



Animal Shelter Ad Hoc Advisory Committee Charter

I. Purpose

The Animal Shelter Ad Hoc Advisory Committee (“ASAC” or “Committee”) shall serve as an advisory body to the County Council, and shall have no policy-making authority. The Committee shall work with assigned County staff and advise the County Council (“Council”) on the organizational structure of the Los Alamos County Animal Shelter (“Shelter”), policies and procedures appropriate for the Shelter, and other issues that the Committee and County staff determine are material to the organization and operation of the Shelter.

II. Scope of Work

A. The initial task for the Committee shall be the following:

1. Describe the current operational structure of the Shelter.
2. Consider other potential operational structures for the Shelter.
3. Provide high-level estimates of costs to the County for the potential operational structures, and compare those cost estimates to the costs of the current operational structure of the Shelter.
4. Provide a recommendation to Council as to what type of organizational structure best meets high standards for the humane treatment of animals while providing a high-level of service to the citizens of the County.
5. Provide a report to Council on the above within six (6) months of the appointment of the Committee members.
6. The above report shall also contain suggestions as to other Shelter issues the Committee believes should be addressed after completion of the Committee’s initial task.

B. Subsequent to the County Council addressing the organization structure of the Shelter, the task of the Committee shall be the following:

1. Review current policies and practices of the Shelter including euthanasia policies and practices.
2. Recommend policies and practices that best meet high standards for the humane treatment of animals.
3. Provide high-level estimates of costs to the County for the above-recommended policies and practices as compared to current policies and practices of the Shelter.
4. Evaluate what kind of relationships should be established with other animal shelters, and make recommendations regarding same.
5. Review the current services offered by the Shelter.
6. Recommend what services should be offered by the Shelter to best provide services to the citizens of the County.
7. Provide high-level estimates of costs to the County for the above-recommended services as compared to the current services offered by the Shelter to the citizens of the County.
8. Provide a report to the County Council on the above within six (6) months of the County Council addressing the organizational structure of the Shelter.
9. Should the Committee have concerns about the Shelter that are not addressed in the Scope of Work, the above report should inform the County Council of those concerns.

III. **Committee Representation**

The Committee shall be composed of seven (7) citizen members. The Committee members shall be individually appointed by the County Council.

IV. **Duration of Committee**

The Committee shall sunset and stand dissolved upon completion of its Scope of Work or on the FIVE HUNDRED AND FORTIETH (540th) day after the appointment of the original Committee members, whichever occurs first.

If necessary, the Committee can be reestablished as provided for in the *Los Alamos County Orientation Manual for Members of Boards and Commissions*.

V. Member Term

The term for each member shall be for the duration of the Committee. Should a member resign from the Committee or otherwise become incapacitated, the County Council shall appoint a replacement member to the Committee as soon as reasonably possible.

VI. Quorum

A quorum of the Committee is defined as a simple majority of the appointed committee members. Committee actions can be taken and considered valid only if a quorum has been established at the meeting. Information can be shared during a meeting even if a quorum is not established.

VII. Resources

The County will assign sufficient staff to assist the Committee in completing its Scope of Work in a timely manner.

VIII. Meetings

At its first meeting, the Committee shall elect a Chair and Vice Chair, and establish a meeting schedule. However, the committee shall meet not less than once a month during the duration of the Committee. All meetings shall be open to the public. Meetings of the Committee will also serve as a venue for communicating and receiving information from the general public on matters affecting the Shelter.

IX. Subcommittees

The Committee may form any additional subcommittees it deems appropriate but all recommendations to Council shall be that of the full committee as indicated by a majority vote of the committee members. The subcommittees may include persons not otherwise identified as a member of the committee, however, subcommittee membership does not convey an ability to vote on any recommendations.