

Missouri Animal Control Association Board of Directors Handbook



Welcome to the Missouri Animal Control Association Board of Directors!	4
Section One: Mission and Purpose of the Missouri Animal Control Association	5
Section Two: The Executive Board and Quorum	6
Executive Board Eligibility	6
The Quorum	7
Specific Duties of the Executive Officers	8
President of the Association	8
Vice President of the Association	10
Executive Secretary (revised March 2017)	11
Treasurer of the Association	12
Directors	13
Section Three: Committees	14
Awards Committee	14
Certification Committee	16
Constitution and By-Laws Committee	17
Historian and Photographer	17
Legislation Committee	18
Membership Committee	18
Merchandise Committee	20
Newsletter Committee	20
Nominations Committee	21
Positions Committee	21
Scholarship Committee	22
Social Media Committee	22
SOP Committee	23
Exhibitor Committee	23
Website Committee	24
Section Four: Ad Hoc Committees	25
Section Five: Chairing a Committee	25
Section Six: Board Member/ Committee Reports	26
Section Seven: Board Compensation	26
Section Eight: Executive Board Member Expenses	26

Section Nine: Election of the Executive Board	27
Section Ten: Presidential Appointment to the Executive Board	28
Section Eleven: Executive Board Conduct, Training, and Disciplinary Action	29
Code of Conduct and Ethics for MACA Board Members and Executive Officers	29
Ethical Considerations	29
Conduct	30
Training	31
Fiscal Responsibility	31
Representation and Personal Gain	31
Misconduct	32
Section Twelve: Investigation of Allegations and Disciplinary Actions	33
Initial Investigation	33
The Disciplinary Committee	34
Disciplinary Action	35
Section Thirteen: Conducting A Business Meeting	36
Agendas	37
Minutes	37
Voting	39
Voting by Ballot	40
Voting by Mail	41
Electronic Votes	41
Conference Calls	42
Discussion	42
Concluding the Meeting	43
Common Motions in Order of Precedence	44
Section Fourteen: Proposing Amendments to the MACA Constitution and Bylaws	45
Section Fifteen: Political Affiliation and Lobbying	45

Welcome to the Missouri Animal Control Association Board of Directors!

In 1977, animal care and control professionals from around the State of Missouri came together to form the Missouri Animal Control Association (MACA). Our forefathers established the organization, established a mission statement, and established the initial Constitution and Bylaws for the organization. While they established some Board of Director and Executive Officer duties, responsibilities, and procedures on how the business of the association would be conducted, it also established the foundation for the formation of various committees, and, as per Article II Section IV of the Bylaws, the use of Parliamentary Procedures and the Robert's Rules of Order, revised, to steer the organization, conduct the business of the association, and provide a professional organization for the membership. As a member of the Board of Directors or one of the Executive Officers, we welcome you to the Executive Board and wish you great success.

The success or failure of the organization lay solely on the success or failure of the Executive Board and Executive Officers. These professionals, who have agreed to volunteer their time in the service of the organization's members, must work together for the betterment of the whole. This handbook is intended to provide the members of the board with an understanding of the expectations the board has of its members, as well as what the association members have of their leadership. It will provide an overview of the inner workings of the Board of Directors and provide you with a clear understanding of your duties and responsibilities, which will in turn make it easier to achieve your goals.

As board members and Executive Officers, it is our responsibility to do everything in our power to provide a credible, professional organization for our members and to continue to grow the organization in both size and benefits for our members.

Welcome again to the Missouri Animal Control Association Board of Directors.

Section One: Mission and Purpose of the Missouri Animal Control Association

The mission and purpose of the Missouri Animal Control Association rests heavily in training and education of animal control and animal welfare professionals and assisting its members in performing their duties in a professional manner. As an organization, we promote the idea that properly trained animal care, control, and welfare personnel can correctly address complaints and issues of community problems which result from irresponsible pet and animal ownership. We promote the concept that animal care and control professionals should be respected as professionals who should receive consistent support, resources, and training to allow us to professionally perform our duties for the citizens and animals of the communities we serve.

Specifically, the mission and purpose as prescribed in the MACA Constitution, and amended January 17, 2017 is to:

1. Education and training of animal control and animal welfare personnel.
2. Educate the public on responsibilities of animal control and animal welfare.
3. Exchange of information regarding animal control/welfare programs.
4. Provide expertise and guidance of animal control problems to officials at city, county, and state levels.
5. Develop standards of certification procedures for animal control and animal welfare personnel.
6. Identify and make recommendations on animal related issues requiring further research.
7. Provide liaison with other professional organizations and groups having related interests.
8. Strive to reduce pet overpopulation through public education on spaying and neutering programs and through education of the public regarding responsible pet ownership.
9. Promote animal welfare through programs and education as deemed necessary by the Executive Board.

Section Two: The Executive Board and Quorum

In accordance with the Article IV of the MACA Constitution, as amended last on January 17, 2017, “there shall be a body known as the executive Board of the Association consistent of not less than ten members; “the four Executive Officers of the Association and six or more elected members in good standing” which will be referred to as Director of Board Members. Collectively, the Executive Officers and the Board Members may be referred to as the Executive Board. In accordance with Article IV, Section II of the Constitution, the Executive Board conducts all the business of the association.

The MACA bylaws establish a number of duties and responsibilities for the Directors and Executive Officers. The duties and responsibilities of a board member require a genuine desire and commitment to serving our members and making MACA the best organization it can be. It’s board members and Executive Officers, described below, are expected to “comply with the laws of the United States and the laws of the State of Missouri in the performance of their duties for the association.”

Executive Board Eligibility

Given that the association is for animal care and control professions, with its members consisting of Animal Control Officers, Humane Society Investigators, Public Health Veterinarians, Health Officials, Veterinary Technicians, Government Officials, and others active in the animal welfare field as approved by the Executive Board, it is recommended but not required that Executive Officers have two years of experience serving on the Executive Board prior to becoming an Executive Officer. In accordance with Article I, Section V, of the Constitution, as revised September 2, 1994, Officers of the Executive Board must be Missouri residents, however, there is no such requirement for directors, therefore they may reside in adjacent states as long as they are members of the association in good standing and are able to attend Board of Directors meetings, training programs, and the Annual Conference on a regular basis.

In accordance with MACA bylaws, Article I, Section 4 in order to be eligible to serve on the Executive Board, a member must have a minimum of two (2) years of experience either as an employee or as a volunteer with a Missouri Department of Agriculture licensed facility, or as a Public Health Official, Veterinarian, Law Enforcement Official, Animal Control Officer, or Humane Investigator, and upon request of the board, shall provide written verification of working a minimum of 250 hours within the two most

recent years as an employee or volunteer; must be a current member in good standing; and have been a member of the Association for the prior calendar year.

In accordance with Article V of the Constitution, revised January 9, 1997, the Executive Officers of the Association will be a President, Vice-President, Secretary, and Treasurer, whose powers, duties, terms of office, and methods of election are specified in the bylaws. The Executive Board or Board of Directors of the association will consist of not less than ten members: the four Executive Officers and six or more Board Members. The powers, duties, terms of office, and method of election of the Board Members are as specified in the Bylaws and expanded upon in this handbook.

The Quorum

The MACA Board of Directors conduct the business of the association. In accordance with Article II, Section 2 of the Constitution, the board will “act on all matters presented to it by the President or any member of the association” and under Section 5, fifty-five percent (55%) of the total board shall constitute a quorum and will be permitted to conduct the business of the association. Board members are expected to attend all board meetings. This includes the regularly scheduled monthly business meetings, specially called business meetings, the pre- annual conference business meetings, the annual conference business meeting, and the post-annual conference meeting. Board members will be expected to chair a committee or committees as assigned by the President of the association.

Other responsibilities Executive Officers and Board Members are expected to address include but are not limited to:

1. Executive Officers and Board Members are expected to act in utmost good faith, to manage the association with their best care and judgement, and to exercise their duties and responsibilities solely in the interest of the association rather than for their own personal interests or gain. You must act, at all times, in the best interests of the association, unhampered by any personal financial gain.
2. Executive Officers and Board Members must use “due care” and be diligent in the management, administration, and business of the association.
3. Assist members, individuals, or other agencies that have requested assistance and been referred to them by the President or Vice President.
4. The promotion of MACA, its Executive Board, and its membership in any activities undertaken by you as a member of the Board of Directors.

5. Communicate with MACA affiliates; any person or agency having relevant information that may be of interest or concern to MACA when asked by the President or Vice President. These communications should be forwarded to the President and Vice President for review prior to being sent.
6. To work as a liaison between MACA and any member, individual, or organization wishing interaction or communication with MACA.

Additionally, as a new Executive Officer or Board Member, you should know:

1. There is a much higher expectation of professionalism, ethical standards, conduct, and behavior expected of Executive Officers and Board Members than is expected of general members.
2. MACA Executive Officers, Board Members, and their employees or co-workers are eligible for individual MACA awards if nominated for such awards as of January 2017.
3. MACA Executive Officers, Board Members, and employees are eligible for cash, door prizes, and giveaways held during the Annual Training Conference just as attending members and guests are in the case of free tickets, and if their personal money is used to purchase additional tickets.
4. MACA Executive Officers and Board Members are not charged tuition fees for attending Mini-MACA training conferences and are only charged half price tuition for attending the annual conference because the Executive Officers and Board Members are expected to work at these events as requested by the host of the event, the President, and Vice President.

Specific Duties of the Executive Officers

President of the Association

In accordance with Article IV of the MACA Bylaws, the President shall be the Chief Executive Officer of the association. He or she shall preside at all executive board meetings, general meetings, or special meetings. The President shall make a report to the Executive Board during each board meeting, and to the general membership during the regular Annual Business Meetings. In this report, the President will provide a detailed list of board and association accomplishments, as well as the providing detailed plans for future board and association endeavors.

The President shall set the agenda for each executive board meeting, general, or annual business meeting, or special meetings, and shall ensure the meeting agenda is publicly posted

for review and comment by the association members. He or she shall open and conduct all meetings on time and in a fair and impartial manner.

