



# COACHELLA VALLEY ANIMAL CAMPUS COMMISSION HANDBOOK





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## INTRODUCTION

Thank you for your time and dedication in serving on the Coachella Valley Animal Campus Commission. As a partner working with Riverside County Department of Animal Services (RCDAS), the goal of the Commission is to create a collaborative environment where we can strive to do the best for the people and animals in our communities. Riverside County Department of Animal Services is a multifaceted department encompassing animal law enforcement at the county and state level, along with responding to, and prosecuting for animal cruelty concerns.

A key function of the department is rabies control- vaccination and licensing enforcement, rabies surveillance, bite reporting, and quarantine of animals who have bitten or been exposed. Rabies is a rare but serious disease caused by the rabies virus, which can infect the brains of both people and animals. Once people and animals are infected with the rabies virus, they almost always die. Each year in California, rabies is found in about 200 mostly wild animals where it is endemic. Rabies vaccination for pets is an important way that pet owners can protect themselves and the people around them from rabies. A pet that is vaccinated at an early age and stays up to date on its rabies boosters is less likely to get rabies if it has contact with an animal with rabies in the wild. Municipal animal control organizations are responsible for enforcing mandatory state dog licensing and vaccination for rabies. A dog license serves as proof that the dog was properly vaccinated with an approved lot of rabies vaccination by a veterinary professional.

In addition, the county is responsible for the health and care of thousands of animals entering its shelters annually. This involves animal husbandry, veterinary care, and working to find homes for lost pets. The department operates four shelter facilities. As a municipal agency and service provider, these shelters are open admission, meaning that the county is responsible for impounding any stray animals that come through its doors, irrespective of health or temperament. This sets Animal Services apart from other non-profit humane societies and rescue organizations that can no longer admit pets once they are at capacity. Within the parameters that the law allows, RCDAS has implemented many programs and provides services to assist communities and help reduce animal impound county-wide and within partner cities.



## — ABOUT RIVERSIDE COUNTY DEPARTMENT OF ANIMAL SERVICES

### MISSION

Working together to improve Riverside County for people and animals.

### VISION

Promoting an environment of responsible pet ownership through progressive animal welfare initiatives, community outreach, and humane education in a culture of compassion, creativity, and integrity.

### SERVICES AND PROGRAMS

Riverside County, California has a diverse and growing population, currently home to 2.46 million residents. Riverside County Department of Animal Services (RCDAS) serves 55% of the population at 1.3 million people, including the unincorporated regions and 16 contract cities, 8 of which are in the Coachella Valley. The county land area expands over 7,303 square miles, of which RCDAS provides service for 90%. Annually, the department receives over 46 thousand calls for animal related assistance from the public and other agencies including law enforcement and fire. The department consists of multiple divisions and programs offering an extensive range of services to Riverside County communities. The divisions include:

#### Field Services

RCDAS animal control officers are trained through the Humane Academy and PC 832 certified. The department promotes community focused animal control services, merging animal law enforcement with programs to help keep people and pets together, such as offering resources through the Pet Support and Healthy Pet Zone programs, striving to return more lost pets to their homes, and working with other county agencies and nonprofits for homeless outreach. Animal control officers respond to and investigate animal cruelty incidents, bringing many to prosecution. Officers have a proven track record with serving warrants, seizing neglected and mistreated animals when necessary, appearing in court, and holding those involved responsible where needed. Animal control is request driven, based on calls that come in from the public and other agencies such as law enforcement.



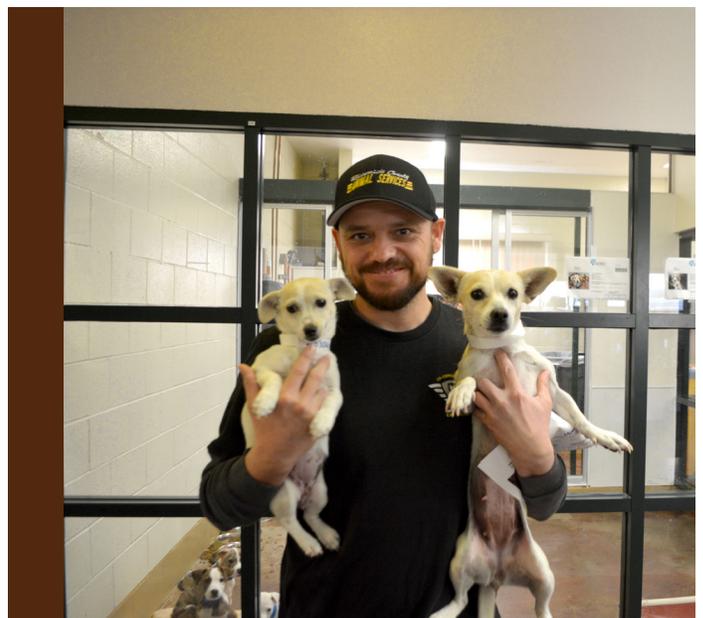
## Emergency Response

RCDAS staff are trained and ready to respond during natural or man-made disasters. As with all Riverside County staff, RCDAS employees are subject to Government Code Sections 3100 and 3101, declaring that all public employees are disaster service workers. Emergency response has involved activation during wildfires and floods, and emergency animal sheltering for those evacuated during incidents. Animal control officers are often staged on-site at Incident Command Posts to be ready to rescue or attend to animals in evacuation areas. The department provides assistance for evacuees and their pets, including animal welfare checks at homes, offering supplies and more. With emergency response, RCDAS can deploy the Riverside Emergency Animal Rescue System (REARS), a volunteer team trained by the department to assist during an incident. REARS members are specifically trained and experienced with large animal evacuation, including equines and other livestock. The members attend annual department training events and orientations. REARS also assists in cruelty cases involving large animals.

## Shelter Services

Shelter Services is responsible for providing care and husbandry for the thousands of animals entering RCDAS shelters. The shelter staff are comprised of animal care technicians, animal services counselors, and animal services representatives that perform a variety of functions and program support. Animal care staff complete adoptions of the pets that come into RCDAS facilities, guiding customers in making a good match when bringing a pet into their home.

The department supports a barrier free, open-adoption process, to make it easy for customers to adopt. Also, through the short-term foster program, persons considering adoption can take a pet home to see if they are a good fit before making a final adoption commitment. Counselor staff also work with hundreds of rescue groups to place thousands of animals per year. They also support the department's foster program, aiding to place animals in need-sick, injured, or neonate- into homes until they are ready for adoption. Also, through short-term foster, community members can take dogs out on day trips, walking them in the community, to expose them to potential adopters and relieve stress with a fun day out.





Sheltered animals are free fed (food is available at all times) a high-quality diet or fed based on specifications provided by veterinary staff as necessary. When tolerated, dogs are co-housed to improve sociability and provide companionship. Shelter staff provide playgroup time for dogs, in groups of 3 to 20 to improve exercise capacity, social interaction, and reduce stress. Exercise yards have been installed with special fencing to introduce dogs for playgroups. The Riding with Rovers program, where dogs can run alongside a bike with a special tether, provides high drive dogs with an additional exercise outlet. Cats are provided toys and additional playtime interaction by volunteers and staff.

## Veterinary Services

The Animal Services veterinary team is responsible for the health and medical care of all animals impounded at RCDAS shelters. This includes ensuring animals are healthy at intake and examining them for any illness or injury. All animals, when appropriate, are vaccinated and scanned for microchips as they enter the shelters and treated for any injuries or ailments. Veterinary services also operates three spay and neuter clinics, located at the Coachella Valley, Jurupa Valley, and San Jacinto animal campuses. These clinics provide spay and neuter for animals going home through adoption and for the public.

The veterinary team provides many services for the public including low-cost vaccinations, microchips, and other wellness services. The team also works in Riverside County communities on two mobile spay/neuter and wellness busses. The busses are





often grant funded and can provide services on site at low or no cost to communities in need. Veterinary Services also oversees the Healthy Pet Zone program. This program offers persons experiencing hardship a variety of services at low or no cost to help keep families together with pets and avoid impounds of animals for health reasons.

## **Volunteering**

RCDAS welcomes volunteers for a variety of roles. These can include, but are not limited to, customer service, help with pet adoptions, and working one of the department's exciting special events. For those who want to interact with the animals, volunteers can sign up for dog walking and cat socialization, brushing and grooming, and even help with animal care. There are also opportunities to gain experience assisting in the veterinary clinics, with the spay neuter buses, and at wellness clinics. Volunteers have also participated with fundraisers, grant writing, tabling at educational events and more.

## **Pet Support**

Every year thousands of animals come into Riverside County Shelters. Most of these animals are pets that had homes and were cared for prior to becoming lost and ending up in an animal shelter. While RCDAS does its best to provide a caring environment, nothing can replace the benefits for an animal residing in a home. For this reason, the department started the Pet Support program. Pet Support provides resources to help families keep pets home and asks for public assistance with lost pets. Through providing support, such as food and supplies, medical care, and other services, the department has been able to reduce impounds.

By asking for help from the caring public who find and bring in stray pets to assist with locating an owner, or fostering, more pets have returned home instead of entering the shelter. Studies have shown that most lost pets are found within a mile of their homes. By keeping these animals in their neighborhood and encouraging finders to talk to neighbors, post signs, and look for the owners, reunions have been successful. Finders also post lost pets on the department's website and with Petco Love Lost, in addition to being scanned for a microchip. Pet Support is not diversion and does not lead to animals refused impound out on the streets. Participation is voluntary and animals will be impounded if a person refuses or cannot participate.



