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**BYLAWS OF THE
Urban Forestry Board**

ARTICLE 1. NAME.

The name of the board is Urban Forestry Board.

ARTICLE 2. PURPOSE AND DUTIES.

The board shall act in an advisory capacity to the city council, the city manager and the director of the Parks and Recreation Department in all matters pertaining to the City's urban forest.

The board may study, investigate, plan, advise, report, and recommend any action, program, plan, or legislation which the board determines necessary or advisable for the care, preservation, pruning, planting, replanting, removal, or disposition of trees and shrubs and other landscaping in public parks, along streets, and in other public areas.

The board shall develop and establish a comprehensive urban forest plan for the planting, maintenance, and replacement of trees in parks, along streets, and in other public areas. When a portion of the plan has been developed and established, it shall be submitted to the city council for adoption before implementation.

The board shall perform other functions within the scope of its work if requested to do so by the city council, the city manager, or the director of the Parks and Recreation Department.

ARTICLE 3. MEMBERSHIP.

- (A) The board is composed of seven members appointed by the city council.
- (B) A member serves at the pleasure of the city council.
- (C) Board members serve for a term of three years beginning August 1st on the year of appointment
- (D) An individual board member may not act in an official capacity except through the action of the board.
- (E) A board member who is absent for three consecutive regular meetings or one-third of all regular meetings in a "rolling" twelve month timeframe automatically vacates the member's position subject to the holdover provisions in Section 2-1-27 of the City Code. This does not apply to an absence due to illness or injury of the board member, an illness or injury of a board member's immediate family member, or the birth or adoption of the board member's child for 90 days after the event. The board member must notify the staff liaison of the reason for the absence not later than the date of the next regular meeting of the board. Failure to notify the liaison before the next regular meeting of the board will result in an unexcused absence
- (F) At each meeting, each board member shall sign an attendance sheet which indicates that the member does not have a conflict of interest with any item on that agenda, or identifies each agenda item on which the member has a conflict of interest. Failure to sign the sheet results in the member being counted as absent and his/her votes are not counted.

- 1 (G) A member who seeks to resign from the board shall submit a written resignation to the chair of
2 the board, the staff liaison, or the city clerk's office. If possible, the resignation should allow for
3 a thirty day notice so the city council can appoint a replacement.

4
5 **ARTICLE 4. OFFICERS.**
6

- 7 (A) The officers of the board shall consist of a chair and a vice-chair.
8
9 (B) Officers shall be elected annually by a majority vote of the board at the first regular meeting after
10 October 1st. In the event a current officer becomes ineligible to serve as an officer, the board may
11 hold an emergency election as needed.
12
13 (C) The term of office shall be one year, beginning November 1st and ending October 31st. An officer
14 may continue to serve until a successor is elected. A person may not serve as an officer in a
15 designated position of a board for more than three consecutive one-year terms. A person who has
16 served as an officer in a designated position of a board for three consecutive terms is not eligible
17 for re-election to that designated office until the expiration of two years after the last date of the
18 person's service in that office. The board may override the term limit provision for an officer by
19 an affirmative vote of two-thirds of the authorized board members.
20
21 (D) A member may not hold more than one office at a time.
22

23 **ARTICLE 5. DUTIES OF OFFICERS.**
24

- 25 (A) The chair shall preside at board meetings, appoint all committees, represent the board at
26 ceremonial functions and approve each final meeting agenda.
27
28 (B) In the absence of the chair, the vice-chair shall perform all duties of the chair.
29

30 **ARTICLE 6. AGENDAS.**
31

- 32 (A) Two or more board members may place an item on the agenda by oral or written request to the
33 staff liaison at least five days before the meeting. After first consulting with and receiving input
34 from the staff liaison, the chair shall approve each final meeting agenda.
35
36 (B) The board liaison shall submit the meeting agenda through the online agenda posting system for
37 each meeting not less than 72 hours before the meeting.
38
39 (C) Posting of the agenda must comply with Texas Government Code Chapter 551 (Texas Open
40 Meetings Act).
41

42 **ARTICLE 7. MEETINGS.**
43

- 44 (A) The board meetings shall comply with Texas Government Code Chapter 551 (Texas Open
45 Meetings Act).
46
47 (B) Board meetings shall be governed by Robert's Rules of Order.
48
49 (C) The board may not conduct a closed meeting without the approval of the city attorney.
50