He or she must be familiar with parliamentary procedures and know the protocols established for conducting the business of the association. The President must ensure obedience to bylaws and other rules or protocols, ensure the rights of every member of the association is observed, and sign all orders, reports, or financial transactions, as necessary. The President shall take receipts of questions, comments, or concerns expressed by association members regarding the agenda and shall convey the questions, comments, or concerns during the appropriate meeting.

The President shall appoint the chairman of all committees and shall approve the members of each committee. He or she shall establish any such committees as needed, to investigate allegations of flagrant violations of the objectives of the association for personal conduct which would bring discredit to the organization. The President must fill any Executive Board seat vacancy as soon as possible, by appointment, with the consent of the Executive Board, or by election, if the general business meeting is within a few months of the seat becoming vacant, or by special election. The President shall make recommendations for the creation of additional board seats and directors as may be necessary to conduct the business of the association, with the approval of the remaining members of the Executive Board.

The President shall prepare recommendations on local association chapters, shall prepare and deliver legislative position statements, and shall represent the Executive Board and association during interactions between the association and other professional organizations.

With a few exceptions, the President shall have the authority to spend up to \$1,000.00 without prior Executive Board approval and must pre-approve the spending of association monies by any other Executive Board member. The President may enter the association into any contract for any training program, make payment to the National Animal Control Association for state affiliation membership dues, and pay for the production of the association's newsletter, regardless of the amount of the expenditures, without prior approval of the Executive Board.

The President shall be elected to a two-year term of office in alternating years to the Vice President in accordance with the associations' established election protocols. The President must be a member in good standing with the association; know the structure and purpose of the association; have the ability to work well with Executive Board members, association members, and others; be able to preside over the business of the association fairly and impartially; and represent the association with dignity and professionalism.

In the event the President is unavailable to perform his or her duties during an Executive Board or general business meeting, he or she may yield the chair to the Vice President for the

performance of those duties. In the event the President is unable to fulfill his or her term of office, the Vice President shall assume the presidency for the duration of the Vice President's term and shall appoint the Executive Secretary to the Vice Presidency for the duration of the Vice President's term. The President shall appoint, with the consent of the remaining Executive Board members, an interim Executive Secretary, who will serve until the next general business meeting of the association or until replaced through special election.

The President, with assistance from other Executive Officers, Directors, or active members in good standing, as necessary, shall investigate all allegations of misconduct or inappropriate behavior on the part of any Executive Officer, Board Director, or active member and make a report of the findings to the Executive Board, prior to reporting his or her findings to the complainant. He or she will conduct the investigation in a fair and impartial manner, and if he or she feels unable to conduct the investigation in a fair and impartial manner, he or she shall relinquish the investigation to the Vice President. When necessary, the President shall conduct such hearing as necessary to make a determination on the matter and shall conduct such hearings in a fair and impartial manner. He or she shall, whenever possible, provide written notification to any member, Director, or Executive Officer found committing such acts as failing to fulfill the duties and responsibilities of his/her office, misconduct, or failing to attend the required number of meetings. The President may call for the resignation, termination, involuntary separation or discharge of any Executive Officer or Director, with the approval of the remaining members of the Executive Board. The President may call for the expulsion of a member in accordance with Article XII of the MACA bylaws.

Vice President of the Association

In accordance with Article V of the MACA bylaws, the Vice President shall assist the President in the performance of his or her duties.

The Vice President shall be elected to a two-year term of office in alternating years to the President in accordance with the association's established election protocols. In the event the President is unavailable to perform his or her duties during an Executive Board or general business meeting, the Vice President must be able to perform his or her duties. In the event the President is unable to fulfill his or her term of office, the Vice President shall assume the presidency for the duration of the presidential term.

The Vice President shall serve as the coordinator of the Annual Training Conference of the association. He or she shall seek out a training venue for the conference and make a recommendation to the Executive Board on the best venue and recommend a conference date. The Vice President shall oversee the planning of the conference, to include the selection of the presenters, exhibitors, and conference scheduling, meal and break menu, the awarding of full

scholarships, (tuition and room), partial scholarships (tuition), and the selection of MACA annual award presentations. He or she shall prepare for and supervise all aspects of the administration of the annual conference.

The Vice President must be a member in good standing with the association; know the structure and purpose of the association; have the ability to work well with the President, the Executive Board members, association members, and others; and be able to represent the association with dignity and professionalism.

The Vice President shall have the authority to select MACA members in good standing to serve as his or her “conference committee members” and present said members to the President for appointment to the committee. The Vice President shall make all decisions regarding the planning, preparations, and execution of the Annual Conference that do not require or commit a financial burden on the part of the board of the association without prior consent or approval of the Executive Officers or Board of Directors.

Executive Secretary (revised March 2017)

In accordance with Article VI of the MACA bylaws, the Secretary shall record the minutes of all Executive Board meetings, special meetings, and the Annual Business Meeting of the association. The Secretary shall not be responsible for recording or maintaining committee meeting minutes.

The Secretary shall be responsible for the maintenance of all association agendas and meeting records, with the exception of committee records which will be kept by the specific committee chairperson. He or she shall assist the President with preparation of meeting agendas, with particular attention to unfinished or “old” business being included on the next agenda.

The Secretary shall prepare and submit the meeting minutes to the President for inclusion in the next meeting’s agenda in a timely manner and shall make any corrections noted by the Executive Board before submitting a final draft for approval. Once the final meeting minutes are completed, they will be submitted to the President for addition to the next Executive Board meeting’s agenda. Once meeting minutes are approved, the Secretary shall ensure the approved minutes are publicly posted for access by the membership.

The Secretary shall have prior meeting minutes available for ready reference during meetings and shall sign all meeting minutes and other official documents along with the President or designee. An electronic “signature” will be considered acceptable for submission of meeting minutes electronically, however the actual payroll signature of the President and Secretary will be required on the Constitution and Bylaws.

The Secretary shall be elected by the general membership of the association to a three-year term of office. In the event the Vice President is unable to fulfill his or her term of office, the Executive Secretary shall assume the vice presidency for the duration of the Vice President's term and a new Secretary shall be appointed by the President until the next Annual Business Meeting where a new Secretary may be elected. Should the Secretary be unable to complete his or her term of office, the President will similarly appoint an interim Secretary, who shall have all of the rights, duties, and responsibilities as the elected Secretary until the next Annual Business meeting where a new Secretary may be elected.

The Secretary must be a member in good standing with the association, must know the structure and purpose of the association; have the ability to work well with the Executive Officers and Executive Board Members, association members, and others; and must be able to represent the association with dignity and professionalism.

Although the duties and responsibilities of the Executive Secretary lend themselves to being conducted by only one person, the Executive Secretary may select an active MACA member in good standing and present said member of the President for appointment to the Secretarial Committee, to assist with records keeping and records retention.

Treasurer of the Association

In accordance with Article VII of the MACA bylaws, the Treasurer "shall collect the revenues owed to the association, disburse money for authorized purposes, and maintain appropriate financial records" of the association. Additionally, the Treasurer shall serve as a member of the MACA Certification Committee, as that committee's Treasurer, and shall similarly collect the certification revenues owed the association, disburse money for authorized certification committee purposes, and maintain the appropriate financial records of the Certification Committee.

The Treasurer shall collect all membership dues from the members and shall maintain a roster of all members of the association, and/or MACA associate chapters. The Treasurer shall maintain the bank account statements for the association and the Certification Committee; and provide a written financial report on the status of the main association account and the Certification Committee account during all regular board meetings and during the Annual Business Meeting of the association. A written financial report, in the form of the spreadsheet without specific bank account codes or numbers, shall be made available to members of the association upon written request made to and approved by the President of the association for such financial report.

The Treasurer of the association shall be a debit card holder and shall, when requested, handle purchases and other financial transactions for the Executive Board. He or she shall be

authorized to make any form of payments; issue reimbursements for approved association related expenses borne by Executive Board or committee members; shall engage, with the approval of the Executive Board, and interact with an accountant, who will be charged with annual tax return filings; maintaining the associations non-profit status; complete and process Secretary of State filings as needed; and other financial related duties. The Treasurer of the association is responsible for ensuring the Executive Board and the association maintains its tax-exempt status and operates in accordance with Article VIII of the MACA Constitution.

The Treasurer of the association shall be an appointed position, appointed by the President with the consent of the Executive Board. The Treasurer shall also be bonded.

Directors

Generally, the business of the association is carried out by the Executive Officers and Directors through various committees as established by the President. As previously stated, the President will establish such committees as necessary to carry out the business of the association. Additionally, the President will appoint each Director as a committee chair. Directors may be appointed to chair more than one committee or be asked to serve as a member of other committees.

Additionally, the President of the association may select an active member from the general membership to serve as committee chairs. These individuals may attend meetings of the Executive Board but shall not have voting rights. An example of such a committee would be the Website Committee when the website is being maintained by a member or someone outside of the Executive Board. Another example would be the Certification Committee. Except for the Treasurer, Executive Officers and Directors will not serve as the chairperson or as a member of the Certification Committee. The Executive Treasurer may be appointed to the Certification Committee to serve as that committee's Treasurer when mutually agreed upon by the President and the Certification Committees Chairperson.

Section Three: Committees

In accordance with Article X of the MACA bylaws, the President shall establish any committee he or she deems necessary to conduct the business of the association. The President shall appoint a chairperson for each committee. Although committee chairs are generally members of the Executive Board, the President may appoint a member of the association who is in good standing to serve as a committee chair. A general member who has been appointed as a committee chair may attend meetings of the Executive Board but shall not have the right to vote. Committee chairs shall select individual members in good standing to serve as committee members and shall submit the list of committee members to the President for approval. Whenever possible, each committee should consist of three to five members: general members and Executive Board members. Committee chairs shall have the authority to make expenditures of up to \$100.00 without the prior approval of the President. All committee chairs are required to provide the Treasurer with a receipt for any purchase as soon as possible after the expenditure. Committee chairs are expected to provide a report on the activities of the committee during regularly scheduled Board of Directors meetings and during the Annual Business Meeting. If the committee chair is unable to attend the meeting, a written report must be provided to the President prior to the board meeting.