## Free Roaming Neighborhood Cats

RDCAS operates a free roaming cat program that addresses cat issues and saves lives. Free roaming cats are spay/neutered, vaccinated, microchipped, and returned to their community as an alternative to impound.

Unsocialized cats impounded in a shelter are not usually desirable candidates for adoption leaving limited options for them to have a positive outcome. There are no restrictions on cats being allowed to free roam as there are for dogs, other than Riverside County Ordinance that they be spayed or neutered. Therefore, as long as they are healthy and appear to be thriving in the environment from which they came, they will be altered and returned to their place of origin. Residents who need assistance are aided with traps, deterrents to keep cats away if needed, and free spay or neuter. Spay and neuter eliminates unwanted cat behaviors such as yowling and spraying.



## Transfer Partner Program

RCDAS relies on the great work of nonprofit partners who collaborate to take thousands of animals from our shelters each year and place them in homes. The Transfer Partner program includes hundreds of animal rescue groups locally and all around the country, even into Canada. Nonprofit animal rescues are required to sign up with a partnership agreement annually. Once approved, they are able to take pets from RCDAS shelters free of charge or choose to pay for some low-cost services. The Transfer Partner team also works regularly with groups to arrange large scale transports of pets to other areas of the country where they are in more high demand.



## — ABOUT THE COACHELLA VALLEY ANIMAL CAMPUS COMMISSION

### THE ROLE OF THE COMMISSION

Commissions serve a vital role in County government by gathering and analyzing public input and recommending options to the Board of Supervisors. The guiding principle of any Commission recommendation to the Board of Supervisors is that of addressing the overall public benefit. The County Board of Supervisors is the designated review body for all County Commissions, under Board Policy A-21 regarding the establishment, appointments to, governance, and periodic review and dissolution of the Board of Supervisors' various advisory boards, commissions, and committees ("advisory groups"), according to the Board resolution entitled "Adopting Uniform Rules and Procedures for Advisory Committees, Board and Commissions of the County of Riverside." A copy of this resolution's most recent version is included in the Appendix of this document and may be replaced with successive versions of the resolution as approved by the Board from time to time.

The function of the Commission is solely to study and provide input into the operation of the Coachella Valley Animal Campus (CVAC) within the scope of the subject matter specified in "*Board Resolution No. 2016-099*". Commissions do not make policy decisions, manage, or direct programs, or commit County resources. Commissioners shall not assume by their appointment to be empowered, with authority on behalf of the County to decide matters of county policy; oversee or enter into any contract; procure materials or services; recruit, hire, direct, manage, review, or terminate staff, or involve themselves in any other way in personnel matters; seek, inquire about, or negotiate regarding the purchase, sale or lease of property; nor to speak on behalf of the County. Any resources necessary for the support of Commission meetings shall be approved by the Board of Supervisors as part of the departmental budgetary process. The Board of Supervisors shall specifically approve any other special or extraordinary expenditures requested by the Commission.



### **History of Commission Establishment:**

Due to the passage of SB 1785 (referred to as the Hayden Act) in 1998, local animal control shelters feared becoming overcrowded due to the increasing holding period. Residents approached the City of Palm Desert with concerns about the deteriorating care for sheltered animals. The City of Palm Desert referred the matter to the Coachella Valley Association of Government (CVAG). CVAG established the Animal Commission to review the situation at local shelters. The Commission, after a thorough examination, made recommendations for all aspects of the creation of the Coachella Valley Animal Campus and its operations. Included in the planning was the ability to accumulate data to enable data driven decision making due to participation of multiple jurisdictions.

Planning also included the creation of a new Animal Commission specific for the Coachella Valley Animal Campus (CVAC). Commission membership included elected officials representing participating cities, Riverside County and an ex-officio member creating a public/private partnership. The purpose of ex-officio membership was to increase representation for overseeing CVAC's operations. The public/private partnership was hoped to ensure the maximum contribution toward quality services and outcomes at CVAC.

CVAC's operations are established by contract to allow each city to customize services that might be particular to the city. The campus is also structured in a way that allows the public and private sections to operate independently, but cooperatively. One outcome of the CVAC was the installation of air conditioning units for ACO vehicles. The Commission has also made other contributions to improve service at CVAC over the years.

On April 13, 2004, the Board of Supervisors adopted Resolution No. 2004-135, creating the Coachella Valley Animal Campus Commission. The animal campus provides sheltering services for the Coachella Valley cities of Cathedral City, Coachella, Desert Hot Springs, Indian Wells, Indio, La Quinta, Palm Desert, and Rancho Mirage. It also serves the unincorporated areas of the Coachella Valley. The Commission is responsible for providing recommendations on the efficient operation of the CVAC Campus.



The Commission shall consist of one elected official (and one alternate) appointed by the respective City Council of each contracted city, and the County Supervisor for the Fourth District, (See Appendix “Board Resolution No. 2016-099”). The President of Animal Samaritans or their designee, Friends of the Palm Springs Animal Shelter and Palm Springs Animal Control shall also serve on the Animal Campus Commission in an ex-officio (non-voting) capacity. Additional ex-officio membership may be granted to a community organization, by Commission action. In 2024, the President of Loving All Animals, or their designee, was also voted on as an ex-officio member.

### **Purpose and Intent of the CVAC Commission**

The following includes a summary of information contained in the CVAC Commission Bylaws. The complete bylaws can be found in the Appendix at the end of the handbook.

According to “*Board Resolution No. 2016-099*” the Purpose and Intent of the CVAC Commission is to *provide direct input into the operation of the Coachella Valley Animal Campus to create a community of no more homeless, unwanted, or lost animals. The Animal Campus Commission pledges to the community to:*

- A. Foster a caring environment of respect, responsibility, and compassion for all;
- B. Provide humane sheltering;
- C. Provide education to undertake and collaborate with Animal Samaritans and other animal welfare organizations for educational programs for the care and treatment of animals;
- D. Reunite pets and owners;
- E. Promote an aggressive adoption campaign; and
- F. Promote vigorous spay/neuter programs within the Coachella Valley.



## Duties and powers of the Commission

According to “*Board Resolution No. 2016-099*” The CVAC Commission shall have the following duties and powers:

- A. Establish a Mission Statement for the Animal Campus Commission;
- B. Establish the date, time, and place of regular meetings of the Animal Campus Commission;
- C. Review and recommend a budget for the Animal Campus Commission;
- D. Recommend policies for the operation of the Animal Campus, receive public comments, and respond to complaints;
- E. Establish policies and Administrative Regulations for responding to complaints; such Policies and Administrative regulations shall include referring complaints to the Director of Animal Services as deemed necessary;
- F. Notify member jurisdictions of vacancies on the Animal Campus Commission;
- G. Advise Riverside County Department of Animal Services when amending any ARTICLES of the Commission by-laws; and the Animal Campus Commission shall maintain current by-laws at all times;
- H. Appoint committees of the Animal Campus Commission or the members of these committees and fill any vacancies on any committee;
- I. Observe Conflict of Interest Code; and
- J. Undertake such activities as may be necessary to support animal control services within the serviced cities and unincorporated areas of the county and otherwise act in an advisory capacity for the Department of Animal Services.

## Attendance Expectations And Who To Call If Unable To Attend A Meeting

Appointment as a Commissioner comes with an expectation of regular attendance. Understanding the makeup of the Commission and the competing requirements of elected officials, there will be times that a Commissioner will be unable to attend a Commission meeting. In those instances, it is imperative to inform the Commission Secretary as soon as practical. If the Commission Secretary has information that a quorum (majority of the entire Commission membership seats, whether filled or vacant) will not be present, they will, with the consent of the Chairperson, cancel the meeting and notify the membership.



## THE ROLE OF COMMISSION OFFICERS

### Commission Chairperson

The Chairperson shall:

- Work with the Commission Secretary to prepare the meeting agenda to comply with Brown Act standards and timeframes.
- Make sure that supporting documents for agenda items are provided to the Commission Secretary to distribute to Commission members, staff, and the public by the Brown Act deadline.
- Preside at all meetings:
  - ◇ Call the meeting to order at the scheduled time.
  - ◇ Verify the presence of a quorum.
  - ◇ “Process” all motions (state the motion before discussion, restate the motion just before the vote, and announce the result of the vote, specifying who voted in favor, who voted against, and any abstentions and recusals).
  - ◇ Facilitate meetings by staying on track and adhering to time constraints.
  - ◇ Rule on any points of order using Roberts Rules of Order as guidance.
  - ◇ Conduct the meeting fairly and equitably.
  - ◇ Maintain neutrality to facilitate debate.
- Be familiar with the bylaws and conduct the meetings according to the bylaws.
- Provide feedback to the Commission Secretary regarding services provided by County staff.
- Work cooperatively with DAS as subject matter experts to the Commission.



## **Commission Vice Chairperson**

The Vice Chairperson shall:

- In the absence of the Chairperson, assume the role of the Chairperson.
- Preside at any meeting where the Chairperson is absent.
- Work in partnership with the Chairperson.

## **ROLE OF ANIMAL SERVICES DEPARTMENT STAFF**

### **Role of Commission Secretary of Commissions**

Support of the Commissions is provided by individuals employed in the Department of Animal Services. The Commission Secretary prepares and posts agendas, writes minutes of regular meetings, and provides administrative support for the meetings and other activities of the Commission.

### **Relationship with supporting department staff**

The Commission can look to the Department of Animal Services and its professional staff for support in considering the issues that come before the Commission and facilitating the work of the Commission. The relationship between the Commission and the department staff is a strategic partnership with all parties working together. Neither party directs the actions of the other.