- 1 (D) The board shall meet monthly. In November of each year, the board shall adopt a schedule of the
2 meetings for the upcoming year, including makeup meeting dates for the holidays and cancelled
3 meetings.
- 4
- 5 (E) The chair may call a special meeting, and the chair shall call a special meeting if requested by
6 three or more members. The call shall state the purpose of the meeting. A board may not call a
7 meeting in addition to its regular scheduled meetings as identified in its adopted meeting
8 schedule, more often than once a quarter, unless the meeting is required to comply with a
9 statutory deadline or a deadline established by Council.
- 10
- 11 (F) Four members constitute a quorum.
- 12
- 13 (G) If a quorum for a meeting does not convene within one-half hour of the posted time for the
14 meeting, then the meeting may not be held.
- 15
- 16 (H) To be effective, a board action must be adopted by affirmative vote of the number of members
17 necessary to provide a quorum.
- 18
- 19 (I) The chair has the same voting privilege as any other member.
- 20
- 21 (J) The board shall allow citizens to address the board on agenda items and during a period of time set
22 aside for citizen communications. The chair may limit a speaker to three minutes.
- 23
- 24 (K) The staff liaison shall prepare the board minutes. The minutes of each board meeting must
25 include the vote of each member on each item before the board and indicate whether a member is
26 absent or failed to vote on an item.
- 27
- 28 (L) The city clerk shall retain agendas, approved minutes, internal review reports and bylaws. The
29 Parks and Recreation Department shall retain all other board documents. The documents are
30 public records under Texas Local Government Code Chapter 552 (Texas Public Information
31 Act).
- 32
- 33 (M) The chair shall adjourn a meeting not later than 10 p.m., unless the board votes to continue the
34 meeting.
- 35
- 36 (N) Each person and board member attending a board meeting should observe decorum pursuant to
37 Section 2-1-48 of the City Code.
- 38

39 **ARTICLE 8. COMMITTEES/WORKING GROUPS.**

40 COMMITTEES

- 41
- 42
- 43 (A) The Urban Forestry Board will have no committees.
- 44
- 45 (A) Each committee must be established by an affirmative vote of the board. A committee cannot
46 meet until its creation is approved by the Council Audit and Finance Committee. Each
47 committee shall consist of at least three board members appointed by the chair. A staff member
48 shall be assigned to each committee by the director of the Parks and Recreation Department.
- 49

- 1 (C) The board chair shall appoint a board member as the committee chair, with the member's
2 consent.
3
4 (D) A majority of the total number of appointed committee members constitutes a quorum.
5
6 (E) Each committee shall meet on a regularly scheduled basis at least quarterly.
7
8 (F) Each committee shall make an annual report to the board at the January board meeting.
9
10 (G) Committee meetings must be posted in accordance with Texas Government Code Chapter 551
11 (Texas Open Meetings Act).
12
13 (H) At each committee meeting, a committee member shall sign in on a sheet provided and shall
14 indicate that the member has no conflict of interest with any item on the committee meeting
15 agenda, or identify each agenda item on which the member has a conflict of interest.
16

17 WORKING GROUPS

- 18
19 (A) The board can determine the size of a working group but the number of board members serving
20 on the working group must be less than a quorum of the board.
21
22 (B) A working group may designate a chair, with the member's consent, but is not required to do so.
23
24 (C) Quorum requirements do not apply to working groups.
25
26 (D) Staff support will not be provided for working groups.
27
28 (E) Working groups are not required to post their meetings in accordance with the Texas Government
29 Code Chapter 551 (Texas Open Meetings Act).
30

31 **ARTICLE 9. PARLIAMENTARY AUTHORITY.**

32
33 The rules contained in the current edition of Robert's Rules of Order shall govern the board in all
34 cases to which they are applicable, except when inconsistent with these bylaws or with special rules of
35 procedure which the board or city council may adopt.
36

37 **ARTICLE 10. AMENDMENT OF BYLAWS.**

38
39 A bylaw amendment is not effective unless approved by the Council Audit and Finance
40 Committee.
41

42
43 The bylaws were approved by the _____ *(insert - board name)* at their meeting held
44 on _____ *(insert - month date, year)*.
45
46

47 _____
48 *(Signature of Executive or Staff Liaison)*

(Insert - Title -- Executive or Staff Liaison)