Awards Committee

The Awards Committee is responsible for promoting the annual MACA awards to the membership. They solicit for nominees throughout the year, with award nominations terminating August 1 of each year. They screen all nominees to ensure minimum eligibility and criteria for the award nominated for; and present all eligible nominations to the Executive Board for consideration.

The John Rhodes award is the most prestigious of awards and is presented to the animal care and control/welfare professional who consistently goes above and beyond the call of duty and sets the example for his or her peers. Those who are awarded the John Rhodes Award exemplify the animal care and control profession through years of dedicated, professional service to their community and the profession; or have made great changes which impact and better our profession state-wide or beyond. Many past recipients of the John Rhodes Award earned the award after a lifetime of dedication and service to their community, to the Missouri Animal Control Association or to the animals of our state. Nominees for the John Rhodes Award must be MACA members in good standing.

The Animal Control/Humane Officer of the Year Award is given to the Animal Control or Humane Officer who exhibits dedication to his or her community and brings credit to his or herself and to the profession during the previous year. This award reflects, for example, an

officer's act of heroism, professionalism, or dedication during the performance of his or her duties, efforts to improve the quality of life of animals in the community's shelter, or perhaps the officer's efforts during a disaster. Nominees for the Animal Control/Humane Officer of the Year award must also be MACA members in good standing and have been working in the animal control/welfare profession for more than a year.

The Animal Care Specialist of the Year award is given to the animal care provider or animal shelter worker who exhibits superior dedication to the animals in his or her care, his or her animal care facility and his or her community. He or she has brought great credit upon his or herself, his or her agency, and to the animal care and control profession during the previous year. Nominees for this award must be MACA members in good standing and have been working in the animal care and control/welfare profession for more than a year.

The Missouri Animal Shelter of the Year Award is given to the Missouri Animal Shelter (municipal, humane society, or other animal shelter) that is improving the quality and quantity of life for the companion animals in their care and is a shelter that exceeds industry minimum standards; either by implementing new programs, increasing adoptions, establishing spay/neuter programs, or by establishing public outreach programs. Nominees for this award must be licensed through the Missouri Department of Agriculture, must have employees who are members in good standing, and have been in operation for more than one year.

The Veterinarian of the Year Award is for a veterinarian who has provided exceptional service to an animal control or animal welfare program. Nominees of this award may be members of MACA, but it is not required.

The Paws for Applause Award is presented to a "friend of Animal Welfare in Missouri," who has given of themselves as a volunteer, a donor, or some similar activity, in a manner which makes a substantial improvement in animal control/welfare. Nominees of this award need not be members of MACA or have worked in the animal control/welfare profession. All nominations must have the submitter's name and contact information so that if the Awards Committee Chair has any questions or needs more information, he/she can contact them. Nominators may remain anonymous to everyone except the MACA Board of Directors.

The Awards Committee is also responsible for developing new awards, as necessary, establishing the criteria for the award and presenting the award concept to the Executive Board for approval.

The Awards Committee Chair will make a report on the activities of his or her committee during each regular board meeting, during the Annual Business Meeting, or upon request of the President or Vice President.

The Awards Committee Chair is also responsible for presenting the various awards to those who have earned awards during the Annual Training Conference Awards Banquet.

Certification Committee

In accordance with Part Three of the Certification Bylaws, there shall be a “Certification Committee created by the Missouri Animal Control Association to certify individuals as ACO’s in the State of Missouri.” Such certification shall be available to” individuals whose duties require knowledge and skills in environment health science, care and nutrition of animals, regulations, safety, submitting rabies specimens, techniques of public relations and the laws relating to animal welfare in the State of Missouri; and to assure continuing education of members so certified.”

The Certification Chair shall prepare a list of committee members as prescribed in the Voluntary Certification Bylaws, and present said list to the President of the Association for approval and appointment. The committee shall consist of up to five committee members as prescribed by the Voluntary Certification Bylaws.

The Certification Committee is responsible for the development of and administering the MACA Voluntary Officer Certification exam and shall establish the minimum criteria for an individual to be eligible to take the exam. The certification committee shall establish the fees for taking the exam and subsequent fees for renewing the individual’s certification. The Certification Committee Chair shall maintain a list of all certified members, shall send certification renewal notices, and the chair will coordinate with the Executive Treasurer in ensuring all certified members have renewed their memberships.

The Executive Board is responsible for assessing and determining the training needs for the Animal Control Officer Certification Training Course. The Certification Committee is responsible then to develop the curriculum necessary to meeting the training needs as determined by the Executive Board. The Certification Committee is similarly responsible for developing and conducting the certification course, the certification test, and issuing certificates to animal care and control officials who have successfully completed the program.

The Certification Committee will be comprised of individuals with both experience in animal care and control and in training methods appropriate for conducting classroom training programs. Additionally, the members of the committee must be in accordance with the Certification Bylaws.

Constitution and By-Laws Committee

The Constitution and Bylaws Committee is responsible for maintaining the MACA Constitution and Bylaws and the Certification Constitution and Bylaws. This committee will periodically review the Constitution and Bylaws, ensure necessary revisions or amendments are appropriately recorded, and shall address any questions regarding the Executive Board or Association's adherence to the Constitution and Bylaws; and Robert's of Order as prescribed in the Bylaws. Similarly, this committee will work with the Certification Committee Chair to ensure the Certification Program is operated within the requirements of the Certification Constitution and Bylaws.

The Constitution and Bylaws Chair shall ensure any changes to the approved Constitution and Bylaws of the Association and the Certification Program are made in accordance with the requirements of Article VII of the MACA Constitution. He or she will make a report on the activities of his or her committee during each regular board meeting, during the Annual Business Meeting, or upon request of the President or Vice President, and shall render an opinion on complaints or questions upon request of a general member or member of the Executive Board.

Additionally, the Constitution and Bylaws Chair is responsible for ensuring all proposed amendments to the Constitution and Bylaws of the Association and the Constitution and Bylaws for Voluntary Certification are properly prepared and presented to the Executive Board as prescribed by the Constitution and Bylaws. This committee chair is responsible for maintaining the original signed copy of the Constitution and Bylaws with the President's and Executive Secretary's signature, as well as any subsequent or revised editions, proposed amendments, adopted amendments, and other related documents. All documents should be kept in notebooks, in chronological order, with an electronic copy of the documents maintained for backup.

Historian and Photographer

The Historian and Photographer is generally the designation for the person appointed by the President of the Association as this committee chair. The Historian and Photographer is charged with maintaining the historical records of the Association and Executive Board. Additionally, this individual will be chiefly responsible for taking the official photographs of the Association. He or she will maintain a photographic history of the Association and shall select photographs taken or submitted to him from a member to be posted on the Association's website and social media venues.

The Historian and Photographer must maintain copies of all documents, such as meeting agendas, approved meeting minutes, the original and revised copies of the Constitution and

Bylaws, and Annual Training Conference Programs. These documents should be maintained in notebooks in chronological order, with electronic copies maintained for back up.

The Historian and Photographer shall make a report on the activities of his or her committee during each regular board meeting, during the Annual Business Meeting, and upon request of the President or Vice President.

Legislation Committee

Although the MACA Constitution and Bylaws make no provisions for the Association to act as a legislative lobby and the Association is not registered with the Missouri Secretary of State's Office as a lobbying organization, the Association's nonprofit status category allows for a limited amount of legislative lobbying. This is generally limited however to the President of the Association sending MACA position papers to various members of the Missouri Legislature which expresses the Association's opinion on a piece of pending legislation, the President expressing the Association's position during appropriate state legislative committee hearings; and the association participating in Humane Day at the Capital each year.

It is the responsibility of the Legislative Committee and its Committee Chair to monitor the status of proposed state legislation and make recommendations to the Executive Board on what position the Association should take regarding proposed legislation. The Legislation Committee Chair is generally the liaison with the director of the Missouri Alliance on Animal Legislation.

The Legislative Committee Chair shall make a report on the activities of his or her committee during each regular board meeting, during the Annual Business Meeting, or upon request of the President or Vice President.

Membership Committee

In accordance with Article III of the MACA Constitution, the general membership of the Association will consist of active, associative, supportive, and honorary members. As amended March 5, 1998, active membership "shall be open to Animal Control Officers, Humane Society Officers, Public Health Veterinarians, Health Officers, Veterinarian Technicians, Government Officials, and others active in the animal control field." A 2011 amendment to this section added the animal welfare field to those eligible to be active members, and gave the Executive Board the ability to approve other categories of the profession to active membership eligibility such as members of animal rescue groups, animal shelter volunteers, animal care and control training instructors, members of national animal welfare organizations, etc. Associative membership is open to individuals, quasi-public organizations such as pet food pantries, veterinarians engaging in private practice, and others with an interest in animal control welfare work. Supportive membership is open to veterinary medical organizations such as veterinary or

veterinary technology colleges or schools, animal care and control supply companies, pet food companies, cities, and other organizations with an interest in animal welfare. Honorary or lifetime membership may be conferred upon any persons rendering outstanding service to the field of animal welfare with two thirds vote of the Executive Board. This is generally limited to individuals who have provided long-time service to MACA as a board member, Executive Officer, or have otherwise made a major contribution to MACA or animal care and control in Missouri. The Membership Committee Chair is responsible for ensuring that all honorary members understand their rights to vote but not hold elected office under Section 8 of Article VIII, and that associative and supportive members have no rights to vote or hold elected office under sections 6 and 7 respectively.

The Membership Committee's main function is the promotion of the Missouri Animal Control Association to animal care and control/welfare workers and agencies throughout the state. This committee shall ensure all applicants for membership meet the specific requirements for the specific type of membership being applied for and will recommend reassignment to a more appropriate type of membership if the application is not eligible for the type of membership being applied for.

This committee maintains a list of current members and tracks membership renewals. In accordance with Article IX of the Bylaws, membership dues must be paid on or before the expiration date each year. The Membership Committee works with the Treasurer of the Association in collecting membership renewal fees and sends out membership renewal notices to members prior to the expiration of their membership.