Department staff serves as resources for the Commission to generally keep the Commission current on the progress of the Department, answer questions, provide options, analyze impacts, and clarify County policy. Actions taken by Department staff are the responsibility of the County Executive. As assigned by the County Executive, staff from the department will provide information and guidance, as needed, to assist the Commission.



## COMMISSION MEETINGS

### Developing the Meeting Agenda

An agenda for each meeting of the CVAC Commission shall be prepared by the County Department of Animal Services Director or his/her designee. The agenda and supplemental documents are forwarded to the Chairperson by the Commission Secretary for review and approval. The Commission Secretary, in collaboration with the Chairperson, will ensure that the agenda follows standard formatting and language guidelines.

1. Any Commission member and/or County staff may submit an item for the agenda in accordance with the Brown Act.
2. Agenda items shall be submitted to the Commission Secretary of the Animal Campus Commission no later than noon on Thursday of the week preceding the meeting unless a County holiday necessitates moving the agenda deadline to an earlier time and date fixed by the Commission Secretary.
3. The CVAC Commission shall take no action or discuss any item not appearing on the posted agenda. However, an item not on the agenda may be considered by the Commission, in accordance with the Brown Act and pursuant to ARTICLE XIII of *"Board Resolution No. 2016-099"*

### Brown Act

All meetings of the Animal Campus Commission shall comply with and be held in accordance with the provisions of the Ralph M. Brown Act as it presently exists or may be from time to time amended, commencing with section 54950 of the California Government Code.

### Meeting Types

There are three types of meetings: regular meetings, special meetings, and emergency meetings. All meetings must be open-session meetings. The Commission may want to use a meeting as a retreat or a planning session, but such a meeting would still have to be noticed and open to the public. These meetings are subject to Brown Act requirements, and the public may attend all meetings. All meetings require a quorum to proceed with the meeting.



### **Location of Meetings**

The principal permanent office for the transaction of the business of the Animal Campus Commission is located at 72-050 Pet Land Place, Thousand Palms, California, 92276. The commissioners may change the principal office from one location to another for meeting purposes. Notice shall be provided for any change of location for meeting purposes following the Brown Act.

### **Quorum determination**

A quorum is a majority (half+1) of the entire voting member Commission not just those members present. When a quorum is not present for a scheduled meeting, the Commission cannot hold the meeting.

### **Less-Than-A-Quorum Members Hearing from Public and Staff**

If a meeting is canceled subject to a lack of a quorum, members of the public or staff may be present to comment on items or give reports. Following the cancellation of the meeting, those Commissioners who are present (less than a quorum) may wish to stay and allow members of the public to express their thoughts on items and hear updates from staff. However, such proceedings are not part of an official meeting of the Commission, and the remaining Commissioners should make this clear to all present. No Commissioner or staff member is required to remain since it is no longer an official meeting.



## CONDUCTING MEETINGS

Meetings shall be conducted pursuant to *“Board Resolution No. 2016-099”*

1. The Chairperson shall call the Animal Campus Commission to order;
2. Commissioners present and absent shall be recorded;
3. Staff shall be asked for any updates on the agenda;
4. The minutes of any preceding CVAC Commission meeting shall be submitted for approval, and approved or rejected by a motion, a second, and an affirmative vote of the Commissioners;
5. Staff Reports shall be presented;
6. The Animal Campus Commission shall then hear, including public comment on those items on the agenda and the Commission shall act on those agenda items;
7. The Chairperson shall ask whether any member of the audience wishes to comment on any matter that is not listed on the agenda; (Public Comment)
8. The meeting is adjourned.

### Public Comment

Pursuant to the Brown Act, members of the public have a right to comment on any agenda item. Every speaker shall be granted the same amount of time.

9. The public must be allowed the opportunity to speak, and the Brown Act indicates that anyone can address the legislative body without identifying themselves.
10. Board of Supervisors A-2 provides that persons who wish to address the Board on a matter that is not on the agenda shall limit their comments to three minutes, or in the case of an organized (shared time) comment, their time shall be limited to nine minutes (three speaker cards). Commissions should follow these same guidelines.
11. Speakers are asked to fill out Request to Speak Forms, to be submitted to the Commission Secretary, who will provide the Forms to the Chairperson to call on speakers in order.



### **Distribution of materials**

The Brown Act also states that documents being considered by the Commission during meetings must be made available for review by the public without delay. This applies to documents distributed before the meeting and any documents distributed at the meeting.

Any material that is not prepared by the County or a Commissioner and is distributed during an open meeting must be made available for public inspection as soon as possible after the meeting. For example, if a member of the public submits a document to accompany his/her public comment statement, the Commission Secretary must retain the document as part of the meeting records, provide a copy of the document to each Commissioner following the meeting, and have it available for other members of the public upon request following the meeting.

### **Parliamentary Procedure**

The application of Parliamentary Procedure is the best method to enable Commissions to determine the will of the Commission. The Procedures help create a balance between the rights of persons in the minority on specific issues to be heard with the rights of persons holding the majority position to prevail.

### **How the Commission takes action on an issue**

Generally, after the discussion is heard, a commissioner may request a motion. When a motion is made and seconded, the Chairperson should restate the motion before a vote is taken or may request the maker of the motion to restate the motion for clarity. (See also "Commission Officers.") If unclear, any member of the Commission may request that the motion be restated. The Chairperson is requested to state the mover and seconder for the record. Once the Chairperson determines that Commissioners are ready to take action, members should orally state their vote.

The Chairperson is requested to state the final vote result for the record.

### **COMMISSIONER EXPENSES**

Commissioners and committee members shall not receive compensation for their services. Reimbursement for expenses may be determined by resolution of the CVAC Commission.



**I. APPENDIX**

- A. County Board of Supervisors Resolution No. 2016-099 – Coachella Valley Animal Campus By-Laws**
- B. County of Riverside Board Policy No. A-21 – Including Resolution No. 2005-148**

2  
3 RESOLUTION NO. 2016 - 099

4  
5 A RESOLUTION OF THE BOARD OF SUPERVISORS OF  
6 THE COUNTY OF RIVERSIDE APPROVING THE BY-LAWS OF THE  
7 COACHELLA VALLEY ANIMAL CAMPUS COMMISSION

8  
9 WHEREAS, the Coachella Valley Animal Campus Commission was created on April 13,  
10 2004 by County of Riverside Resolution No. 2004-135 to provide recommendations regarding the  
11 operation of the Coachella Valley Animal Campus; and

12 WHEREAS, it was resolved that the Coachella Valley Animal Campus adopt by-laws for  
13 its governance in accordance with Riverside County Resolution 94-225, superseded by Board Policy A-  
14 21, Resolution No. 2005-148, Adopting Uniform Rules and Procedures for Advisory Committees, Boards  
15 and Commissions of the County of Riverside; and

16 WHEREAS, the proposed by-laws of the Coachella Valley Animal Campus Commission  
17 were considered at a regularly scheduled Coachella Valley Animal Campus Commission meeting on  
18 March 10, 2016; and

19 WHEREAS, the Coachella Valley Animal Campus Commission By-laws were  
20 unanimously approved by the Commission members; and

21 WHEREAS, the Coachella Valley Animal Campus Commission is requesting that the  
22 Board of Supervisors for the County of Riverside, State of California also approve the by-laws;

23 NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of  
24 Riverside, in regular session assembled on May 24, 2016, in the meeting room of the Board of  
25 Supervisors located on the 1<sup>st</sup> floor of the County Administrative Center, 4080 Lemon Street, Riverside,  
26 California, that the By-laws of the Coachella Valley Animal Campus Commission are approved.

27 ROLL CALL:

28 Ayes: Jeffries, Tavaglione, Washington, Benoit and Ashley

Nays: None

Absent: None

05.24.16 3-26

The foregoing is certified to be a true copy of a resolution duly adopted by said Board of Supervisors on the date therein set forth.

KECIA HARPER-JENEM, Clerk of said Board

By:  Deputy

FORM APPROVED COUNTY COUNSEL  
BY:  5/18/16  
MARSHAL VICTOR DATE

COACHELLA VALLEY ANIMAL CAMPUS COMMISSION BY-LAWS

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**ARTICLE I: OFFICE CREATED**

There is established a commission to be known as the "Coachella Valley Animal Campus Commission" (hereinafter "Animal Campus Commission").

**ARTICLE II: PURPOSE AND INTENT**

The purpose of the Animal Campus Commission is to provide direct input into the operation of the Coachella Valley Animal Campus to create a community of no more homeless, unwanted, or lost animals. The Animal Campus Commission pledges to the community to:

- A. Foster a caring environment of respect, responsibility and compassion for all;
- B. Provide humane sheltering;
- C. Provide education to undertake and collaborate with Animal Samaritans and other animal welfare organizations for educational programs for the care and treatment of animals;
- D. Reunite pets and owners;
- E. Promote an aggressive adoption campaign; and
- F. Promote vigorous spay/neuter programs within the Coachella Valley.

**ARTICLE III: MEMBERSHIP – APPOINTMENT**

The Animal Campus Commission shall consist of one (1) elected official appointed by the respective City Council of each signatory city, known as a commissioner. The County Supervisor the Fourth District, or their designee, shall serve until his/her successor has been appointed by the Board of Supervisors. Voting Membership is limited to a County representative and the representatives of a city contracted with the County of Riverside Department of Animal Services.

Ex-officio membership may be granted to, or removed from, a community organization by commission action. Ex-officio members serve voluntarily and do not have the right to vote. The President of Animal Samaritans SPCA, Inc. or his/her designee, Friends of the Palm Springs Animal Shelter and Palm Springs Animal Control shall also serve on the Animal Campus Commission in an ex-officio capacity.

