Revised*, unless they are inconsistent with the approved Rules or this Resolution.
- H. There shall be one vote per Board member. The Chair is entitled to vote on any item before the Board unless precluded by operation of the Calvert County Code of Ethics.
- I. A tie vote for and against a motion means that a motion fails.

8. Meetings

- A. The Animal Shelter Advisory Board shall meet not less than once a quarter.
- B. Notice of all meetings of the Board shall be in accordance with the Maryland Open Meetings Act.
- C. The regular meetings of the Board shall be held at a place, on dates and at times decided by the Board members.
- D. The Board may meet in special meetings at the call of the Chair, or the Vice-Chair in the absence of the Chair, or at the request of two-thirds of the Board members.

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- E. Matters considered at a special meeting are limited to the purpose and agenda contained in the notice of the meeting.
- F. Adequate notice of all special meetings will be provided to all Board members.
- G. All meetings are open to the public, except that the Board may meet to perform an administrative function, or adjourn an open session to meet in a closed session in accordance with the Maryland Annotated Code, General Provisions Article, § 3-103 and 3-305, as amended from time to time.
- H. Any meeting of the Board may be conducted by telephone conference call provided that Board members and the public are given at least three-day notice prior to the meeting and a full duplex telephone system is used with provision for a location where the public who may wish to observe the meeting may listen to the entirety of the meeting as it is occurring.

BE IT FURTHER RESOLVED by the Board of County Commissioners of Calvert County, Maryland that, in the event any portion of this Ordinance is found to be unconstitutional, illegal, null or void, it is the intent of the Board of County Commissioners to sever only the invalid portion or provision, and that the remainder of the Ordinance shall be enforceable and valid.

BE IT FURTHER RESOLVED by the Board of County Commissioners of Calvert County, Maryland that the foregoing recitals are adopted as if fully rewritten herein.

BE IT FURTHER RESOLVED by the Board of County Commissioners of Calvert County, Maryland that this Ordinance shall be effective upon recordation and publication of a fair summary.

(SIGNATURE PAGE TO FOLLOW)

DONE, this 30th day of January 2018 by the Board of County Commissioners of Calvert County, Maryland.

Aye: 5
Nay: 0
Absent/Abstain: 0

ATTEST:

**BOARD OF COUNTY COMMISSIONERS
OF CALVERT COUNTY, MARYLAND**

Maureen L. Frederick
Maureen L. Frederick, Clerk

Evan K. Slaughterhoup
Evan K. Slaughterhoup Jr., President

Approved for form and legal
sufficiency by:

Tom Hejl
Tom Hejl, Vice-President

Mike Hart
Mike Hart

John B. Norris, III
John B. Norris, III, County Attorney

Pat Nutter
Pat Nutter

Steven R. Weems
Steven R. Weems

received for Record January 31, 2018
at 10:53 o'clock A.M. Same day
recorded in Liber KPS No. 53
Folio 213 COUNTY COMMISSIONERS
ORDINANCES AND RESOLUTION.

Garry P. Smith