



Sedgwick County...
working for you

Animal Control

Sedgwick County Health Department

1015 Stillwell, Wichita, KS 67213 - www.sedgwickcounty.org - TEL: 316-660-7078 - FAX: 316-383-7553

Shawn Hornbaker
Program Supervisor

Sedgwick County Animal Care Advisory Board

Bylaws

ARTICLE I

Duties and Organization:

Per the Sedgwick County code of Ordinances, Chapter Five, titled Animals, section 5-55, the duties of the Sedgwick County Animal Care Advisory Board are as follows:

The duties of the county animal care advisory board shall include the following:

- (1) Guiding the county animal control department in all phases of its operations.
- (2) Determining operational policies and procedures of the county animal control department to be approved by the board of county commissioners.
- (3) Making recommendations concerning the operational policies and procedures to the board of county commissioners for implementation.
- (4) Annually, along with the director of the county animal control department, developing an operating budget and recommending the budget to the county manager, who will submit it for approval to the board of county commissioners.
- (5) Providing such other guidance, study, analysis or other assistance deemed necessary and approved by the chair of the

county animal care advisory board, the director of the county animal control department and the board of county commissioners.

(Res. No. 17-1987, § 3, 2-4-87)

Article II

Meetings of the Advisory Board

Section 1:

The advisory board shall convene for its meetings at such time and place as shall be fixed by the chair of the advisory board. The director or the director's designee shall serve in a non-voting, ex officio capacity on the advisory board, shall serve as staff to the advisory board, and shall cause a proper record to be kept of all proceedings before the advisory board.

Section 2:

Special meetings of the board may be called by the Chair at any time by giving suitable notice of the time and place of such meetings to all members thereof.

Section 3:

A quorum shall consist of a majority of the appointed board members by the Board of County Commissioners.

Article III

Officers and their Duties

Section 1:

The officers of the board shall be as follows: The board shall elect one member as its chairperson and one member as its vice-chairperson. The recording secretary shall be defined as a staff member of the Animal

Control Program, shall serve as an ex-officio capacity on the advisory board and cause a proper record to be kept of all proceedings before the advisory board, as per section 5-53 of the Sedgwick County code of Ordinances.

Section 2:

The chairperson will appoint a nominating committee with approval of the board at the December meeting. A nominating report is to be made in January. All officers shall be elected by ballot at the regular meeting of the board in February of each year. All officers shall serve for one year or until the successors are elected. Their elected terms shall begin at the close of the meeting at which they are elected.

Article IV

Rules and Procedures

The board shall adopt appropriate rules and procedures for the conduct of meetings and for the transaction of business.

Article V

Amendments to the Bylaws

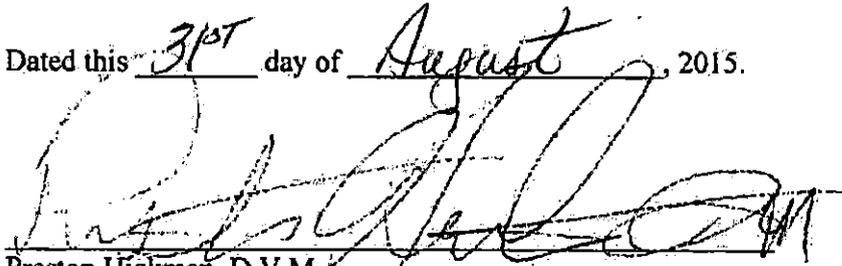
Section 1:

The board may by majority vote of the members thereof, amend these bylaws of any provisions or sections thereof at any time, subject to approval by the Board of Sedgwick County Commissioners. Notice of the proposed amendments shall be furnished by the recording secretary to the board members not less than ten (10) days prior to their meeting at which said amendments are to be considered. A copy of the bylaws will be filed with the office of the Sedgwick County Clerk.

Section 2:

Any board member missing three (3) consecutive meetings without prior notice may be recommended for dismissal by the board. If the board votes to recommend dismissal, the Sedgwick County Commissioner who appointed that board member shall be provided with written notice of the board's recommendation.

Dated this 31st day of August, 2015.



Preston Hickman, D.V.M.
Chairman of the Sedgwick County Animal Care Advisory Board



Shawn J. Hornbaker
Sedgwick County Animal Control Program Supervisor

Commissioners present and voting were:

DAVID M. UNRUH _____
TIM R. NORTON _____
KARL PETERJOHN _____
RICHARD RANZAU _____
JAMES M. HOWELL _____

Dated this _____ day of _____, 2015.

BOARD OF COUNTY COMMISSIONERS
OF SEDGWICK COUNTY, KANSAS

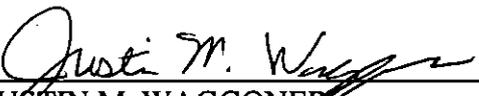
ATTEST:

KELLY B. ARNOLD, County Clerk

RICHARD RANZAU, Chairman
Commissioner, Fourth District

KARL PETERJOHN, Chair Pro Tem
Commissioner, Third District

APPROVED AS TO FORM:



JUSTIN M. WAGGONER
Assistant County Counselor

DAVID M. UNRUH
Commissioner, First District

TIM R. NORTON
Commissioner, Second District

JAMES M. HOWELL
Commissioner, Fifth District