The Membership Committee also works to seek out potential new members through sources such as the Missouri Department of Agriculture's annual ACFA License list, the Missouri Bar Association, the Missouri Veterinary Medical Board, and various City Police Chief or County Sheriff Associations.

The Membership Committee Chair is responsible for creating and maintaining membership data to include current contact information for both US Postal Service Contact and electronic mail contact. A current membership list with the individual member's expiration date identified shall be maintained on the Association's new website and shall be accessible by the members.

Before the annual general elections, the Membership Committee Chair must work with the Nominations Committee to ensure all members nominated for an elected official, meet the minimum qualifications to be eligible for election and shall submit eligible nominees to the Executive Board for addition to the board slate. During the annual elections, the Membership Committee Chair must be ready to rapidly vet any person nominated from the floor to ensure the floor nominee is eligible for addition to the slate.

The Membership Committee Chair shall make a report on the activities of his or her committee during each regular board meeting, during the Annual Business Meeting, or upon request of the President and Vice President. The Membership Committee also makes recommendations of any needed adjustments to the membership's dues and fees as set forth in Article VIII of the bylaws and its subsequent revisions.

Merchandise Committee

The Merchandise Committee is responsible for developing and maintaining the Association's merchandise program. This committee will develop merchandise which represents the Association and meets the needs of the membership. This committee selects a variety of types of merchandise to be sold via the MACA website or at the annual training functions such as the Annual Training Conference, Mini- MACA training conferences, and the ACO/HO Certification Programs. This committee is responsible for maintaining the merchandise inventory with the consent of the Executive Board. Members of this committee are responsible for selling merchandise and turning in the proceeds from all sales over to the Treasurer.

The Merchandise Committee Chair shall make a report on the activities of his or her committee during each regular board meeting, during the Annual Business Meeting, or upon request of the President or Vice President. The Merchandise Committee Chair is authorized to use the MACA logo on merchandise.

Newsletter Committee

The Newsletter Committee, chaired by the Editor, is charged with producing and distributing a quarterly newsletter. This newsletter should be used as a means of communication with the members on items of interest to the membership, such as recaps of the Executive Board meetings, promotion of training venues, nominations for MACA awards, applications for training scholarships, animal care and control news from around the state and nation, and other information relevant to membership. It also provides an avenue to providing training and safety tips to the members, such as field training, officer safety, and shelter operations, as well as a platform for announcing the opening of new or expanding shelters, animal control equipment invented or modified by animal control workers, new programs, legal issues, national association or training organization business, and anything else that affects animal care and control.

The Newsletter Committee will work with the Website Committee Chair to ensure the MACA News is posted on the website quarterly.

The Newsletter Committee Chair shall make a report on the activities of his or her committee during each regular board meeting, during the Annual Business Meeting, or upon request of the President or Vice President.

The Newsletter Committee Chair shall serve as the newsletter editor and shall solicit articles from members of the Executive Board and the general membership. The newsletter should always include an article from the President of the Association.

Nominations Committee

In accordance with Article I of the bylaws, the President appoints a nominating committee, which submits two nominees for each vacancy of the Executive Board at the Annual Business Meeting of the association.

The Nominations Committee is responsible for promoting and recruiting nominations of active members to be elected to the Executive Board. They solicit from the general membership for nominees throughout the year, screen all nominees to ensure they meet the minimum requirements for service on the Executive Board, and to present all eligible nominations to the Executive Board of placement on the “board slate”. The minimum requirements for eligibility as set forth in Section 4, Article I of the bylaws,, are a minimum of two (2) years of experience either as an employee or volunteer with a Missouri Department of Agriculture licensed facility; or as a public health official, veterinarian, law enforcement official, animal control officer, or humane investigator and, and upon request by the board shall provide written verification of working a minimum of 250 hours within the two most recent years; and must be a current member in good standing and have been a member of the Association for the prior calendar year.

Before the Annual Business Meeting, the Nominations Committee will prepare the Board of Directors slate and present it to the Board for approval. During the annual elections, the Nominations Chair will work with the Treasurer and the Membership Committee Chair to rapidly verify the floor nominee’s eligibility before the nominee is placed on the ballot. The Nominations Committee will conduct the elections, distribute the ballots, collect the ballots, and tally the votes before announcing the results of the elections.

The Nominations Committee Chair will make a report on the activities of this or her committee during each regular board meeting, during the Annual Business Meeting, or upon request of the President or Vice President.

Positions Committee

The Missouri Animal Control Association is not registered with the Missouri Secretary of State as a lobby or legislative organization, however the Association is permitted to establish public positions on a variety of subjects ranging from recommendations on officer safety equipment and the use of various field operations equipment to pending state legislative activity. These positions should be posted and available for use by the members and be made available to other animal welfare advocates and state legislators.

The Positions Committee is responsible for developing the Association's position on various topics. The Position Committee Chair will present these recommended positions to the Executive Board for approval and once established, the committee chair will ensure the position is posted on the MACA website as a resource for its members. This committee will also work with the Legislation Committee Chair in developing standard positions regarding pending or - potential state animal welfare legislation, and work with the President of the Association in developing any position statements the President might make when addressing the state legislature during hearings.

Scholarship Committee

MACA historically offers full and partial scholarships to Association training venues. The types and numbers of scholarships offered are based on available funding. The Scholarship Committee must work with the Treasurer and the Exhibitor Committee Chair to determine the amount of funds available or donated to the Association for use as scholarship funds. When the funding is determined, the Scholarship Committee Chair shall make a recommendation to the Executive Board on how many scholarships should be made available for the Annual Training Conference. Scholarships for other training venues, such as Mini-MACAs are generally provided to the venue host (generally the event host is provided one or two free seats at the event in appreciation for them acting as the venue's host.)

The Scholarship Committee is responsible for promoting the scholarship program and soliciting applications for full and partial scholarships. As scholarships are submitted, the committee screens the applications to ensure the applicant meets the criteria for the scholarship. Immediately following the August 1 application deadline, the Scholarship Chair will forward all eligible scholarship applications to the rest of the Executive Board along with his or her recommendation on which applicant receives which scholarship.

As soon as the Executive Board awards the scholarships, the Scholarship Committee Chair will notify each scholarship recipient by phone and in writing. Additionally, the Scholarship Committee Chair will provide the Vice President with confirmation of the scholarship recipients travel plans, so the Vice President can make a room reservation for the recipient at the training venue hotel.

The Scholarship Committee Chair will make a report on the activities of his or her committee during each regular Board meeting, during the Annual Business Meeting, or upon request of the President or Vice President.

Social Media Committee

The Social Media Committee is responsible for maintaining the Association's social media footprint. The social media policy is a living document which is the guideline for how the Association uses social media to benefit the membership. The Social Media Committee

Chair is responsible for developing the social media program and policies which he or she will submit to the Board of Directors for approval.

The Social Media Committee is responsible for monitoring and/or making daily posts; providing customer service to Association members and guest that come through a social media platform; advertising and promoting Association activities, events, and announcements; vetting and approving new members and access to Association platforms; and shall establish who can act as an administrator or moderator, or poster on an Association platform.

The Social Media Committee Chair should make recommendations to the Board on the Association's social media policy and shall ensure all members understand their responsibilities of posting on Association or their personal platforms where Association members might see it. These policies should address unacceptable posts such as hate speech, threats of violence, harassment, racial or political epithets, or making disparaging comments against the Association or any of its members.

The Social Media Chair will make a report on the activities of his or her committee during each regular Board meeting, during the Annual Business Meeting, or upon request of the President or Vice President.

SOP Committee

The term of office for the Executive Officers and Directors are staggered with the intent that the continuity of the Association's policies, procedures and activities be preserved as new members are elected or appointed to the Executive Board. The Standard Operating Procedures (SOP) Committee is responsible for establishing a written description of board duties and responsibilities, a written set of policies and procedures on conducting the business of the Association, and a written set of records to be passed on to new board members. The SOP Committee is also responsible for working with the Constitution and Bylaws Committee Chair to ensure the business of the Association is conducted within the rules established by the Association's constitution and bylaws, the Robert's Rules of Order, and Parliamentary Procedure.

The SOP Committee will draft new policies, procedures, and protocols as is necessary to conduct the business of the Association and shall present such new standard operating procedures to the Executive Board for approval and implementation.

The SOP Chair will make a report on the activities of his or her committee during each regular Board meeting, during the Annual Business Meeting, or upon request of the President or Vice President.

Exhibitor Committee

The Exhibitor Committee is responsible for several aspects of the Annual Training Conference. The Exhibitor Committee is responsible for developing a list of professional animal-related organizations and businesses which could be solicited for support of the

Annual Training Conference. The Exhibitor Committee solicits and organizes 10-12 exhibitors to attend the conference and exhibit or promote their business or organization to the conference attendees.

Additionally, the Exhibitor Committee attempts to solicit donations of items to be used in the attendee's raffle drawings and door prizes and swag. Donated items will be shipped to the committee chair who will ensure all donated items are transported to the conference site. The Exhibitor Committee Chair will work with the Vice President to ensure the ads exhibitor, sponsor and supporter's names and logos are placed in the annual conference program.

The Exhibitor Committee Chair will be the point of contact between the Association and the exhibitors, sponsors and supporters and will ensure all Exhibitors with exhibits at the Annual Conference receive a few minutes to address the membership.

The Exhibitor Committee Chair will make a report on the activities of his or her committee during each regular Board meeting, during the Annual Business Meeting, or upon request of the President or Vice President.

Website Committee

The Website Committee generally consists of a non-voting board member with the technical expertise to create and manage the Association website. This committee chair will post all information provided to him or her from any member of the Executive Board, such as Mini-MACA training dates, certification. testing opportunities, award nominations and board member nomination requests, and member/certification information.

The Website Committee Chair may attend meetings of the Executive Board but may not vote on board actions. The Website Committee Chair shall submit a report on website activity in writing or in person.

