

TREE ADVISORY BOARD BY-LAWS

ARTICLE I - NAME OF BOARD

This Board existing under the authority of the City Commission of the City of Gainesville, Florida shall be known as the Tree Advisory Board. The ordinance authorizing the formation of this Board is in the Gainesville, Florida Code of Ordinances, Chapter 2, Article V, Division 13, Sections 2-430.31-33, adopted initially on January 22, 1990.

ARTICLE II - PURPOSE OF BOARD

The purpose of the Tree Advisory Board shall be primarily to assist and advise the Gainesville City Commission in matters pertaining to the urban forest. This entails acting to accomplish the following:

- Act as the technical information collector/exchange forum on tree issues.
- Clarify tree regulations existing in the City's codes and ordinances.
- Make recommendations about and review expenditure from the Tree Mitigation Fund.
- Act on referrals from the City Commission.
- Guide the creation of a master tree plan for Gainesville.
- Advise all departments of the City on tree issues.
- Communicate tree information and develop tree projects that would benefit the community.
- Assist development of goals/objectives for the City's comprehensive plan with respect to trees.
- Review proposed tree and landscaping regulations changes in the Land Development Code.
- Approve or deny the removal, relocation or replacement of champion trees.
- Determine species that qualify as "high quality heritage trees" and maintain a list of ratings that identify the relative value of trees in the urban forest for the purpose of calculating tree appraised value.
- Serve as the Tree Board of Appeals (a subset of three members with expertise in arboriculture convened to act as the final arbiter on tree removals or other Code-related questions raised by residents that staff has been unable to resolve satisfactorily).

ARTICLE III - MEMBERSHIP

The Tree Advisory Board shall consist of five (5) members appointed by the City Commission for

staggered terms of three (3) years, or until their successors are appointed.

At least four of the five members shall have knowledge of urban forestry as demonstrated by college education and professional experience in working with trees.

Members of the Tree Advisory Board shall receive no compensation for the performance of their duties.

All members of the Board shall be residents of Alachua County, Florida.

If a Board member is unable to complete his/her term of office, the Chair should advise the Clerk of the Commission and ask that that person be removed from the Board.

Members may not act or speak in the name of the Tree Advisory Board in whole or as part or any subcommittee unless authorized by the Board or at the discretion of Chair. All subcommittees shall be advisory to and report to the Tree Advisory Board and its Chair.

The Tree Advisory Board shall be advisory to and shall report to the City Commission. No Board or Subcommittee shall represent itself to other local governments, organizations, agencies, etc. as acting on behalf of the City Commission and/or City of Gainesville without the prior approval of the City Commission.

ARTICLE IV - OFFICERS AND STAFF LIAISON

Each year, at the May meeting, the Tree Advisory Board shall elect a Chair and Secretary. The Staff Liaison is City-appointed. The selection of officers shall be determined by a simple majority vote. The new officers will assume their duties at the meeting after election. Duties of these officers are as follows:

CHAIR:

The Chair shall preside over meetings and conduct meetings according to Robert's Rules of Order, Newly Revised. The Chair shall be an ex-officio member of all subcommittees.

The Chair may have further powers and duties assigned by the Gainesville City Commission.

The Chair shall coordinate with the Secretary and Staff Liaison on the meeting agenda. The Chair may create, alter and abolish subcommittees, which shall advise the Board on matters concerning activities or programs related to trees, provided these subcommittees are approved by the City Commission.

SECRETARY:

The Secretary shall prepare the minutes of the meetings.

In the absence of the Chair, or in the event of his/her inability to act, the Secretary shall exercise all powers and duties of the Chair.

STAFF LIAISON:

The Staff Liaison shall coordinate with the Clerk of the Commission on the following:

- Verify and report the attendance of Board members at each meeting.
- Provide notice of each meeting (meeting date, time, and location).

- Post minutes on the Clerk's Website.

The Staff Liaison shall provide the following services to the Tree Advisory Board:

- Research matters as requested that are pertinent to the Board's ability to carry out the duties specified by the City Commission.
- Make certain that the Board is informed of proposed changes to the Land Development Code regarding tree and landscape regulations.
- Maintain a notebook of minutes and bring the notebook to meetings.
- Prepare copies of minutes and agendas and other documents deemed necessary by the Board relative to their meetings.
- Bring important issues before the Board.

ARTICLE V - MEETINGS

The Tree Advisory Board shall meet when directed by the appropriate authority or on the second Monday of every other month. Special meetings may be held upon the call of the chairperson or upon the written request of any two members of the board. All meetings shall be open to the public. The board shall keep minutes of its proceedings showing each member's absence, failure to vote, or vote, and shall keep records of its examinations and all other official actions which shall be filed immediately in the office of the board and which shall be public records.

- All meetings of the Board shall be publicly noticed in compliance with Sunshine Law.
- A simple majority of the membership present shall constitute a quorum.
- Decisions of the Board must be made by a majority of those present and voting.
- The meeting agenda is the responsibility of the Chair. The staff liaison is responsible for the preparing and distributing the agenda and minutes.
- Any board member may place an item on the agenda by notifying the Chair.
- Presentations to the Board by residents who are not board members shall be limited to ten minutes unless the Board decides otherwise.
- The Tree Advisory Board may conduct all meetings according to Parliamentary Law as stated in *Robert's Rules of Order, Newly Revised*.

ARTICLE VI - DESIGNATED MONIES

The Board shall have the authority to receive sums of money as provided by the City Commission and such monies, services, and other donations from private business organizations, non-profit organizations or other sources providing such shall be legally offered and acceptable as provided by City ordinance.

The Board or Chair shall have the authority to expend or disburse all monies, gifts, and

services legally obtained, as long as these expenditures adhere to all City ordinances.

ARTICLE VII - CONFLICT OF INTEREST

Any member who has a conflict of interest on any given issue shall announce the existence of conflict prior to discussion, refrain from voting on that issue and comply with Section 112.3143 of the Florida Statutes.

ARTICLE VIII - AMENDMENT OF BY-LAWS

These by-laws may be amended following an affirmative simple majority vote, provided notice of any proposed amendment has been made in writing to all members of the Board.

No amendment shall take effect until approved by the City Commission.

Any existing by-laws or amended by-laws shall be null and void, should they be in conflict with any City ordinance.

ARTICLE IX - BIENNIAL REPORT

The Tree Advisory Board shall prepare and the Chair (or designee) shall present a Biennial Report to the City Commission concurrently with the city's biennial budget cycle, reflecting the Board's accomplishments during the two years.

ARTICLE X - ANNUAL BUDGET

The Tree Advisory Board shall prepare and the Chair (or designee) shall present to the City Commission an Annual Budget. Requested monies shall be consistent with the Annual Work plan as required by and presented to the City Commission.

Approved by Tree Advisory Board June 9, 2014

Approved by Gainesville City Commission _____