**ARTICLE IV: SELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON**

The Animal Campus Commission shall elect a chair and a vice-chair at its first meeting and thereafter at the regular meeting of the Animal Campus Commission held in January of each succeeding year.

A Chairperson and Vice-Chairperson shall be elected annually by the Animal Campus Commission at its first meeting, and annually thereafter, to serve a term of one (1) year, or until the election of a successor.

- A. Chairperson. A chairperson shall preside at meetings of the Animal Campus Commission and exercise and perform such other powers and duties as may be, from time to time, assigned to

him/her by the Animal Campus Commission. The Chair shall serve as an ex-officio member of all committees of the Animal Campus Commission.

- B. Vice Chairperson. In the absence or disability of the Chairperson, the Vice Chairperson, as designated by the Animal Campus Commission, shall perform all duties of the Chairperson, and when so acting shall have all the powers of, and be subject to all the restrictions upon the Chairperson. The Vice Chairperson shall have such other powers and perform such other duties as from time to time may be prescribed for them respectively by the Animal Campus Commission or the Chairperson.

#### **ARTICLE V: ALTERNATE COMMISSIONER**

In addition to the commissioners referenced in ARTICLE III, an alternate member for each jurisdiction shall be appointed by the respective City Council of each signatory city and may be an elected official/or city appointed representative with voting powers from the signatory jurisdiction. The Alternate Commissioner shall only serve as a board member in the absence of the regular member. In such an absence, the alternate board member shall have all rights and privileges of voting as a regular member. All alternate board members shall complete the conflict of interest documents as required by regular board members.

#### **ARTICLE VI: TERM OF OFFICE**

Animal Campus commissioners shall serve until the earlier of:

- A. Their office becomes vacant pursuant to ARTICLE VII;
- B. They are removed from office pursuant to ARTICLE VIII;
- C. Their office becomes vacant due to said commissioner vacating their elected office.

#### **ARTICLE VII: VACANCIES**

A vacancy on the Animal Campus Commission is the responsibility of the affected member jurisdiction of which there is no representation on the Animal Campus Commission. When the death or resignation of any commissioner occurs, the Animal Campus Commission Chair shall ask that another appointment be made.

#### **ARTICLE VIII: REMOVAL FROM OFFICE**

The County Board of Supervisors and the City Councils of the member jurisdictions may remove their respective member of the Animal Campus Commission from office at any time during his/her term, provided that a respective replacement commissioner is appointed by said County Board of Supervisors or City Councils.

## **ARTICLE IX: DUTIES AND POWERS**

The Animal Campus Commission shall have the following duties and powers:

- A. Establish Mission Statement for the Animal Campus Commission;
- B. Establish the date, time, and place of regular meetings of the Animal Campus Commission ;
- C. Review and recommend a budget for the Animal Campus Commission;
- D. Recommend policies for the operation of the Animal Campus, receive public comments, and respond to complaints;
- E. Establish policies and Administrative Regulations for responding to complaints; such Policies and Administrative regulations shall include referring complaints to the Director of Animal Services as deemed necessary;
- F. Notify member jurisdictions of vacancies on the Animal Campus Commission;
- G. Advise Riverside County Department of Animal Services when amending any ARTICLES of this Chapter or repealing this Chapter in its entirety; and the Animal Campus Commission shall maintain current by-laws at all times;
- H. Appoint committees of the Animal Campus Commission or the members of these committees and fill any vacancies on any committee;
- I. Observe Conflict of Interest Code; and
- J. Undertake such activities as may be necessary in order to support animal control services within the serviced cities and unincorporated areas of the county and otherwise act in an advisory capacity for the Department of Animal Services.

## **ARTICLE X: COMMISSION SUBJECT TO RALPH M. BROWN ACT**

The Commission shall provide for its regular, adjourned regular and special meetings and such further meetings as the signatory cities may reasonably request depending upon the pressures of business. The dates, hour and place of any regular meeting shall be filed with each of the parties hereto. All meetings of the Animal Campus Commission shall comply with and be held in accordance with the provisions of the Ralph M. Brown Act as it presently exists or may be from time to time amended, commencing with section 54950 of the California Government Code. Minutes of the meetings of the Commission shall be maintained and copies of the same filed with the Riverside County Clerk of the Board, Department of Animal Services and the Clerk of the signatory cities. Public Notice of these meetings shall be required.

1. All meetings of the Animal Campus Commission shall be open and public and are subject to the Brown Act (Government Code section 54950 et. seq.), as may be amended from time to time.
2. All meetings of the Animal Campus Commission shall be audio recorded by the Secretary for the purpose of producing the official, written minutes of the Commission.
3. Meeting notices shall be posted by the Secretary of the Coachella Valley Animal Campus Commission in the manner required under the Brown Act.
4. Any item of business on an agenda of the Animal Campus Commission that is not considered at that meeting shall be: (1) continued to the next scheduled meeting of the Commission; (2)

adjourned to a date and time as designated by the Commission; or (3) removed from the agenda by the member submitting the item, or by approval of the Commission.

5. As provided under the Brown Act, meetings of the Animal Campus Commission may be adjourned by either less than a quorum of members or by the Secretary when all members are absent.

#### **ARTICLE XI: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall be the parliamentary authority for all matters not specifically covered in these by-laws, or standing rules, and will be used as a general guide for the conduct of the commission meetings.

#### **ARTICLE XII: QUORUM**

A majority of the authorized number of commissioners shall constitute a quorum for the transaction of business, except to adjourn as provided in ARTICLE XVII. Every act or decision done or made by a majority of the commissioners present at a meeting duly held at which a quorum is present shall be regarded as the act of the Animal Campus Commission. A meeting at which a quorum is initially present may continue to transact business, notwithstanding the withdrawal of commissioners, if action taken is approved by at least a majority of the required quorum for that meeting.

#### **ARTICLE XIII: AGENDA**

- A. An agenda for each meeting of the Animal Campus Commission shall be prepared by the County Department of Animal Services Director or his/her designee;
- B. Any Commission member and/or County staff may submit an item for the agenda in accordance with the Brown Act.
- C. Agenda items shall be submitted to the Secretary of the Animal Campus Commission no later than noon (12 p.m.) on Thursday of the week preceding the meeting, unless a County holiday necessitates moving the agenda deadline to an earlier time and date fixed by the Secretary.
- D. The Animal Campus Commission shall take no action or discuss any item not appearing on the posted agenda. Members may briefly respond to statements made or questions posed by persons exercising their public testimony rights. Commission members may, on their own initiative ask clarifying questions, refer a matter to staff or other resource for factual information to be presented at a subsequent meeting; scheduled and noticed on a future agenda by the Secretary.
- E. Notwithstanding Section C, above, any item not on the agenda may be considered by the Animal Campus Commission, in accordance with the Brown Act, by affirmative vote of a quorum under the following conditions (Commission must identify the condition before discussion begins)
  - a. Upon determination that an emergency situation exists or,

- b. Upon determination that there is an urgent need to take immediate action and the need for action came to the attention of the Animal Campus Commission after the agenda was posted or,
  - c. The item was previously posted for a meeting, and was held no more than five (5) days earlier, and at the prior meeting the item was continued to the meeting at which action is being taken.
- F. There shall be attached to each agenda a report of matters pending action by the Animal Campus Commission.

#### **ARTICLE XIV: DECORUM**

The chairperson shall maintain decorum, focus and civil discourse in the conduct of public business while a meeting is called to order. A member called out of order by the Chairperson shall relinquish the floor unless it is appealed to the Commission.

#### **ARTICLE XV: ORDER OF MEETINGS**

The order of business of the Animal Campus Commission shall be as follows:

1. The Chairperson shall take the chair precisely at the hour appointed for the meeting and shall immediately call the Animal Campus Commission to order;
2. Commissioners present and absent shall be recorded;
3. Staff shall be asked for any updates on the agenda;
4. The minutes of any preceding Animal Campus Commission meeting shall be submitted for approval, and approved or rejected by a motion, a second, and an affirmative vote of the Commissioners;
5. Staff Reports shall be presented;
6. The Animal Campus Commission shall then hear, including public comment on those items on the agenda as dictated in the following section, and the Commission shall act on the agenda item;
7. The Chairperson shall ask whether any member of the audience wishes to comment on any matter which is not listed on the agenda;
  - a. The Chairperson shall advise the audience of the procedures to be followed at the meeting;
    - i. Persons presenting testimony to the Animal Campus Commission shall be asked to give their name for the record;
    - ii. All public speakers will be allowed three minutes to speak and time-keeping will be maintained by the Commission Secretary.
    - iii. Speaker cards will be made available and public wishing to speak should fill out a speaker card prior to speaking.
    - iv. If there are numerous people in the audience who wish to speak on the issue, and it is known that all represent the same opinion, a spokesperson should be selected to speak for the entire group. The spokesperson shall have the opportunity to

address the Animal Campus Commission for a reasonable length of time, presenting a complete case;

- v. To avoid unnecessary cumulative evidence, the Chairperson may limit the time of testimony on a particular issue;
- vi. Irrelevant and abusive comments by witnesses or commissioners and off-subject comments shall be ruled out of order;
- vii. No person shall address the Animal Campus Commission without first securing the permission of the Chairperson to do so;

- b. No person shall address the Animal Campus Commission without first securing the permission of the Chairperson to do so;

8. Adjournment.

**ARTICLE XVI: MOTIONS**

A. Voting Requirements.

- 1. A quorum shall consist of a majority of the authorized number of commissioners;
- 2. An affirmative vote of the majority of the quorum is necessary for the Animal Campus Commission to take action;
- 3. When a commissioner abstains from voting on any matter before the Animal Campus Commission, that vote shall not constitute nor be considered as either a vote in favor of or in opposition to the matter being considered. Abstentions should only be used where there is an actual or potential conflict of interest. A tie vote shall constitute no action. Such final tie votes shall be referred to the County Board of Supervisors.