Section Four: Ad Hoc Committees

The President of the Association, having the authority to appoint standing committees to help conduct the business of the Association, shall also create Ad Hoc Committees as needed. These temporary committees are generally created to fulfill a specific short-term purpose and are disbanded upon completion of the task. The President shall create the Ad Hoc Committee, appoint a Chair, define the scope of the committee's function or task, and the board shall approve committee members as recommended by the Chair. The committee chair shall conduct the Ad Hoc Committee's operation in the same manner as all other standing committees.

Section Five: Chairing a Committee

The success or failure of a committee remains the responsibility of the Chairperson and the President. The best that a Committee Chair can do is work closely with the President and Board to ensure that capable and interested people are appointed as committee members. All too often, most Executive Board Committees consist of only one individual, however this is not always in the best interest of the committee or the Association. The Presidentially appointed Committee Chair may assign individuals from the general membership and the Executive Board to serve on the committee and should submit these individual's names to the Executive Board for appointment to the committee. The Chair should then assign specific tasks and reasonable deadlines to the committee members, review the results, and offer honest criticism of those results. Determining timetables, assembling the components of the project, and reporting to the President and Executive Board are all the responsibility of the Committee Chair and responsibility for those duties cannot be delegated. The Chair is the key to any program. The Chair should have a good idea of who among the Executive Board and general membership is interested in the committee at hand and who is willing to put forth the effort required. An inherent part of all of this is that the Chairperson should have a clear idea of what needs to be done and be able to provide enough direction to the committee member(s) that they know what needs to be done, how to accomplish those tasks, and what results are desired/acceptable. More detailed instructions on how to operate a committee or Executive office will be forthcoming in later sections. The reports and/or recommendations always go to the President. Close contact between the chairperson and the President is an essential part of committee business.

Remember the President is always an ex-officio member of any program. The report(s) should be given to the President in advance of each Executive Board meeting and then presented to the Executive Board during regularly scheduled meetings.

Committee Chairs should keep in close contact with the Committee members. Committee Chairs and committee members should feel free to make suggestions, submit additional information for consideration, and offer input into the operation of the committee and the Association. Each person plays an important part in the success of any committee they serve

on, and more membership involvement will ensure successful committee operations and the successful conducting of the business of the Association.

Section Six: Board Member/ Committee Reports

Each member of the Board of Directors or Committee Chair shall submit a written summary of his or her committee's activities at regularly scheduled meetings of the Board of Directors and the Annual Business meeting. These reports should include any activities the Board member or committee has engaged or is currently engaged in on behalf of the Association. This would include any work done as Committee Chair or member of a committee, any special projects or assignments, and any business engaged in as a representative of MACA.

These reports should be submitted to the current President prior to the meeting. This allows any items needing Board discussion and/or action to be placed on the meeting agenda. A copy of the report should be made available to each Board Member and at the meeting attended. This enables all participants to be fully informed in the various activities MACA is engaged in as well as being kept up to date on committee projects.

Section Seven: Board Compensation

All individuals elected to the sitting Board of Directors are prohibited from awarding or assigning any compensation to a fellow Director or to themselves, whether for their service on to the Board of Directors or to perform contract work for the Association. Directors may receive reasonable compensation or allowance for expenses actually incurred by reimbursement, when reimbursement has been previously approved, or when called on to provide a professional service for the Association that the individual would normally have been compensated for had the individual not been a member of the Board of Directors. Generally, this is limited to animal care and control related training instructors when called upon by the Board to provide instruction during an approved Association's training program.

Section Eight: Executive Board Member Expenses

Generally, the Association does not reimburse Executive Board members expenses associated with travel on MACA business or to attend meetings. Some expenses, such as program registration fees, hotel, and travel expenses, may be provided by the Association when said travel is to represent the Association at some venue such as the NACA Annual Conference. Such expenses must be approved by the Executive Board on an individual, as-needed basis.

Generally, the Association will provide for a meal and beverages when a scheduled meeting of the Executive Board spans a traditional mealtime. With prior approval, meals during regularly scheduled meetings of some committees, such as the Certification Committee, will be paid for by the Association. Some Committee Chairs may submit for reimbursement of such purchases

as postage, signage, or other expenses incurred by the Chair during the course of conducting the business of the Association up to \$100 without prior approval of the Executive Board, or more with the prior approval of the Executive Board.

Generally, Executive Board members are not charged registration fees for attending Mini-MACA training programs as they are expected to assist with the production and management of the training program. Additionally, Executive Board Members are charged only half the prices of the registration fee for attending the MACA Annual Conference. Members of the Executive Board, whose employment agency cannot cover the costs of training or lodging, may apply for a MACA scholarship as any general member may, however, no preference shall be given to the Executive Board member because of the board position.

Section Nine: Election of the Executive Board

In accordance with Article I, Section 1 of the MACA Bylaws, election of the Executive Board will take place at the Annual Business Meeting of the Association.

The Nominations Committee should have already accepted nominations to the Executive Board from the membership, vetted those nominations and ensured only eligible nominees have been added to the Board Slate (see Section Three: Committees), and presented the Board Slate of elected positions on the ballot to the general membership at the beginning of the Annual Training Conference. At the beginning of the Annual Elections, the President shall announce the number of officer and board seats up for election as well as the terms of office. They shall then begin the election process.

The President will announce the election of the highest Executive Officer's seat which is up for election, announce the term of office, and announce the Board Slate nominee(s). They will then open the floor for nominations to fill the vacancy. Each nominee from the floor must have a second from the floor and the Nominations Committee must ensure the nominee is eligible to serve, before the nominee is placed on the official list of candidates. The President will allow each candidate nominated a few moments to address the general membership. Then the President will call for the vote. The Nomination Committee will pass out ballots and the active and honorary members in attendance cast their vote before the Nomination Committee collects the ballots.

Following collection of the ballots, the President will call for the two active or honorary members in attendance with the most years in active service. These two individuals will then be asked to proctor the Nomination Committee as they count the ballots and determine the election results. A simple majority of those active and honorary members present, and voting shall be decisive. Once completed, the President will ask the two proctoring members if they will certify the election and if they agree, the Nomination Committee Chair will announce the

election results. The newly elected individuals will assume their duties at the conclusion of the Annual Training Conference.

When there are more than one Executive Officer's seats up for election, the President will next call for the election of the next highest Executive Officer's seat and the election process will be repeated. If there are no further Executive Officer elections, the President will proceed to the election of the Director's seats.

The President will announce the terms of office of any director's seat up for election and announce the Board Slate nominee(s). He or she will then open the floor for nominations to fill the Executive Board seats. Each nominee from the floor must have a second from the floor and the Nominations Committee must ensure the nominee is eligible to serve, before the nominee is placed on the official list of candidates. The President will allow each candidate nominated a few moments to address the general membership. Then the President will call for the vote. The Nomination Committee will pass out ballots and the active and honorary members in attendance will cast their vote before the Nomination Committee collects the ballots.

Once the ballots have been collected, the individuals chosen to proctor the ballot count will once again join the Nominations Committee as they count the ballots. Generally, all board seats up for election will be three-year terms, with any seats vacated by resignation or dismissal also being up for election. When multiple terms of office are up for election, the nominees receiving the most votes shall serve the longest term up for election. Nominees receiving the next highest number of votes shall serve the next longest term of office, and so on and so forth until all seats have been filled.

Members nominated but not elected should be informed of their placement in the election results and told that should a vacancy on the board become open before the next general election, the President may fill the board seat by appointing it to the nominee receiving the highest number of votes but not elected to the board.

Section Ten: Presidential Appointment to the Executive Board

In accordance with Section 5 of Article I of the Bylaws, in the event that any Executive Board member shall miss two consecutive meetings, or two meetings in any given conference year , unless there are extenuating circumstances as determined by the President, or if the Executive Board member is unable to complete his/her term of office and has given notice of such (written resignation), the President shall declare the position vacant and shall appoint, with the advice and consent of the majority of the remaining Executive Board, an active member to complete the term of office giving consideration first to the person who received the highest number of votes at the last general meeting but was not elected to the Executive Board; or

then given to a person from the area in which the vacancy occurred, or finally given to any person submitted to the Executive Board by an active member.

Section Eleven: Executive Board Conduct, Training, and Disciplinary Action

Code of Conduct and Ethics for MACA Board Members and Executive Officers

The Missouri Animal Control Association (MACA) is a professional, statewide organization consisting of general members from across the state of Missouri; Executive Officers; and Board of Directors' members elected from the ranks of the general members to conduct the business of the association and serve the general membership. All references herein to "Board Member" shall be understood to include all members of the Board of Directors and all Executive Officers.

MACA's members expect professional, ethical, and business-like conduct from the Executive Officers and Board of Directors. This expectation includes, but is not limited to, proper use of authority as an Executive Officer or Board member, and the display of appropriate decorum in both group and individual behavior while serving on the MACA Board. This Code of Conduct and Ethics for the MACA Executive Board offers a framework for professional and personal conduct, ethics, and integrity of the Executive Officers and members of the Board of Directors.

Ethical Considerations

1. Board members shall maintain a high level of personal and professional honesty and integrity.
2. Board members shall not participate in any communications with the intent or appearance of exerting undue influence; obtaining a personal or professional advantage; or for obtaining personal gain or benefit for themselves or only one individual.
3. Board members shall not participate in any public communications, personal or private, with the intent or appearance of disparaging, maligning, slandering or in any way putting another Executive Board member or general member in a negative or unflattering light.
4. There must be no self-dealing or any conduct of private business or personal services between any Board member and MACA except as procedurally controlled to assure openness, competitive opportunity, and equal access to information. i.e., A board member may not charge the Association an instructor fee for presenting a training program at a Mini-MACA, the Annual Training Program or at the ACO/Humane Officer Certification Training Program.

5. Board members must not use their positions to obtain for themselves, their friends or family members, or any close associate, any form of special consideration not available to all general members or Board members unless on approved MACA business. i.e., A board member cannot request goods or services be provided to them because he or she is a member of the Board of Directors.
6. Board members shall not attempt to exercise individual authority over any member except as explicitly set forth in the established procedures for operating a committee. i.e., Committee chairs may exercise some authority over their respective committee members for the purposes of assigning work, but Board members generally have no authority over another Board member.

