

1978?

Ventura County
Animal Regulation Commission

By-Laws

Article 1 Name: This Commission shall be known as the Ventura County Animal Regulation Commission.

Article 2 Object: To serve as a policy level Commission to the cities of Ventura County, and the Ventura County Board of Supervisors in matters pertaining to Ventura County's Animal Regulation Program;

In planning for Animal Regulation programs, resources or legislation to meet the needs of the County and cities;

In formulating plans for a cooperative effort of Animal Regulation resources within the County and among State, Federal, and other agencies.

Article 3 Officers: The Commission shall elect annually from it's members, a chairman and vice-chairman to serve for one year, provided in the first year of organization that the County representative will serve as chairman. The election shall be held at the first meeting after July 1 each year;

A Recording Secretary shall be provided by the Animal Regulation Department; and

The Manager of Animal Regulation and designated city representation shall be the staff support to the Commission.

Article 4 Membership: The Commission shall consist of one member appointed from the Board of Supervisors and one from the City Council of each of the participating incorporated cities.

Each member shall serve at the pleasure of the authority making his/her appointment.

Article 5 Duties of the Chairman: It shall be the duty of the chairman to preside at all meetings of the Commission, sign all documents of an official character pertaining to the Commission and appoint all subcommittees unless otherwise ordered. The chairman shall be a voting member. The chairman shall enforce the observance of the by-laws and to decide on all disputed points of order. The chairman shall attempt to preserve a quorum when members request permission to depart before adjournment of the meeting.

The chairman shall have the power to call special meetings. Business at special meetings shall be limited to the subject mentioned in the call.

Article 6 Duties of the Vice-Chairman: It shall be the duty of the vice-chairman to act in the absence or disability of the chairman or when requested by the chairman.

Article 7 Quorum: The quorum shall consist of more than 50% of the membership of the Commission.

Article 8 Subcommittees: All subcommittees shall be appointed during the course of a regular or special meeting. All members shall have the right to report on any issues referred to that subcommittee.

Article 9 Expenses: The members of the Commission shall recommend a per diem allowance for approval by the Board of Supervisors.

Article 10 Neglect of Duty: Should any member of the Commission be absent from two successive regular meetings, unless excused by the chairman, the appointing authority may be asked to replace the member.

Article 11 Meetings: The regular meeting of this Commission shall be held quarterly on the second Thursday of that month. The place and time shall be specified in the notice sent to the members by the secretary. (Amended 10/11/79)

Article 12 Rules of Order: The chairman having called the meeting to order shall conduct business as follows: (1) Roll Call; (2) Reading the Minutes of last regular/special meeting; (3) Subcommittee Reports; (4) Unfinished business; (5) New business; (6) Adjournment.

The usual rules of parliamentary procedure as used by the Ventura County Board of Supervisors/City Council will be used as a guide in conduct of meetings.

No fiscal or policy decisions shall be adopted unless a majority of the Commission members concur.

Article 13 By-Laws: The official by-laws shall be distributed to all committee members and a copy shall be filed with the Clerk of the Board of Supervisors and the Clerk of each city. All propositions to repeal or amend any part of these by-laws shall be in writing stating the reason why the change should be adopted. Such changes can be recommended only at a regular meeting with a quorum of the Commission members present and voting in the affirmative. All changes in by-laws will be forwarded to the Board of Supervisors and City Councils for information. (Amended February 14, 1980)

Article 14 Dissolution: This Commission shall remain in operation until July 1, 1980 unless the term is reduced or extended by action of the Ventura County Board of Supervisors with the concurrence of participating City Councils.

Approved by the Animal Regulation Commission May 31, 1979.
Amended by the Animal Regulation Commission October 11, 1979.

Approved and Amended by the Animal Regulation Commission
February 14, 1980.