B. In the event a dispute arises concerning the conduct and/or procedural matters not specifically addressed herein, the Chairperson or the Vice Chairperson, in the Chairperson's absence, may resolve and otherwise rule on matter(s). The Chairperson or Vice Chairperson's decision may be overruled by an appropriate carried motion.

C. Procedure with respect to motions shall be:

- a. Once a motion is before the Animal Campus Commission, no other motion may be considered until the active motion has been seconded, and voted on. An active motion may be substituted or amended prior to the vote based on the Commission deliberations. Actions include:
  - i. To adopt and approve the motion, or
  - ii. To continue the motion to a certain date, or
  - iii. To direct staff on the matter, and continue the motion to a later date for consideration, or
  - iv. To amend the motion, or
  - v. To postpone indefinitely/ "table" the motion

- b. When a motion is seconded, the second shall be stated by the Chairperson and a vote taken;
- D. Procedure with respect to voting:
  - a. A vote of a quorum of members shall be necessary for the transaction of business, except that a quorum is not necessary to adjourn the meeting to a specified time and place.
  - b. An abstention by any member casts no vote, and shall not be considered for purposes of determining whether an affirmative action was taken by the Commission.
  - c. Recording of Votes. The minutes of the Animal Campus Commission's proceedings shall show the vote of each commissioner, including if they were absent or failed to vote on a matter considered.
- E. Disqualification from Voting: A commissioner shall disqualify himself/herself from voting in accordance with applicable state law. When a person disqualifies himself/herself, he/she shall state prior to the consideration of such matter by the Animal Campus Commission that he/she is disqualifying himself/herself due to a possible conflict of interest and shall then leave the voting area before discussion begins. The member shall describe the nature of the conflict in a manner so as to be easily understood by the public.
- F. Additional Information: The commissioners shall advise the balance of the Animal Campus Commission with regard to the content of any outside contact with third parties, which contact was related to an item before the Animal Campus Commission. Such contacts and their content should be disclosed to the balance of the Animal Campus Commission before the Animal Campus Commission takes action on the items to which the contact relates. This excludes contact with staff, county counsel, or city attorneys.

**ARTICLE XVII: ADJOURNED MEETINGS**

A majority of the commissioners present, whether or not constituting a quorum, may adjourn any meeting to another time and place. Notice of the time and place of holding an adjourned meeting need not be given, unless the meeting is adjourned for more than twenty-four (24) hours, or a matter before the Animal Campus Commission constitutes a public hearing, in which case notice of the time and place shall be given before the time of the adjourned meeting.

**ARTICLE XVIII: SPECIAL MEETINGS**

Special meetings of the Animal Campus Commission may be held at any time upon the call of the Chairperson, Vice Chairperson or by five (5) voting members of the Animal Campus Commission or upon request of the County Board of Supervisors or of a City Council of a signatory jurisdiction. Notice of the time and place of special meetings shall be given to each commissioner by one of the following methods: (a) by personal delivery of written notice; (b) by first-class mail; (c) by telephone communication, either directly to the commissioner or to a person at the commissioner's office who would reasonably be expected to communicate such notice promptly to the commissioner or (d) by electronic mail. Notices sent by first-class mail shall be deposited into a United States mail box at least

forty-eight (48) hours before the time set for the meeting. Notice shall also be given to the press at least forty-eight (48) hours before the time set for the meeting. The notice shall also specify the purpose of the meeting, and the place and time of the meeting.

#### **ARTICLE XIX: EDUCATIONAL SESSION – WORKSHOPS**

- A. The Animal Campus Commission may be convened as a whole or as a committee of the whole in the same manner as prescribed for the calling of a special meeting for the purpose of holding an educational session provided, that no official action shall be taken and no quorum shall be required.
- B. Educational sessions shall be open to the public.

#### **ARTICLE XX: COMMITTEES OF ANIMAL CAMPUS COMMISSION**

- A. The Animal Campus Commission may, by a majority of the vote of the commissioners, designate one or more committees, each consisting of a maximum of three (3) commissioners, should commissioners be appointed to said committee, to serve at the pleasure of the Animal Campus Commission. Subject to limitations set forth in this ARTICLE, any committee, to the extent provided by the Animal Campus Commission, shall have all the authority of the Animal Campus Commission, except that no committee may:
  - 1. Fill any vacancies on any committee;
  - 2. Amend or repeal any resolution of the Animal Campus Commission or the members of these committees;
  - 3. Appoint any other committees of the Animal Campus Commission or the members of these committees;
- B. There shall be no permanent ad hoc committees.
- C. Responsibilities and objectives of any committee shall be specified at the time of the creation of the committee.
- D. Committees shall be dissolved upon the request of the Chairperson of the Animal Campus Commission with the concurrence of a majority vote of the Animal Campus Commission.

#### **ARTICLE XXI: MEETINGS AND ACTIONS OF COMMITTEES**

Meetings and actions of committees shall be governed by, and taken in accordance with, the provisions of this Chapter, concerning meetings of commissioners, with such changes in the context as are necessary to substitute the committees and its members for the Animal Campus Commission and its members. The Animal Campus Commission retains the authority to set the time for regular meetings of committees. Special meetings of committees may also be held by resolution of the Animal Campus Commission. Notice of special meetings or committees shall also be given to any and all alternate members, who shall have the right to attend all meetings of any committee. The Animal Campus Commission may adopt rules for the governing of any committee not inconsistent with the provisions of this Chapter.

**ARTICLE XXII: FEES AND COMPENSATION OF COMMISSIONERS**

Commissioners and committee members shall not receive compensation for their services. Reimbursement for expenses may be determined by resolution of the Animal Campus Commission.

**ARTICLE XXIII: ATTENDANCE AT MEETINGS**

Commissioners, and/or alternates are expected to attend all scheduled meetings. If a commissioner fails in this performance, the Mayor of the affected member jurisdiction will be notified.

**ARTICLE XXIV: PERSONNEL**

The Animal Campus Commission may request from the county such personnel as may be necessary to carry out the duties of the Animal Campus Commission, as provided by the contracts with the member jurisdictions.

**ARTICLE XXV: MEETING LOCATION**

The principal permanent office for the transaction of the business of the Animal Campus Commission is located at 72-050 Pet Land Place, Thousand Palms, California, 92276. The commissioners may change the principal office from one location to another for meeting purposes. Notice shall be provided for any change of location for meeting purposes in accordance with the Brown Act.

**ARTICLE XXVI: PRINCIPAL TERRITORY**

The primary territory covered by the Animal Campus Commission shall be the jurisdictions including Cathedral City, Coachella, Desert Hot Springs, La Quinta, Rancho Mirage, Indian Wells, Indio, Palm Desert and the Unincorporated Areas of the Coachella Valley, but nothing herein is intended to restrict the activities of the Animal Campus Commission to any other territory.

The service area of the Animal Campus Commission may be extended to other geographic areas by service contract between the County and the jurisdiction to be served, provided the Animal Campus has capacity to provide such services and that such services are not subsidized by the members of the Animal Campus Commission.

**ARTICLE XXVII: EXTENSION OF SERVICE**

The Animal Campus Commission shall advise the County of Riverside in matters pertaining to extending the County of Riverside's animal control services to other jurisdictions under the following circumstances and exclusive procedures:

- A. Extension of service area: Any governmental agency empowered by law to perform animal control services may join the Animal Campus provided said public agency enters into a "Coachella Valley Animal Campus Contract for Animal Shelter Services" with the County of Riverside. Should any new public agency enter into a contract for animal shelter services, said public agency shall be deemed a signatory city for all purposes pursuant to the provisions in this Chapter. Any such public agency desiring to join the Animal Campus shall present to the County of Riverside and the Animal Campus Commission a resolution of its governing body expressing that desire. In no event, shall such animal shelter services for a new participating public agency be subsidized by any existing member public agencies of the Animal Campus Commission. Should a new public agency be added as a member of the Animal Campus Commission, said public agency shall be accorded full rights and assume full duties under the provisions contained in this Chapter.
- B. Number of Animal Campus Commissioners: If the service area of the Animal Campus is extended or reduced pursuant to subsection A above, the number of Animal Campus commissioners and alternate commissioners shall be adjusted to reflect the new member public agency and provided in accordance with the provisions of this Chapter.

**ARTICLE XXVIII: REMOVAL FROM MEETINGS**

Consistent with Board Policy A-2, as may be amended from time to time in the conduct of county business, the chairperson shall order removed from the meeting room any person who commits the following acts in respect to a regular or special meeting of the commission:

- (1) Disorderly, contemptuous or insolent behavior toward the commission group, any member thereof, or staff, that disrupts the orderly course of such meeting; or,
- (2) A breach of the peace, boisterous conduct, or violent disturbance that disrupts the orderly course of such a meeting; or
- (3) Disobedience of any lawful order of the chairperson, which shall include an order to be seated, or to refrain from addressing the commission group and which disrupts the orderly course of the meeting; or
- (4) Any other unlawful interference or disruption with the orderly course of such a meeting. Any person so removed shall be excluded from further attendance at the meeting from which they are removed, unless permission to attend is granted by a motion adopted by a majority of the commission group.