Conduct

1. Board members shall maintain a level of professional and personal conduct which reflects well on MACA, its Board of Directors, Executive Officers, and general members.
2. Board members shall refrain from engaging in any conduct that offends the integrity, dignity, and decorum of the Association.
3. During proceedings of the Board or appointed committee of the Board, shall be respectful of all rules, policies, and procedures of the Board.
4. Board members shall avoid impropriety or the appearance of impropriety and shall not engage in any conduct that would adversely affect the Association.
5. Board members shall not knowingly assist any individual with the commission of an act that is in direct violation of the law or of this Code of Conduct and Ethics for MACA Board Members and Executive Officers.
6. Board members shall not distribute any correspondence or other materials that may be construed to, or be used to, promote any product, service, position or proposal as being endorsed or approved by MACA, other than certain positions that must be taken by the President of the Association, or designee, when representing the best interests of MACA, such as organizational affiliation positions or legislative positions submitted to state legislators.
7. Board members shall preserve all confidential information acquired during their tenure in office, and shall not use confidential information for their own benefit, such as MACA bank account numbers, cards, etc.
8. Board members shall not reveal confidential information without the express consent of the majority of the Board through an open vote and shall not engage in

indiscreet communications concerning Board or MACA business. Board members shall consider all communications between a Board member and the President or Vice President to be confidential unless otherwise noted.

** Confidentiality should not be construed to mean concealing information from the members, such as board decisions or votes, treasury reports, etc.

9. Board members shall avoid conflicts of interest; shall disclose any potential conflict to the Board; and shall abstain from any Board vote pertaining to an item which would be a conflict of interest to the Board member.

Training

1. Board members shall maintain a high level of competency in the major aspects of animal care, control, and welfare, through training, education, and practical work experience.
2. Board members shall participate in, promote, and instruct, when needed, in MACA certification or continuing education training programs to maintain his or her level of competency and to assist in the training of fellow animal control officers, humane officers, animal care providers, and other professionals who are MACA members.

Fiscal Responsibility

1. Board members shall be fiscally responsible with MACA's finances.
2. Board members paying for MACA related business out of pocket, must submit receipts and vouchers to obtain reimbursement of their expenses from the Association.
3. Board Members shall ensure that all travel and expense records they submit to the Treasurer of the Association for the Board members MACA business related travel shall be completed in a thorough, accurate, honest, and complete fashion and submitted in a timely manner. Submission of fraudulent travel and expense records may be grounds for the submitting Board Member to be suspended or removed from the Board immediately.
4. Board members shall avoid any conflict of interest with respect to their fiduciary responsibility to the Association.

Representation and Personal Gain

1. Board members shall properly identify themselves and shall not misrepresent themselves when handling MACA business.

2. Board members shall clearly indicate his or her name, title/status in all business and professional communications to avoid misunderstandings and misconceptions about the Board members role in the Association.
3. A Board member's title shall be included if the Board member's name appears on business cards, letterhead, brochures, directories, or advertisements directly related to the operation of the association.
4. A Board member shall not use letterhead, business cards or other promotional materials to create a fraudulent impression of his/her status or that MACA has endorsed a particular product or service. MACA letterhead and business cards will be presented to the President and/or Vice President of the Association for approval and dissemination prior to being produced and placed in use.
5. No Board member shall use their position on the Board or membership in MACA for the purpose of obtaining personal gain or benefit.

Board members must represent, with un-conflicted loyalty, the interests of the general membership. This accountability supersedes any other conflicting loyalty, such as that to special interest groups or membership on other Boards, organizations, agencies, or memberships. This accountability supersedes the personal interests of any one Board member or members in acting as an individual member of the Association.

Misconduct

Executive Officers and Board members are personally, morally, and legally responsible for the business of the association. They are required to exercise judgement that is both reasonable and prudent. There are, in essence, three general areas of misconduct, although others may arise. Mismanagement, which is essentially the misuse of funds or the improper care of Association funds; self-service, which is essentially conduct in which there is a conflict of interest, personal gain, or inappropriate benefit due to the Board members position; and non-management or failing to conduct oneself in an appropriate manner or failing to meet one's duties and responsibilities. Acts of misconduct on the part of an Executive Officer or Board member could be grounds for disciplinary action or termination of position from the Board of Directors.

Section Twelve: Investigation of Allegations and Disciplinary Actions

Allegations of misconduct, fiscal irresponsibility, unethical behavior, or other actions or activities detrimental, damaging, or conduct resulting in discrediting of the Association are causes for disciplinary proceedings. Any individual or entity in possession of information concerning possible instances of misconduct shall submit a written complaint to the President within sixty (60) days of obtaining said information. Where the allegation is of an ongoing nature, the report shall be filed within sixty (60) days of the most recent act of misconduct but MAY cover allegations of prior acts. Such allegations shall be given to the President. The report shall include all details of the alleged misconduct.

Initial Investigation

The President of the Association, upon observing or receiving complaints which allege unacceptable behavior or activity on the part of a member of the Executive Board, must initiate an initial investigation. The President of the Association shall conduct an initial investigation to determine if the allegations have enough merit to warrant the initiation of disciplinary proceedings. All aspects of this initial investigation shall be kept confidential until such time as the President makes a finding that there exists sufficient evidence to warrant the initiation of disciplinary proceedings.

Upon deciding that there is sufficient cause to merit convening a Disciplinary Committee, the President shall notify the Executive Board and the Responding Party within thirty (30) days or at the next meeting of the Executive Board of Directors, whichever comes first. Notification shall include the overall report of alleged misconduct and the Accusing Party's name, unless, for good cause shown, the Accusing Party requests anonymity.

If the President decides that the allegations are unfounded, a report of the allegations will be made to the Executive Board and the allegations will be dismissed.

If such a complaint alleges unacceptable behavior on the part of the President of the Association, the President shall recuse him or herself from the investigation and appoint a member of the Executive Board to conduct the initial investigation.

If, once allegations and initial evidence has been presented to the Executive Board, the board similarly finds the allegations require formal disciplinary proceedings, the President of the Association will suspend the Responding Party from Executive Board activity. A committee composed of members of the Executive Board and the general membership, appointed by the President shall investigate fully all charges of alleged misconduct. The Disciplinary Committee shall keep records of all meetings and communications relating to the initial investigation. All

such records or communications will be kept confidential until such time as a full report is made to an appointed Disciplinary Committee.

The Disciplinary Committee

The Disciplinary Committee shall be made up of at least three (3) members including the Chair. Each member of the Disciplinary Committee shall have demonstrated a working knowledge of the established conduct, ethics and professional responsibility associated with the matter. If any member of the Disciplinary Committee has a conflict of interest with the Accusing Party, the Responding Party, or the allegations of misconduct, that member shall advise the President and decline the appointment. Where practical, the Committee shall be a cross-section of current and/or past board members. The Committee shall follow the rules of operations subject to directions from the President and Article XII of the MACA By-Laws regarding expulsion of a member.

The Committee shall meet on an as-needed basis to discuss, investigate, and/or present its findings in the matter. Should a recommendation of the Disciplinary Committee be required in a matter, a simple majority vote of the committee members will suffice. The Disciplinary Committee shall maintain complete and accurate records of all meetings and communications relating to the investigation. All such minutes or communications will be kept confidential until such time as a full report is made to the Executive Board. All correspondence between the Disciplinary Committee, the President, the Responding Party, and the Accusing Party, shall be confidential. Any items mailed (regular or e-mail) shall be marked "Confidential" and remain so until such time as the matter is heard by the full Executive Board.

If the Disciplinary Committee decides that the charges are without basis in fact, or if proven, would not constitute professional misconduct, the Disciplinary Committee shall dismiss the charges and notify all parties and the President. They will present their findings at the next regular meeting of the Executive Board.

The Responding Party shall reply to the allegations within ten (10) business days of notification.

If a determination that an investigation is to be made, the Disciplinary Committee, will within ten (10) business days, mail to both parties notice of a formal investigation including a list of charges and the reason for the formal investigation. The Responding Party has ten (10) days to prepare and submit a confidential response to the Disciplinary Committee and this response shall answer each charge specifically and shall be in writing. Upon receipt of the response to the notification, the Disciplinary Committee shall have thirty (30) days to investigate the charges. If an extension of time is needed, that extension may be granted for no more than ninety (90) days. If an extension is granted, the Committee shall notify both parties. Upon conclusion of the investigation, the Disciplinary Committee may either dismiss the charge upon the finding that it

has no basis in fact; dismiss the charge upon the finding that, if proven, the charge would not constitute misconduct; refer the matter to the full Executive Board; or, in the case of criminal activity, notify the Executive Board, and refer the matter to the appropriate law enforcement jurisdiction along with all investigation results.

Upon the decision of the Disciplinary Committee that a matter should be heard by the full Executive Board, all parties should be notified and a hearing date set. Where possible, hearings should be set for the next regularly scheduled board meeting. At that time, the Disciplinary Committee Chair or designee shall appear before the full Executive Board and present the Disciplinary Committee's findings in the matter. Each party shall have twenty (20) minutes to present their case to the full Executive Board. Each party may have witnesses on his or her behalf and introduce written documentation that they believe will lead to a fair and reasonable resolution of the matter. Executive Board members may ask questions at the end of each presentation for a period of twenty (20) minutes. The President may extend these times at his discretion. Upon completion, the full Executive Board shall deliberate and present a decision to the parties. The Responding Party shall not attend the deliberations, nor vote in any action.

