

TAKOMA PARK TREE COMMISSION BYLAWS
May, 2023

- 1) Officers consist of Chair, Vice-Chair and Secretary.
 - a) Officers will serve concurrently for a term of one year, beginning July 1 and ending June 30 of the following year.
 - b) The Chair and Vice Chair positions will rotate among Commissioners on the basis of seniority, unless a commissioner next in the rotation elects to pass, in which case the next in line will serve. For example, the longest serving member will serve as Chair for a year; the next most senior will be assigned Vice Chair. After a year, the Chair steps down, the Vice Chair becomes Chair, and the third most senior person becomes Vice Chair, and so on. After all Commissioners have served as Chair and Vice Chair, the rotation begins anew. A Commissioner is required to attend a minimum of six meetings before assuming the position of Chair.
 - c) Role of the Secretary will rotate on a yearly basis, with terms ending on June 30. If the Secretary is absent from a meeting, one of the Commissioners in attendance will act as a temporary Secretary.
 - d) Duties of Officers:
 - i) Chair will preside over Tree Commission hearings, and in consultation with other members of the Tree Commission, will communicate with the City staff liaison on Tree Commission matters. The Chair will compile and forward the agenda to other commissioners.
 - ii) Vice Chair will carry out duties of Chair if the latter is unable to do so.
 - iii) Secretary will take notes of meetings and distribute them to the other Commissioners within seven days of the meeting. Minutes of previous meeting will be approved at the following meeting and placed into the record by the City Clerk or designee, who will make them publicly available.
- 2) Meetings will take place quarterly on the second Wednesday of the months of February, May, August, and November, at a set time, except in the event of a holiday or other special circumstance, in which case an alternate date may be set, or the meeting may be canceled. The Commission shall also convene as necessary to prepare for upcoming hearings. Meetings may also be canceled at the discretion of the officers in the event that no agenda items have been identified or in the event that there will not be a quorum. Decisions will normally be by consensus, but any Commissioner may request a vote by majority.

- 3) Attendance requirements: Each Commissioner will be allowed one meeting absence per year without prior notice, not including canceled meetings. Procedures for removal of a Commissioner due to excessive absences from meetings are set out in Section 2.16.010(C)(5) of the City Municipal Code.
- 4) Agendas will be set with input from Commissioners prior to upcoming meetings. Items for inclusion will be forwarded to the Chair no less than three days prior to the meeting, and the Chair will compile and forward the agenda to the Commission no less than one day prior to the meeting.
- 5) The entire Commission will discuss any proposed changes to the bylaws. Changes will be approved by consensus if possible, or if necessary, by majority vote.
- 6) The Commission will provide electronic copies of orientation packet materials to the City Clerk, who will make them available electronically, or by request, hard-copy to new Commissioners, including a summary of the Open Meetings statute, a copy of the Tree Ordinance, the Takoma Park Public Ethics Ordinance, the Commission's bylaws and a current roster of the Commissioners with contact information for each member.

Approved by members of the City of Takoma Park Tree Commission on 10th of May, 2023:

Bart Sheard, Chair
James Woodworth, Secretary
Meipo Martin
X. Blake Sparrow
Gorky Villa
Paul O'Brien
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