**ARTICLE XIX: AMENDMENTS TO BY-LAWS**

These by-laws may be amended from time to time upon approval by the majority of the membership of the Animal Campus Commission. The approved by-laws will then be presented to the County of Riverside Board of Supervisors as required by Board Policy A-21.

**ARTICLE XX: SEVERABILITY AND INVALIDITY**

**COUNTY OF RIVERSIDE, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

<b><u>Subject:</u></b>	<b><u>Policy Number</u></b>	<b><u>Page</u></b>
<b>ADVISORY BOARDS, COMMISSIONS AND COMMITTEES</b>	<b>A-21</b>	<b>1 of 1</b>

**Policy:**

Board policy regarding the establishment, appointments to, governance, and periodic review and dissolution of the Board of Supervisors' various advisory boards, commissions, and committees ("advisory groups") is summarized and contained in a resolution entitled "Adopting Uniform Rules and Procedures for Advisory Committees, Board and Commissions of the County of Riverside." A copy of the most recent version of this resolution is attached, and shall be replaced with successive versions of the resolution as approved by the Board from time to time in the course of county business.

**Reference:**

- Minute Order dated 03/11/1975
- Minute Order 3.16 of 05/31/1983
- Minute Order 3.14a-b of 04/20/1993
- Minute Order 3.13 of 09/19/1995
- Minute Order 3.29 of 11/17/1998
- Minute Order 3.2 of 02/16/1999
- Minute Order 3.5 of 04/05/2005
- Minute Order 3.7 of 11/07/2006

Board of Supervisors

County of Riverside

**RESOLUTION NO. 2005-148**  
**ADOPTING UNIFORM RULES AND PROCEDURES FOR**  
**ADVISORY COMMITTEES, BOARDS AND COMMISSIONS**  
**OF THE COUNTY OF RIVERSIDE**

**WHEREAS** from time to time the Board of Supervisors and its related governing bodies establish advisory groups to inform the Board on particular issues or subjects of interest to the Board; and,

**WHEREAS** it is in the best interest of the County that these advisory groups are appointed, organized and governed within a uniform framework of consistent Board policy;

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on April 5, 2005, that:

The following uniform rules and procedures for the establishment and operation of advisory committees, boards and commissions of the County of Riverside, including all districts, county service areas and other agencies governed by the Board of Supervisors, are hereby adopted, as follows:

1. **APPLICABILITY:** These rules and procedures shall apply to and control all advisory committees, boards and commissions (herein for convenience referred to as “advisory groups”), except as otherwise provided by or pursuant to the law, ordinance or resolution under which the advisory group is established. This resolution does not apply to certain committees, boards and commissions of the County that have independent legal status as separate public entities.
2. **LIMITATION ON AUTHORITY:** Unless otherwise authorized by law that specifically provides for the establishment and function of a particular advisory group, advisory groups generally shall have no executive, administrative, or operational functions. Their function shall be solely to study and make recommendations to the Board of Supervisors within the scope of the subject matter specified in the statute, ordinance or resolution establishing them, or as specifically referred to them by the Board of Supervisors. Advisory groups shall not be empowered, nor assume by their appointment to be empowered, with authority on behalf of the County to decide matters of county policy; oversee or enter into any contract; procure materials or services; recruit, hire, direct, manage, review or terminate staff, or involve themselves in any other way in personnel

matters; seek, inquire about, or negotiate regarding the purchase, sale or lease of property; nor to speak on behalf of the County. Advisory groups shall not have, nor assume to have, any authority to raise funds or solicit revenues, nor to incur indebtedness, nor to expend county resources of any type. Any resources necessary for the support of an advisory group's meetings shall be approved by the Board of Supervisors as part of the departmental budgetary process. The Board of Supervisors shall specifically approve any other special or extraordinary expenditures requested by an advisory group.

3. **SCOPE OF INTEREST:** The scope of each advisory group's interest and activity shall be limited to that specified in the law, ordinance or resolution establishing or providing for the advisory group. If not so specified, the scope shall be as indicated by the title of the advisory group and directive from the Board of Supervisors.
4. **DURATION:** In proposing establishment of an advisory group, the proponents shall consider the duration necessary for the advisory group to accomplish its mission in light of the advisory group's purpose and scope. In instances where it is not justified that an advisory group exist indefinitely, the Board shall include a sunset clause in the document establishing the advisory group specifying a definite sunset date. Where applicable, existing advisory groups whose establishing documents do not contain sunset clauses shall have such clauses added either at the next convenient opportunity, or upon policy review of all advisory groups. Once such a sunset date occurs, an advisory group shall be considered dissolved and shall cease to meet unless or until an extension of time and a new sunset date is approved by the Board of Supervisors.
5. **STRUCTURE:** The number and qualifications of members, the method of their nomination and appointment, and their terms of office should normally be set forth in the statute, ordinance or resolution providing for or establishing the advisory group. If not so specified, provisions shall be as follows:
  - a. **Number.** The number of members shall be five.
  - b. **Length of Terms.** Terms of appointment for each appointee shall, at the recommending Board member's discretion, be for not less than two years and not more than four years from the last preceding July 1, except that a majority of the members first appointed shall

be appointed for half the term of the remainder of the members, and ex officio members shall serve while they hold office.

- c. **Residence requirements.** The Board of Supervisors shall make their best effort to nominate and appoint persons who are both registered voters and either reside or own businesses within the supervisorial district they are appointed to represent. In the event an appointee no longer resides or owns a business in the supervisorial district that they were appointed to represent, it is that appointee's responsibility to notify the secretary of their advisory group and the office of that supervisorial district in writing. In the event appointees move their residences or businesses from one supervisorial district to another, or the boundaries of supervisorial districts change, Board members retain discretion whether or not to allow their appointees to serve out their term as representatives of the supervisorial district that they were appointed to represent. Upon taking office, newly elected members of the Board of Supervisors shall have discretion whether or not to retain appointees representing their supervisorial district where such removal does not conflict with any provisions of a duly enacted ordinance, including amendments thereto, of Riverside County, or conflict with any provisions of statute or regulation. Appointees may be under the age of eighteen if appointed to a youth advisory group all of whose members are eighteen or under at the time of appointment pursuant to the law, ordinance or resolution under which said advisory group is established.
- d. **Nomination.** Members of the Board of Supervisors may nominate, screen, interview and recommend for Board appointment eligible persons in such manner as best suits the Board member's interests. Appointments shall be made consistent with this resolution.
- e. **Vacancies.** A vacancy shall exist under the following conditions:
- (1) The expiration of a term;
  - (2) The written resignation, death or loss of residence requirements of an incumbent;
  - (3) When a member fails to attend three consecutive meetings of the advisory group, such absence is not excused by the advisory group, those facts are reported by the secretary of the advisory group to the Board of Supervisors, and said Board declares

the vacancy. Vacancies shall be filled for the unexpired term of the prior incumbent. If more than one vacancy exists, the appointing authority may specify the vacant position and term there being filled by each appointee. Otherwise, the longest unexpired term shall be filled by the person first appointed, and in successive order to the shortest term. Vacancies shall normally be filled in accordance with the Maddy Local Appointive List Act of 1975.

- f. **Reappointment.** To encourage varied citizen participation in advisory groups, the Board of Supervisors shall generally seek new appointees to replace individuals who have served for eight consecutive years. Board members retain the discretion to reappoint individuals regardless of the length of time served on any advisory group.
- g. **Removal of a member.** Members of advisory groups serve at the pleasure of the Board of Supervisors. Notwithstanding a specified length of a term for a member, the Board may remove any member at any time for any reason.

6. **CLERK OF THE BOARD:**

- a. **Coordination.** The Clerk of the Board shall prepare and maintain information clearly and concisely summarizing the purpose, scope, history and sunset dates of the Board's various advisory groups. The Clerk of the Board shall also maintain and update a master list of all appointees to each advisory group, including the history of each appointment and the expiration dates of their terms.
- b. **Notification.** The Clerk of the Board is responsible for notifying members of the Board of Supervisors of the dates when appointees' terms expire, and of any vacancies as they arise.
- c. **Policy Review.** By November of each even-numbered year, the Clerk of the Board shall prepare and forward to the Executive Office an updated summary of Board-appointed advisory groups for policy review, including a listing of any advisory groups whose sunset dates will occur within the subsequent two year period. The Executive Office shall return to the Board by the end of December that year with recommendations regarding each advisory group, including recommendations regarding any advisory group scheduled to sunset.