Disciplinary Action

Upon a finding by the full Executive Board that misconduct had occurred, any of the following sanctions, or others as may be deemed appropriate, may be imposed on the Responding Party, either singularly or in combination:

- 1) Offer/Allow the Responding Party to resign prior to imposition of additional sanctions except in case (6) below;
- 2) Probation;
- 3) Suspension from the Executive Board with a minimum of a 2/3 affirmative vote of the Executive Board members present and voting – for a time to be determined by the Board but no longer than one (1) year or one-half (1/2) the member's remaining term in office;
- 4) Assessment of costs to the Association- reimbursement, in the case of fiscal irresponsibility or theft;
- 5) Removal from the Executive Board in accordance with the By-Laws for the elimination of a Board member or Executive Officer under Article I, Section 6 of the Bylaws which requires a 2/3 majority vote of the Board members present and voting.
- 6) Referral to the appropriate law enforcement jurisdiction in the presence of criminal activity.

Upon expiration of any period of probation, suspension, or removal, the Responding Party may make an application for reinstatement. With the application for reinstatement, the Responding Party must show proof of compliance with all aspects of the sanctions imposed by the Executive Board.

All action taken by the Executive Board shall remain confidential for a period of ten (10) years apart from provision (6) above.

The Responding Party shall have the right of appeal the finding of the Executive Board on the grounds of fault in the proceedings, to the President of the Association, who shall review the finding and all associated proceedings. If the President finds fault with the process, he or she may order a new hearing. If, however the President of the Association finds no fault in the proceedings, the finding of the Executive Board shall stand.

Section Thirteen: Conducting A Business Meeting

In accordance with Article XIII of the MACA Bylaws, meetings of the Board of Directors, the Annual Business meeting, and committee meetings shall be conducted under the Rules of Parliamentary Procedure and Robert's Rules of Order, Revised. Parliamentary procedure is the body of rules and customs which govern meetings and other operations of deliberative assemblies, such as MACA. The Robert's Rules of Order revised is the most commonly used manual of rules on parliamentary procedure in the United States. Collectively, Parliamentary Procedure and Robert's Rules establish the standard for facilitating MACA Board of Director's discussions and group decision-making.

There shall be four types of meetings which can be conducted by the Board of Directors. The Board shall conduct regular meetings no less than six times per year at times set by the President or by two-thirds vote of the Executive Board. Special meetings may be called by the President or by a majority of all sitting board members to address specific needs that cannot wait until the next regular meeting of the Board of Directors. Emergency meetings may only be called to address a situation which would substantially and adversely affect the health, safety, or welfare of the members of the Association. Emergency meetings may only be called by the President or by the majority of the sitting board members.

Work sessions are the fourth type of meeting which may be conducted for the purpose of conducting the business of the Association that does not require a vote of the Board of Directors. As such, a quorum of the Board is not required.

Agendas

The President of the Association is responsible for setting an agenda which facilitates an organized business process. The agenda will list the meeting's activities in the order in which they are to be taken up, beginning with calling the meeting to order and concluding with adjournment of the meeting. Additionally, the agenda must include the attendance of the Executive Board members, excusing or not excusing the absence of Executive Board members not present for the meeting, reports by each of the Executive Officers, reports by each of the Committee Chairs, concluding or the further tabling of old business not concluded previously, beginning, or completing actions on new business, and the scheduling of the next meeting. Agendas should also include the names of any members or guests in attendance, the consent of the Executive Board to accept the agenda as posted, and the opportunity for any MACA members present to address the Executive Board on matters.

Meeting agendas should be available to the general membership by all reasonable methods or avenues.

Minutes

In any meeting where there is a quorum of the Executive Board present, minutes must be taken. Generally, with current computer technology, very few handwritten minutes are taken anymore. Handwritten minutes must be archived in ledger format in chronological order, bound in a ledger of consecutively numbered pages and bound yearly. For electronically recorded minutes, the Executive Secretary needs to maintain the minutes in consecutive order electronically as well as by printed hardcopy, with the hardcopy being bound yearly.

Minutes are submitted to the President of the Association to be presented to the Executive Board, but it is the practice of MACA that the minutes are carefully reviewed for content accuracy, spelling, grammar, and format by the Executive Board before they are put forth for approval at the next Executive Board meeting.

In accordance with Robert's Rules, the following information should go into meeting minutes:

1. Name of the organization, date, time, place of meeting, and the kind of meeting - -regular, special, or adjourned.
2. The presiding officer and the time the meeting was called to order.
3. When the roll call of the Executive Officers in attendance is taken, it is recorded in the minutes -- those who are present, those absent, and if a member comes in late or leaves early. (If someone arrives late but in doing so establishes a quorum, it must be noted that the quorum has been established. Similarly, if someone leaves early and by doing so there are not enough

members left to continue to have quorum, it must be recorded, and no further action may be taken by the Executive Board.)

4. The previous meeting minutes must be reviewed by the Board and action taken. The actions could be approved as read, approved as amended or corrected, or tabled. Corrections should be recorded in the minutes of both meetings: in the minutes where the mistake is found, as well as the minutes of the meeting where it was read.

5. The body of the minutes contains an overview of facts presented in reports by Executive Officers, Directors, and Committee Chairs, and what action, if any, was taken, such as the approving of the Treasurer's Report.

6. The wording of all main motions, with any amendments incorporated; or all motions that bring a question back before the Executive Board again, as well as what happened to each of those motions are recorded in the minutes. If an action "dies from the lack of a motion" it must be recorded, however if a motion was withdrawn it won't be recorded.

7. The name of the person making the motion is put in the minutes but not the person who seconds is not required by Robert's Rule. It is however the practice of the Executive Board to include the name of the person seconding a motion.

7. Secondary motions, such as taking a break or recess for lunch, that were adopted are placed in the minutes. The minutes should state what time the break or recess was started and stopped. Secondary motions

8. If a vote and action is taken during the meeting, the votes on each side must be recorded in the minutes.

9. Important notices or announcements must be included in the minutes, such as when the meeting place and time is different each meeting, and the chair announces where and when the next meeting will be, that is recorded in the minutes.

10. If there is a guest speaker or a program, the name of the speaker and program are written in the minutes. No effort should be made to summarize points given by the speaker.

11. The last paragraph contains the hour of adjournment. Minutes are concluded with the signature and title of the person taking the minutes. Robert's Rules does not call for the use of the words "respectfully submitted" or other similar terms but the MACA Executive Board finds it a common practice. When minutes are approved, the word "approved" and the secretary's initials and date of the approval are written below the minutes, generally immediately below the signature of the person having taken the minutes.

According to Robert's Rules of Order, meeting minutes should not describe in detail all discussion held during a meeting, however they should reflect an overview of discussions held regarding actions taken by the Executive Board. The language used in a motion however should be reflected verbatim.

Voting

For any actionable or debatable item on the approved agenda, the President shall allow for discussion or debate before calling for the motion under the Robert's Rules of Order. In accordance with Robert's Rules, as the MACA Constitution and Bylaws do not specify otherwise, the President of the Association is a member of the Executive Board and as such may make a motion or vote on any matter before the Executive Board. Generally speaking, however, the President will open the floor for discussion on any actionable item on the agenda and shall moderate the discussion only.

In accordance with Robert's Rules, Part I, Rules of Order, section 9, when discussion or debate appears to have ended, the President will ask "Are you ready for the question (motion)?" If no one raises an objection, he or she then proceeds to *put forth the question* or "entertain a motion" to take the vote on the question (motion). Although no second is required, a motion should be seconded before the presiding official moves to the vote. A second does not constitute an affirmative vote, but rather reflects that a second member of the 'body' agrees with the calling of the question (the making of the motion). Historically, the MACA Executive Board has always required a motion be seconded before the presiding official proceeds with the vote.

When calling for the vote, the presiding official first calls for the affirmative votes by stating "all in favor signify by saying aye" and awaiting the response and count of affirmative votes. Then he or she will call for the negative votes by stating "all opposed signify by saying aye" or similar language. It is not uncommon to use the phrase, "all opposed signify by the same sign" and awaiting the response and count of negative votes. In putting forward the question or motion, the presiding official should ensure the question or motion is clearly stated and understood by the Executive Board. If the question or motion is on the adoption of an amendment, a resolution, such as authorizing the expenditure of funds, or the other non-routine action, unless it has been read recently, the question or motion should be read again before the call for affirmative or negative voting is made.

The process should resemble the following:

1. The presiding official shall "Entertain a motion to... (state the action clearly and concisely) OR "I make a motion to... (state the action clearly and concisely).

2. A member of the Executive Board shall “Second” the motion. Again, this does not indicate an affirmative vote but merely a second calling for the motion.
3. The presiding official shall call for the affirmative vote by stating “All in favor signify by saying Aye”
4. All members of the Executive Board present and voting who are in favor of the motion shall say “Aye” and the Executive Secretary will record the number of “ayes” stated.
5. The presiding official shall call for the negative vote by stating “All opposed signify by saying Aye”
6. All members of the Executive Board present and voting who are not in favor of the motion shall say “Aye” and the Executive Secretary will record the number “ayes” stated.
7. The presiding official shall then call for any Executive Board members abstaining from the vote to declare their abstaining from the vote by asking for “Any abstaining?”
8. Any member who wishes to abstain from the vote shall state “Abstain” and the Executive Secretary will record the number of abstaining members.
9. Following the vote, the presiding member will announce the results by stating, if the motion carries by saying “The motion carries” or if the motion fails by saying “The motion fails.”

Additional voting rules under Robert’s Rules and Parliamentary Procedure dictate that each member of the Executive Board shall have only one vote on any action or motion brought before the Board. According to these rules and procedures, the President of the Association has the right to vote unless specifically stated otherwise in the organization's Constitution or Bylaws. The MACA Constitution and Bylaws do not address the issue of the President’s voting rights therefore the President may call a question or make a motion and may vote on any question or motion brought before the Executive Board. Traditionally, MACA Presidents have only voted to break a tie vote of the board, however the President, as an elected Executive Board member, has the right to vote if he or she chooses to do so.

Robert’s Rules and Parliamentary Procedure also require voting members be present to cast their vote, prohibiting such voting methods as voting by proxy or absentee ballot because these methods are not prescribed for in the MACA Constitution and Bylaws.

