



Advisory Board Meeting

6:00 pm, July 17, 2025

1. **Call to Order & Roll Call** – Chairman Kenny Kidd, Animal Services Advisory Board

Members: Kenny Kidd, Lisa Sparks, J.R. Beard, Lou Wilson, Cynthia Grantham, Jennifer Layton, Renee Bryant, James Merrill, one vacancy

Ex-Officio Member: Zeb Holden

2. **Public Comment**
3. **Approve Minutes of July 18, 2024, January 16, 2025, and April 24, 2025 Meetings**
4. **Operational/Department Updates** – Jonathan Moody, Animal Services Director
5. **Board Discussion**
6. **Adjournment**



BYLAWS RANDOLPH COUNTY ANIMAL SERVICES ADVISORY BOARD

ARTICLE I

Name: This body shall be known as the Randolph County Animal Services Advisory Board (Board). The Board was originally established by Resolution of the Randolph County Board of Commissioners (Board of Commissioners) on July 8, 2019. These Bylaws are adopted on June 2, 2025, repealing any previous versions.

ARTICLE II

Purpose: The purpose of the Board shall be to make recommendations to the Board of Commissioners and provide advice and advocacy, in compliance with State law and County regulations, regarding the development or review of policies associated with the promotion and protection of animals through the Department of Animal Services. Board actions may include:

- Study Animal Services organizational and operational related issues and make recommendations to the Board of Commissioners, County Manager, and Animal Services Director;
- Advise as requested with the leadership of the Animal Services Department about issues relating to the agency, and assist in the planning of long-range goals and objectives;
- Perform other duties and responsibilities as the Board of Commissioners may assign.

The Board of Commissioners recognizes the vital role that Randolph County Public Health (Public Health) plays in protecting the public from zoonotic disease, particularly rabies. It is therefore the intent of the Board of Commissioners that the Board work in cooperation with Public Health to ensure that citizens and animals in Randolph County are protected to the highest degree possible.

ARTICLE III

Membership of the Board: The Board shall be composed of nine (9) voting members appointed by the Board of Commissioners, as well as various ex officio/non-voting members, as follows:

- Representative member of the Board of Commissioners
- At least one person from each of the five County Commissioner Districts
- At least two persons from the Animal Rescue volunteer community
- One representative from the Randolph County Sheriff's Office
- One representative from Randolph County Public Health Department (ex officio)
- One veterinarian from the Randolph County veterinarian community (ex officio)
- The County Manager shall serve as an ex officio member of the Board and shall ensure proper administrative support for Board operations.

This does not preclude the Board of Commissioners from appointing individuals to the Animal Services Advisory Board that may include more than one member of the above categories to the Board. Nothing in these bylaws shall prohibit the Board of Commissioners from appointing a representative from Public Health to ensure the protection of the county from zoonotic disease as set forth in Article II.

All members shall either be legal residents of Randolph County or work for Randolph County Government and will serve at the pleasure of the Board of Commissioners. The composition of the Board should reasonably reflect the makeup of the county and may include residents with qualifications associated with animal services, rescue experience, and various occupations and backgrounds. Compensation, including travel expense, may be approved as allocated by the Board of Commissioners.

ARTICLE IV

Term: The term of members shall be two (2) years.

- A term will consist of a two-year appointment.
- Reappointments are allowed and determined by the Board of Commissioners.
- Initially, the five (5) members appointed from each of the five County Commissioner Districts shall be appointed for one-year terms, and the remaining members shall be appointed for two-year terms. All subsequent appointments shall be for two-year terms, so that the membership appointments are staggered.

ARTICLE V

Officers and Duties:

A. Chairman: The representative member of the Board of Commissioners shall be Chairman.

1. The Chairman shall decide matters of order and procedure, unless directed otherwise by a majority of the Board in session at the time. The Chairman shall follow Robert's Rules of Order in conducting the meetings and will have authority to:
 - Rule motions in or out of order, including the right to rule out of order any motion patently offered for obstructive or dilatory purpose;
 - To determine whether a speaker has gone beyond reasonable standards of courtesy in their remarks and to entertain and rule on objections from other members on this ground;
 - To call a brief recess at any time;
 - To adjourn in an emergency.
2. The Chairman shall appoint any subcommittees found necessary to investigate any matter before the Board.
3. The Chairman shall be responsible for the appointment and governance of all subcommittees.
4. In the absence of the Chairman, the County Manager shall preside.

B. Secretary (Clerk): The Randolph County Clerk or Deputy Clerk to the Board of Commissioners shall serve as appointed staff to the Board and serve as their Clerk. The Clerk, subject to the direction of the Chairman and the Board, shall keep records, conduct correspondence of the Board, and generally supervise clerical needs. Minutes of the meetings shall be recorded and preserved in perpetuity and are subject to public record requests. The Clerk will also be responsible for maintaining records of attendance and submitting an annual attendance report to the Board of Commissioners. Should the Clerk be absent, a temporary Clerk may be appointed by the Chairman.

C. Other Officers: Should the Chairman and County Manager both be absent at a meeting, the Board shall elect a temporary Chairman to serve at the meeting.

ARTICLE VI

Meetings: Regular meetings of the Board shall be held quarterly on the third Thursday of January, April, July, and October. Special meetings of the Board may be called at any time by the Chairman, provided that at least a forty-eight (48) hour notice is issued through the Clerk and to each member of the Board and the meeting is properly noticed in accordance with Open Meetings laws. All meetings shall be open to the public unless subject to an exception as identified in Open Meetings laws. Whenever there is no business for the Board, the Chairman may dispense with the regular meeting by giving notice to all members at least twenty-four (24) hours in advance. A notice shall also be posted at the meeting site.

Quorum: A quorum shall consist of a simple majority of the full Board membership. The vote of a majority of those members present shall be sufficient to decide matters before the Board.

Public Comment Period: The Board shall provide a Public Comment Period at each meeting.

Rules of procedure for Public Comment Period shall be read as follows:

The public comment period will be limited to 15 minutes at the beginning of the meeting; if more time is required, it will be at the discretion of the Chairman. Each speaker must give their name, both orally and in writing, before speaking. Speakers will be limited to three minutes. Comments are to be directed to the Board as a whole and not to one individual member. Response, discussion, or action concerning issues raised during this session will be at the discretion of the Chairman. Speakers will be courteous in their language and presentation. Speakers should not discuss matters which concern the candidacy of any person seeking public office or matters in current or anticipated litigation.

Reference to Robert's Rules of Order: To the extent not provided for in these bylaws and to the extent that the reference does not conflict with the spirit of these rules, the Board shall refer to Robert's Rules of Order for unresolved procedural questions.

ARTICLE VII

Meeting Attendance: Members will adhere to any attendance requirements established by the Randolph County Board of Commissioners but any member who fails to attend at least 75% of the regular meetings of the Board during any one calendar year period with the exception of excused circumstances, shall be removed from said Board.

ARTICLE VIII

Subcommittee Formation: The Board may create *ad hoc* committees as needed for special projects or technical assistance such as fundraising, special events, focus groups, etc. Subcommittees should be established for a set period of time as approved by the Board. The Chairman appoints all subcommittee Chairs annually.

ARTICLE IX

Amendments: These Bylaws may be amended by a majority vote of the Board with the final approval determined by the Board of Commissioners.