7. **ELECTED OFFICERS:** Each advisory group shall choose a chair and a vice chair. This shall be done at least annually at the first meeting on or after July 1. To limit the length of consecutive terms an individual may serve as chair or vice chair, and to provide a rotation system that allows for an orderly selection process consistent with the intent of Board Policy A-3, as may be amended from time to time in the conduct of county business, advisory groups shall elect officers as follows:
  - a. Whenever possible and appropriate, the vice chair from the previous year shall be automatically nominated as chair the subsequent year.
  - b. Neither the chair nor vice chair shall occupy the same office for more than one year at a time, and a person who serves as chair one year shall not serve as vice chair the following year.
  - c. Elected officers serve at the pleasure of the remaining members, who may remove them as officers at any time by affirmative vote of a quorum.
  - d. In the event the chair vacates that office for any reason, the vice chair automatically assumes the office of chair, and shall call for an election at the next meeting of the advisory group to fill the office of vice chair in the manner specified above.
8. **SECRETARY:** Each advisory group will normally be related to or affiliated with a specific county department. The head of that department, or his designee, shall serve as secretary of the advisory group, and as such shall be responsible for carrying out the duties of that office outlined below.
9. **DUTIES:** Aside from executing official correspondence of the advisory group, the elected officers of an advisory group shall have no executive or administrative authority. The duties of the officers and members generally are as follows:
  - a. **Chair.** It is the responsibility of the chair to:
    - (1) Be thoroughly familiar with the advisory group's rules of order, by-laws, enabling resolutions, and relevant county policies, practices, protocols and procedures, including this resolution;

- (2) Inform the members, when necessary or referred to for that purpose, on pertinent points of order or practice;
  - (3) Open and call official meetings of the advisory group to order;
  - (4) Announce the business of the day;
  - (5) Recognize members entitled to the floor;
  - (6) State, call for and put to vote all questions moved or necessary in the course of the proceedings, and to announce the results of the vote;
  - (7) Expedite business in every way compatible with the rights of the members;
  - (8) Restrain members engaged in debate within the rules of order; and,
  - (9) Enforce on all occasions the observance of civility, order and decorum among the members and others in attendance.
- b. **Vice Chair.** It is the responsibility of the vice chair to preside in the chair's absence. In cases of the chair's illness, resignation, or death, the vice chair of an advisory group is first in line to assume the office of chair for the remainder of the unexpired term. Advisory groups should nominate and elect a vice chair who is both competent and willing to perform the duties of the chair.
- c. **Secretary.** It is the responsibility of the secretary to:
- (1) Keep the official records of the advisory group;
  - (2) Record in the formal minutes the actions of the group;
  - (3) Keep a roll of the members and call roll when required;
  - (4) Post notice of public meetings in accordance with the Brown Act;
  - (5) Format, compile, prepare, post and distribute meeting agendas and materials to the members of the advisory group in accordance with the Brown Act;
  - (6) Post signage for meeting locations;
  - (7) Conduct correspondence for the group as necessary and appropriate;
  - (8) Maintain in good order the advisory group's rules of order, by-laws, enabling resolutions; and,

- (9) Be familiar with relevant regulations, policies, practices, protocols and procedures, including this resolution and Board Policy, as may be amended from time to time in the conduct of county business. Furthermore, in the event of a disturbance or circumstance that, in the secretary's sole judgment, constitutes a risk to security, safety, or public order, the secretary shall be responsible and have the authority to take such measures deemed necessary at the time.
- d. **Members.** It is the responsibility of each appointee to county advisory groups to respect and uphold county policies, practices, protocols and procedures. It is the responsibility of each appointee to conduct themselves at all times with appropriate civility, respect and decorum, mindful that their conduct before the public reflects upon the integrity of the County and the Board of Supervisors.
- e. **Representation.** An advisory group, its officers, or the members of an advisory group, shall not represent the County to any state, county, city, special district or school district, agency or commission, nor to any other organization or members of the public, on any matter unless specifically authorized to do so by the Board of Supervisors.
- f. **Public Information.** Advisory groups, their officers, and their members shall coordinate in advance through the appropriate designee within the Executive Office all contacts with the press and any press releases. Advisory groups, their officers and their members shall refer all inquiries by the press regarding county operations, events or other county business to the appropriate county staff.
10. **BY-LAWS:** Advisory groups shall not be required to adopt by-laws. Any by-laws which an advisory group adopts shall contain the provisions for rules of order and procedure governing the functions of the advisory group, and shall neither duplicate nor conflict with the rules contained in this resolution, nor with any statute, ordinance or resolution providing for or establishing the advisory group or governing its conduct. The by-laws adopted by any advisory group shall be reviewed and approved as to form by County Counsel and submitted to the Executive Office for approval by the Board of Supervisors in accordance with Board Policy A-5, as may be amended from time to time in the conduct of county business. In instances where existing advisory group

by-laws, policies, or procedures are inconsistent with this resolution or any other county policy, this resolution and Board Policy shall take precedence. If an advisory group does not adopt by-laws, they shall refer instead to this resolution and applicable Board Policy.

11. **MEETINGS:**

- a. **Ralph M. Brown Act (Brown Act).** All advisory groups and their members shall conduct themselves in accordance with the Brown Act.
- b. **Rules of order and procedure.** Robert's Rules of Order may be used as a general guide for the conduct of advisory groups. When necessary for orderly conduct, an advisory group may outline specific rules of order and procedure in their by-laws.
- c. **Quorum.** A quorum shall consist of a majority of the total number of members of the advisory group established by the Board of Supervisors, whether filled or vacant. Any action of the advisory group shall require affirmative votes of not less than a quorum. An advisory group cannot give unanimous consent when a quorum is not present. Formal actions taken when a quorum is not present are not valid. If a quorum is not present at the noticed meeting time, the chair or vice chair shall wait a few minutes before taking the chair. The only business an advisory group shall transact in the absence of a quorum is to:
  - (1) Take measures necessary to obtain a quorum;
  - (2) Fix the date and time to which to adjourn;
  - (3) Adjourn or take a recess; and/or,
  - (4) Continue the entire agenda to the next meeting.
- d. **Date and time.** Each advisory group shall establish by standing order dates and times for their regular meetings, which shall be at least quarterly. Advisory groups shall choose dates and times to avoid conflicts with county holidays and other official standing meetings of the County that would prohibit or limit participation. Meetings shall begin promptly at, but no sooner than, the publicly noticed meeting time.
- e. **Canceling meetings.** An advisory group may dispense with any regular meeting by an affirmative vote of a quorum of the advisory group made at any preceding regular meeting.

- f. **Location.** In order to assure the safety of and consistent accessibility by the public, advisory groups shall establish by standing order one or two locations at which to hold their regular meetings. These locations shall be within the County of Riverside and on the grounds of publicly maintained facilities, such as county offices or administrative centers, public libraries, or public schools. Meetings of advisory groups should not be held in any location or facility that requires, or which good manners would imply, that attendees purchase goods or services (including meals or refreshment) as a condition of attending the meeting, unless with the prior unanimous consent of the advisory group and the concurrence of the department with which they are affiliated. No one attending such a meeting of an advisory group shall be compelled, nor made to feel compelled, to patronize the establishment before, during or after the meeting. All meeting locations must meet the safety requirements stated below.
- g. **Safety.** Pursuant to Board Policy C-12, as may be amended from time to time in the conduct of county business, in the conduct of county business it is the goal of the Board of Supervisors to assure, as far as possible, safe, accessible and healthful working conditions for county staff, members of advisory groups, and the general public. Consequently, all regular and special meetings of advisory groups and their subcommittees shall be held at such locations and in such a manner to assure the safety of and provide the greatest possible accessibility feasible to all attendees. This includes adequate and accessible parking, accessibility from parking to the meeting rooms, adequate and accessible restroom facilities available to both men and women, and meeting rooms of adequate size and seating with multiple exits easily accessible and available in an emergency to all attendees. No person shall be allowed to stand or sit in such a way that blocks doorways or exits. Consistent with Board Policy A-2, as may be amended from time to time in the conduct of county business, smoking in the meeting room of any advisory group is strictly prohibited before, during and after advisory group meetings.
- h. **Agenda.** The secretary shall be responsible for formatting, compiling, preparing, posting and distributing the agenda of each meeting of an advisory group in accordance with the

Brown Act. The agenda shall contain the following elements in the simplest format possible to communicate most efficiently and effectively with the public:

- (1) The name of the advisory group;
- (2) The date, time and place of the meeting;
- (3) A sequentially numbered list of brief general descriptions of each item of business to be transacted or discussed at the meeting. In order to facilitate efficient compiling and preparing of the agenda and agenda packet, and subsequent preparation of the meeting minutes, the secretary may choose to establish forms and formats in which submittals to the agenda must be made.

i. **Restrictions on non-agenda items.** The Brown Act generally prohibits any action or discussion of items not on the agenda, with three exceptions:

- (1) When a majority makes a finding of an “emergency situation” as defined under the Brown Act;
- (2) When two-thirds of the members present (or all members if less than two-thirds of the members are present) make a finding there is a need for immediate action which arises after the agenda is posted; or,
- (3) When an item appeared on and was continued from a meeting held not more than five days earlier. Within the provisions of the Brown Act, an advisory group may briefly respond to comments or questions from members of the public, provide a referral to staff or other resources for factual information, or request that an issue be placed on a future agenda.

j. **Closed sessions.** There should be no circumstances in which a typical county advisory group will need to hold closed sessions as provided for under the Brown Act. Any advisory group having such need must adhere strictly to the provisions of the Brown Act in conducting such meetings when so authorized by the Board and approved in advance by County Counsel.

k. **Taking items out of order.** An advisory group may, on passage of a motion, take any matter on their agenda out of the order listed on that agenda.