Voting by Ballot

The main reason for this form of voting is secrecy, and it is used when the question or motion is of such a nature that some members might hesitate to vote their true choices publicly. It is a

special form of voting used in the induction of members, general elections, and trials or disciplinary proceedings of general members, Directors and Executive Officers. In accordance with Article III, paragraph 46 of Robert's Rules of Order, votes that require either a simple yes or no can be cast by marbles or paper ballot. MACA has always used a paper ballot when the need for ballot voting has arisen. In the case of a simple yes or no vote, slips of paper will be passed out to each member voting and the member will simply write yes or no on the slip of paper and submit it. The Executive Secretary will count the number of yes and no votes submitted and shall announce the results before recording the results. In the case of elections, all candidates will be listed under the office or seat the candidate has been nominated for and the ballots will be passed out to the voting members. There shall be a blank space beside each nominee's name for the voter to use to indicate his or her vote. (For elections during the Annual Business Meeting, nominees from the floor may be written on the ballot by the member casting his or her vote.) The voting member will place an X in space provided beside the name of the candidate he or she is voting to elect. The presiding officer shall give adequate time for all voting members to cast their vote. For ballot votes during Executive Board meetings, the Executive Secretary will collect the ballots, tally the votes, announce the results, and record the results in the meeting minutes. For ballot votes during the Annual Business Meeting, the nominations committee chair shall pass out and collect ballots, shall tally the votes in accordance with the MACA Constitution and Bylaws, (see Section 9 herein).

Voting by Mail

The MACA Constitution and Bylaws make provisions for the general membership to cast a vote by the U. S. Postal Service. Robert's Rules of Order require voting by mail for such actions as election of officers; or for voting on amendments to the MACA Constitution or By-laws; and for any other such matter of importance as the Executive Board may order to be voted on by US Postal Service. If an amendment to the by-laws is to be voted on by mail, a printed copy of the proposed amendment is mailed to every member with the words "yes" and "no" printed underneath, or on a separate slip, with instructions to cross out one of the options. There shall also be an enclosed self-addressed, stamped envelope, upon which should be printed the words, "Ballot for Amendment to Constitution" and instructions to the member to indicate his or her vote and return the ballot in the enclosed envelope. The time permitted for voting by the US Postal Service shall be in accordance with the MACA Constitution and Bylaws. Voting by mail cannot be a secret ballot, so that the tally takers can know by whom each vote is cast to ensure that only eligible voters have cast a ballot.

Electronic Votes

Given the advancements in computer technology and electronic mail, it is possible for electronic votes to be conducted on actions before the Executive Board. As there are no provisions in the MACA Constitution and Bylaws for the general membership to vote on a

question or motion, or election of officials by electronic means, only Executive Board and committee votes may be made by electronic means.

The electronic or email vote consists of four parts or actions: the motion and second; discussion; the vote and posting of the results.

In the case of electronic voting, the President shall send an email explaining relevant information on the pending action, the necessity for an electronic or vote by email, and shall conclude the email with the motion. Additionally, a date and time for the end of the discussion will be included. All board members should respond through a “reply all” so that all board members will see any discussion or votes cast. The first Executive Board member's response shall be considered the “second.” Discussion shall be for a minimum of one full business day but no more than seven working days (weekends, holidays are excluded). At the end of the time allowed for discussion, the President or presiding officer shall close the discussion and call for the vote. The vote shall remain open until such time as a majority vote is reached however, no voting period shall exceed seven consecutive days. In the event no majority is reached at the end of a seven-day period, any Board member who has not voted shall be treated as “Abstentions” (the member declined to vote) and the motion will “fail.” The Executive Secretary shall tally the electronic votes and report the tally to the Executive Board. The Executive Secretary shall record the results of the electronic or e-mail votes and present the results for approval at the next regularly scheduled meeting of the Executive Board.

Conference Calls

In accordance with the Robert’s Rules of Order, 11th Revised Edition, unless the organization’s Constitution and Bylaws make specific provisions for conducting board meetings via conference call or virtual meeting, conference call business meetings are prohibited. The MACA Constitution and Bylaws do permit conducting Executive Board meetings by conference call or virtual meeting.

Discussion

According to Robert’s Rules of Order, Revised, a debate or discussion on a matter on the agenda is in order only when a motion is on the floor. The President or other presiding official controls the assignment of the floor and handles the discussion and any secondary motions until there is no further discussion or until the members close the debate, call for the question or otherwise dispose of the motion. Any member of the Executive Board may “call for the question” (call for the vote) at any time, immediately ending any further discussion or debate.

As per Parliamentary Procedures and the Robert’s Rules of Order, the presiding official shall recognize a request for the floor and the person making the request shall have the floor until either yielding the floor back to the presiding official or a predetermined time limit has expired

returning the floor back to the presiding official. Generally, the MACA Executive Board has held open floor discussions, however the President or presiding official has the authority to impose floor control to facilitate debate or discussion. Executive Board members shall not speak during control floor discussion or debate until recognized by the presiding official. The presiding official controls the floor and decides which members get recognized and assigned the floor.

Robert's Rules require that board or general members be recognized by the presiding official before taking part in a debate or discussion of a motion before the Executive Board or membership during the Annual Business meeting. During MACA meetings, members may request the floor simply by standing or raising his or her hand for acknowledgement by the presiding official. Based on the nature or intensity of the debate or discussion, the presiding official may impose a time limit on anyone requesting the floor to participate in debate or discussion. Such time limits are then imposed on every person requesting to participate in the debate or discussion. Under Robert's Rules, a member cannot speak a second time until everybody else who wishes to speak had the same amount of time and has done so. It is considered inappropriate for a member to interrupt or even request the floor while someone else has the floor, however it is permissible for one member to ask the speaker if he or she would yield the floor for a question. This can be used if a member needs clarification on a point the speaker has made, and not to be used to silence or wrestle control of the floor from the speaker.

Concluding the Meeting

The President or presiding official is responsible for ensuring all business before the Executive Board is completed. While the members control the passage or failing of a motion, it is the President or presiding official who controls the floor and conduct of the meeting.

As some time happens, new business will arise after the posting of the meeting agenda. Technically, without having already been placed on the agenda, no items may be brought forward for consideration by the Executive Board but must rather be placed on the next scheduled meeting's agenda. In practice, the MACA Executive Board will handle discussion on new business introduced at a meeting and may act on a motion of minor business but may not act on serious matters such as disciplinary action, changes to the Constitution or Bylaws, or other matters which would constitute a significant impact on the membership. When the President or presiding official has completed the posted agenda, he or she will call for another "new business" and if none is brought forward, he or she may call for the scheduling of the next meeting.

Once the next meeting is scheduled, the presiding official may call for a motion to adjourn. Following the established voting procedures as prescribed herein, the presiding official may

close the meeting. Upon adjournment, all business must stop and anything else must be carried forward to the next meeting.

Common Motions in Order of Precedence

Herein are examples of the most common motion formats under Robert’s Rules of Order, used during MACA business meetings. While the use of the exact language is not necessary, the language should be similar in nature. Additionally, it may be permissible to interrupt the speaker to make a motion, but not in all cases. Some motions require a second and a vote, while others do not. Some motions are debatable by other Board members, while others are not. This chart provides a quick reference of common motions, responses, and the rules of order associated with a specific type of motion.

Common Language of Motion	Interrupt?	Second?	Debatable?	Vote?
I move to excuse...	No	Yes	Yes	Majority
I move that we accept the report...	No	Yes	Yes	Majority
I move we adjourn...	No	Yes	Yes	Majority
I move we recess the meeting...	Yes	No	No	Presiding Officer
I make a motion to...	No	Yes	Yes	Majority
I raise a question of privilege...	Yes	No	No	Presiding Officer
I move we open this subject for debate...	Yes	Yes	No	Presiding Officer
I move we close the debate and vote...	No	Yes	No	Majority
I call for a vote...	Yes	No	No	Majority
I move the debate be limited to...	No	Yes	No	Majority
I move we postpone this matter until...	No	Yes	Yes	Majority
I move we refer this to committee...	No	Yes	Yes	Majority

I move we amend the motion to...	No	Yes	Yes	Majority
I raise a point of order...	Yes	No	No	Presiding Officer
I raise a parliamentary inquiry regarding..	Yes	No	No	Presiding Officer
I move to withdraw my motion...	Yes	No	No	Majority

Section Fourteen: Proposing Amendments to the MACA Constitution and Bylaws

In accordance with Article VII of the Constitution, as revised September 19, 1996, any three or more active or honorary members may propose amendments to the MACA Constitution by submitting the proposed amendment in writing to the President at least sixty (60) days prior to any regular or special meetings of the Executive Board. An affirmation vote of at least sixty percent (60%) of the Executive Board present and voting shall constitute adoption of the amendment. Additionally, a majority of active and honorary members present at a regularly scheduled annual business meeting may propose and pass an amendment, or an amendment may be proposed by the Executive Board with all active and honorary members being consulted and eligible to vote by mail (U.S. Postal Service) before the adoption of an amendment. When voting by mail, active and honorary members must respond affirmatively or negatively within three (3) weeks of the postmark on the amendments/ballot envelope sent to them by the Executive Board.

Section Fifteen: Political Affiliation and Lobbying

In accordance with the Articles of Incorporation as filed with the Missouri Secretary of State’s Office on 7/11/1977, when the Association was created, acting as a lobbying body was not included as a function of the Association and as such the Association may not lobby for or against a specific set of pending legislation or conduct any activities related to any political party or organization. The Association shall not support, lobby or expend any funds or contributions to such activities, nor participate in any activities related to the distribution of propaganda for or against any legislation, candidate or political party.

However, in accordance with the provisions stated in the Articles of Incorporation, the Association is charged with providing expertise and guidance on animal control problems to officials at the city, county, and state levels. To that end, the Association may engage in the education of elected officials who make up legislative bodies of local and state governments. The Association may prepare and present position statements to various members of these

legislative bodies in order to educate elected officials on various matters which might be relevant to pending legislation. Further, oral, or written statements regarding the Association's position on a topic may be presented to an elected legislative body by the President, or designee, with the consent of the Executive Board.

This does not preclude individual general members or board members from meeting with their elected officials privately, however they may not do so solely on the behest of the Association.

