



CLARK COUNTY  
WASHINGTON

CODE ADMINISTRATION  
ANIMAL PROTECTION AND CONTROL

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1300 Franklin St.  
Vancouver, WA 98660  
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Licensing: 564.397.2489  
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This handout is intended only as an information guide. For more information, refer to Clark County Code, Title 8.

For other formats, contact the Clark County ADA Office  
Voice: 564.397.2322  
Relay: 711 or 800.833.6388  
Fax: 564.397.6165

Revised 12.8.15

# APC Advisory Board Bylaws

## Section 1: Purpose

Under Section 8.01.030 of the Clark County Code, the Board of Clark County Councilors has established an Animal Protection and Control Advisory Board. The purpose of the advisory board is as follows:

- A) To advise the Board of Clark County Councilors on issues and needs relating to animal protection and control services in Clark County, and, through comprehensive planning and other measures, to promote the most efficient service possible.
- B) To promote measures which encourage greater awareness of animal protection and control services and the responsibilities of pet ownership.
- C) To promote measures which prevent injury to property and minimize annoyances and hazards that may result from uncontrolled animals.
- D) To promote measures which prevent injury to and the inhumane treatment of animals.

## Section 2: Duties - By Code

The Animal Protection and Control Advisory board has the following duties and responsibilities, as provided in Section 8.01.030 of the Clark County Code.

- A) The advisory board shall report no less often than once annually to the Board of Clark County Councilors on recommended modifications or additions to Title 8 of the Clark County Code and on the general operations of the Animal Protection and Control Program.
- B) The advisory board may act as an appeal hearing tribunal pursuant to Section 8.19.080 of the Clark County Code. Provided it will do so only with the review and approval of the Board of Clark County Councilors; this hearing function may be delegated to a subcommittee of the advisory board composed of no less than three of its voting members.
- C) The advisory board shall perform such other further duties as may be authorized or directed by resolution of the Board of Clark County Councilors.

## Section 3: Duties - Other

The Animal Protection and Control Advisory Board has the following additional duties and responsibilities, as directed by the Board of Clark County Councilors pursuant to Section 2.C above.

- A) The advisory board shall review and evaluate on an ongoing basis animal protection and control issues, needs, services, and facilities in Clark County.
- B) The advisory board shall assist with the development of a five-year comprehensive plan for the Animal Protection and Control Program. The plan shall identify needs and establish priorities for animal protection and control services in Clark County. The plan shall be submitted to the Board of Clark County Councilors for approval and shall be reviewed and updated every five years.
- C) The advisory board shall monitor trends involving changes in animal populations, demands for services, and licensing activities, and shall report to the Board of Clark County Councilors as appropriate.
- D) The advisory board shall help prepare and coordinate a countywide public information program to inform county residents about Clark County's animal protection and control services, as well as to promote the general safety and welfare of animals.
- E) The advisory board shall coordinate its activities with other agencies and boards involved with animal protection and control services to avoid duplication and provide the best service possible.
- F) The advisory board shall not be responsible for the day-to-day operations of the Clark County Animal Protection and Control program and shall refer those matters to appropriate staff members. The current mailing address and phone number are as follows:

Clark County  
Animal Protection and Control  
P.O. Box 9810  
Vancouver, WA 98666-9810  
564. 397.2488

#### **Section 4: Membership**

The Animal Protection and Control Advisory Board consists of ten (10) members serving in a volunteer capacity. Members must be residents of Clark County. Members are appointed by the County Manager. Appointments shall attempt to include the following affiliations and categories, as provided for in Section 8.01.030 of the Clark County Code. Such interests may represent, but are not limited to:

- A) One member who owns or operates a licensed facility (including kennel) in Clark County;
- B) One member who is a licensed veterinarian who practices in Clark County;
- C) One member who is a Clark County resident who is affiliated as a member, employee, or officer in a Clark County animal welfare organization;
- D) One member who is a Clark County resident who is affiliated as a member, employee, or officer in a Clark County livestock organization;
- E) One member who owns dog(s) but who does not work in, own, or operate any facility;
- F) One member who owns cat(s) but who does not work in, own, or operate any facility;

G) One member who is any animal owner other than a dog or cat;

H) One member who is a Clark County resident who neither owns nor maintains domestic animals;

I) Two (2) members at large who are Clark County residents;

In addition to these members, the director of the Animal Protection and Control office or his designee shall serve as an officio, non-voting member of the advisory board.

One member of the organization holding the contract for provision of animal control services, currently held by the Humane Society for Southwest Washington, shall also serve as an ex-officio, non-voting member of the advisory board.

### **Section 5: Terms of the Office**

Due to revisions to Title 8.01.030 (1) in 2015, all members began serving four-year terms, with half of the appointments expiring every other year, the last day of October.

### **Section 6: Vacancies**

When vacancies occur, the County Manager shall appoint someone to fill the unexpired term. This includes vacancies caused by a change in status of a member under the selection criteria set forth above during the course of his term.

Vacancies may be declared when any member misses two consecutive regular meetings, or assigned committee meetings, without notifying the Animal Protection and Control office or the chair of the advisory board.

Reasonable effort will be made to determine the member's continued interest before the vacancy is declared.

A member's position will be considered vacant, when any member misses three regular meetings, or assigned committee meetings, within a twelve month period, beginning with the month of a member's appointment, and continuing in twelve month intervals during the period of appointment. This section will in no way abrogate the authority of the County Manager to reappoint a member to finish their original term of appointment.

### **Section 7: Officers**

The advisory board shall elect annually one of its voting members to serve as chair; and one member to serve as vice-chair; other officers shall be elected as the board deems appropriate.

Election of officers shall be held at the last regular board meeting of the calendar year. All terms of office shall be one year. More than one term may be served.

### **Section 8: Meetings**

The advisory board will hold regular meetings, open to the public, and will give advanced public notice of these meetings. Until otherwise determined by the advisory board, the regular board meetings will be held quarterly.

Electronic meetings are allowed, including electronic voting, given proper notification to members of meetings existence and response deadlines. A simple majority of members responding is required when voting electronically.

A simple majority of the board members serving shall constitute a quorum.

The advisory board shall keep written record or audio recordings of meetings, resolutions, recommendations, findings, etc., which shall be a public record.

In the absence of the chair and vice-chair (in the event a vice-chair has been elected), an acting chair shall be appointed by the board members present.

### **Section 9: Amendments to Bylaws**

The provisions set forth herein (except those established by statute and county resolution) may be amended by a two-thirds vote of the advisory board members. Any amendments shall be voted on at a regular meeting and all members shall receive a minimum of ten days prior notice.

### **Section 10: Parliamentary Authority**

All meetings of the board shall be conducted utilizing Roberts Rules of Order Newly Revised as a nonbinding guide.