- l. **Abstentions.** If an advisory group is unable to make a decision on any matter when presented because of an abstention vote, the advisory group shall adjourn consideration of the matter until their next regular meeting.
- m. **Conflicts of interest.** Consistent with the provisions of Board Policy A-2, as may be amended from time to time in the conduct of county business, an advisory group member who has a financial, economic or direct personal interest in a governmental decision before them, upon identifying a conflict of interest or potential conflict of interest, immediately prior to consideration of the matter shall:
  - (1) Publicly identify the financial, economic or direct personal interest that gives rise to the conflict of interest or potential conflict of interest in sufficient detail to be understood by the public, except that disclosure of the exact street address of a residence is not required; and,
  - (2) Recuse themselves from discussing, voting and officiating on the matter; and,
  - (3) May be requested to leave the room until after the discussion, vote, and any other disposition of the matter is concluded; and,
  - (4) Notwithstanding the above, may speak on the issue in the same manner as a member of the audience during the time that the general public speaks on the issue. In accordance with the spirit of the Political Reform Act (Government Code Section 87100, et seq.), a vote to abstain is not appropriate in matters in which an advisory group member has, or has reason to know they have, a financial, economic or direct personal interest. No advisory group member shall count toward a quorum, nor shall they in any way make, participate in making, nor use their appointment to influence the making of a governmental decision in which they have, or have reason to know they have, a financial, economic or direct personal interest. Governmental decisions include, but may not be limited to, decisions of the advisory group on which they serve, of county staff, or of the Board of Supervisors.
- n. **Minutes.** The secretary shall be responsible for taking, preparing and keeping the formal written minutes of all meetings. The minutes shall contain the following elements:

- (1) The kind of meeting (such as regular or special);
  - (2) The name of the advisory group;
  - (3) The date and place of the meeting;
  - (4) The fact of the presence and names of the chair presiding and the secretary, or their substitutes;
  - (5) Whether the minutes of the previous meeting were approved;
  - (6) Points of order and appeals, whether sustained or lost, and all motions (except those withdrawn) including the name of the maker and seconder of the motion and names of those voting for, against and abstaining; and,
  - (7) The times the meeting started and adjourned. In consideration of the use of county resources and in keeping with recognized rules of order, transcriptions of the deliberations or discussions of a meeting shall not be required as part of official meeting minutes. The secretary shall forward a copy of the minutes to the Clerk of the Board of Supervisors promptly after the minutes are prepared and signed by the secretary; it shall not be necessary to await approval of the minutes by the advisory group.
- o. **Public communications.** Any member of the public wishing to speak to an advisory group on an agenda item before a vote is taken may notify the secretary in writing of their request to speak. Any member of the public may also speak to any advisory group during the time designated on the advisory group's agenda for oral communications from the audience. If they choose, they shall be allowed to communicate with assistance, such as a translator. The chair may use discretion in limiting the time allotted each speaker as necessary to maintain order and/or expedite the business of the advisory group. Any member of the public may also submit comments in writing on any agenda item before a vote is taken.
- p. **Decorum.** The chair of an advisory group shall maintain decorum, focus and civil discourse in the conduct of public business while a meeting of an advisory group is called to order.

- q. **Removal from meetings.** Consistent with Board Policy A-2, as may be amended from time to time in the conduct of county business, the chair of an advisory group shall order removed from the meeting room any person who commits the following acts in respect to a regular or special meeting of the advisory group:
- (1) Disorderly, contemptuous or insolent behavior toward the advisory group, any member thereof, or of staff, that disrupts the orderly course of such a meeting; or,
  - (2) A breach of the peace, boisterous conduct, or violent disturbance that tends to interrupt the due and orderly course of such a meeting; or,
  - (3) Disobedience of any lawful order of the chair, which shall include an order to be seated, or to refrain from addressing the advisory group; or,
  - (4) Any other unlawful interference with the due and orderly course of such a meeting.
- Any person so removed shall be excluded from further attendance at the meeting from which they are removed, unless permission to attend is granted by a motion adopted by a majority vote of the advisory group.
- r. **Adjourning meetings.** Advisory groups shall conclude all regular meetings by adjourning to a location, time, and date certain, which may be either before or after the date of the next meeting of the advisory group.

12. **REPORTS AND RECOMMENDATIONS:**

- a. **Reports.** Each advisory group shall by June 30 of each year file with the Board of Supervisors an annual report of its activities, may file a special report whenever the advisory group deems it desirable to do so, and shall file a report when requested to do so by the Board of Supervisors. Advisory groups subject to sunset clauses shall prepare and file a final report to the Board of Supervisors in advance of their specified sunset date. All reports shall be submitted through the Executive Office for placement on the Board of Supervisors' agenda in accordance with Board Policy A-5, as may be amended from time to time in the conduct of county business.
- b. **Recommendations.** The recommendations of each advisory group shall be submitted through the Executive Office for placement on the Board of Supervisors' agenda in

accordance with Board Policy A-5, as may be amended from time to time in the conduct of county business. The recommended motion shall be the motion formally approved by the advisory group. County departments or agencies shall retain the right to include an alternate recommendation for Board consideration. In instances where the staff recommendation differs from the advisory group's, staff shall notify the advisory group of the alternate recommendation and time/date that the Board will consider the matter.

- 13. **FORMAL COMMUNICATIONS:** Formal communications from any advisory group to the Board of Supervisors shall be dated and signed by an officer of the advisory group, and shall fairly and accurately represent the position and/or sentiments of the advisory group as formally reflected in their meeting minutes.
- 14. **COMPENSATION AND EXPENSES:** Each member shall serve without compensation or reimbursement of expenses unless otherwise provided in accordance with statute, ordinance or resolution authorizing the same and specifying the details thereof.
- 15. **DISSOLUTION:** Should it be determined an advisory group does not function consistent with the procedures set forth in this resolution, or any subsequently adopted rules, resolutions, ordinances or laws, the Board of Supervisors may, at any time and in its sole discretion, dissolve the advisory group by resolution. An advisory group with a sunset clause shall dissolve automatically upon their specified sunset date unless the Board of Supervisors amends their sunset clause to extend their sunset date in advance.
- 16. **SUPERCESSION:** This resolution shall supersede Resolution No. 95-290.

ROLL CALL:

Ayes:	Buster, Stone, Wilson and Ashley
Nays:	None
Absent:	Tavaglione
Abstain:	None

The forgoing is certified to be a true correct copy of a resolution duly adopted by said Board of Supervisors on the date therein set forth.

NANCY ROMERO Clerk of said Board

By \_\_\_\_\_ Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

775



**FROM:** Executive Office

**SUBMITTAL DATE:**  
May 16, 2016

**SUBJECT:** Resolution No. 2016-099, Approval of the By-laws of the Coachella Valley Animal Campus Commission [District 4]; [\$0].

**RECOMMENDED MOTION:** That the Board of Supervisors adopt Resolution 2016-099, Approval of the By-laws of the Coachella Valley Animal Campus Commission.

**BACKGROUND:**

**Summary**

On April 13, 2004, agenda item 3.4, the Board of Supervisors adopted Resolution No. 2004-135, creating the Coachella Valley Animal Campus Commission. The animal campus provides sheltering services for the Coachella Valley cities of: Cathedral City, Coachella, Desert Hot Springs, Indian Wells, Indio, La Quinta, Palm Desert and Rancho Mirage. It also serves the unincorporated areas of the Coachella Valley. The Commission is responsible for providing recommendations on the efficient operation of the facility and is composed of representatives appointed by each member agency, as well as the County of Riverside, the Riverside County Palm Desert Financing Authority, the Coachella Valley Association of Governments and the non-profit group Animal Samaritans.

(Continued on page 2)

*Jennifer L. Sargent*  
\_\_\_\_\_  
Jennifer L. Sargent  
Principal Management Analyst

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
<b>COST</b>	\$ 0	\$ 0	\$ 0	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
<b>NET COUNTY COST</b>	\$	\$	\$	\$	

<b>SOURCE OF FUNDS:</b> N/A	<b>Budget Adjustment:</b> No
	<b>For Fiscal Year:</b> 2015/16

**C.E.O. RECOMMENDATION:**

APPROVE  
BY: *Ivan M. Chand*  
Ivan M. Chand 5/18/2016

County Executive Office Signature

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Jeffries, seconded by Supervisor Ashley and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Washington, Benoit and Ashley  
Nays: None  
Absent: None  
Date: May 24, 2016  
xc: E.O., Commission, COBma

Kecia Harper-Ihem  
Clerk of the Board  
By: *Kecia Harper-Ihem*  
Deputy

Prev. Agn. Ref.: 3.4 on 4/13/2004 | District: 4 | Agenda Number:

**3-26**

FORM APPROVED COUNTY COUNSEL  
BY: *Marsha L. Victor* 5/18/16  
DATE  
MARSHA L. VICTOR

Departmental Concurrence

- A-30
- Positions Added
- 4/5 Vote
- Change Order

SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA  
Executive Office  
Resolution No. 2016-099, Approval of the By-laws of the Coachella Valley Animal Campus Commission  
[District 4]; [\$0].  
May 16, 2016  
PAGE: 2 of 2

The Board of Supervisors is the designated review body, pursuant to Board Policy A-21, Adopting Uniform Rules and Procedures for Advisory Committees, Boards and Commissions of the County of Riverside.

**Impact on Citizens and Businesses**

Approving the by-laws of the Coachella Valley Animal Campus Commission will ensure effective communication between commissioners, increasing the likelihood animal sheltering needs for the Coachella Valley will be met while enhancing public safety by reducing the stray animal population and suppressing the spread of rabies.

**Fiscal Information**

None

**ATTACHMENT**

Resolution No. 2016-099  
Coachella Valley Animal Campus By-laws

If any provision of these bylaws or any amendment hereto is found to be in violation or in conflict with any County or participating City ordinance, resolution, or policy or to be invalid, void or unenforceable by any court of competent jurisdiction, the remaining provisions shall nevertheless continue in full force and without being impaired or invalidated in any way, and shall be in effect only to the extent that it is in contravention of applicable ordinance, resolution, policies, or laws without invalidating the remaining provisions.

**ARTICLE XXI: CONFLICT OF INTEREST CODE**

Each member of the Commission shall disclose in advance any financial interest the member has or may acquire on any item pending before the Animal Campus Commissions for discussion or action. When required, all members of the Animal Campus Commission shall complete the Conflict of Interest Form 700 of the Fair Political Practices Commission (FPPC) entitled "Statement of Economic Interests for Designated Officials and Employees" in accordance with the requirements of the FPPC and in accordance with the Conflict of Interest Code adopted by the Animal Campus Commission.