

**ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS**

CATEGORY: Committees/Boards/Commissions/Examiners	CODE NUMBER: AC-2-5
TITLE: The Lee County Domestic Animal Services Advisory Committee	ADOPTED: 2/17/15
	AMENDED:
	ORIGINATING DEPARTMENT: Animal Services/County Attorney

PURPOSE/SCOPE:

The Board of County Commissioners, upon adoption of Lee County Ordinance No. 14-22, desires creation of a standing Citizens Advisory Committee to provide the Board with information, advice and recommendations to better the domestic animal welfare in the County. The creation of such advisory boards are governed by Lee County Ordinance 97-23.

I. POLICY/PROCEDURE:

- A. This Advisory committee shall be named: The Citizen Advisory Committee to the Lee County Domestic Animal Services; and, shall be subject to the precepts of Administrative Code AC-2-3 which are incorporated herein.
- B. Said Committee shall consist of seven (7) members as detailed in the enabling Resolution Section II. "Membership."
- C. The Committee shall meet at those times and at such locations as determined by the Committee, but no less than six (6) times in a calendar year.
 - 1. Notice of said meetings shall be posted as required by law and on the Lee County websites.
 - 2. Said meetings shall be attended by a Lee County Domestic Animal Services (LCDAS) employee as appointed by the LCDAS Director.
 - 3. Said meetings shall be conducted pursuant to Roberts Rules of Order.

4. Said meetings shall provide for public comments on any matters relating to domestic animal welfare in Lee County by the citizens and residents of Lee County.

5. Minutes of the meetings shall be published on the County websites.

II. DUTIES OF THE COMMITTEE:

A. Annual Report

1. The Committee shall have prepared, not less than once a calendar year, a Report to the Board of County Commissioners addressing those issues which through investigation, review and analysis are pertinent to local domestic animal welfare.

2. County Administration shall assist the Committee in the Report's preparation and distribution.

B. Committee Activities

1. Committee members may make inquiries, as any citizen, into activities of LCDAS.

2. The LCDAS staff liaison to the Committee shall assist in any information gathering necessary to assist the Committee.