

CITY OF TIGARD, OREGON  
TIGARD CITY COUNCIL  
RESOLUTION NO. ~~09-~~ 10-13

A RESOLUTION ADOPTING BYLAWS FOR THE TREE BOARD

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WHEREAS, developing and implementing a comprehensive urban forestry program is a City Comprehensive Plan priority; and

WHEREAS, the Tree Board is the primary advisory body charged with overseeing the development and implementation of the City's urban forestry program; and

WHEREAS, maintaining a tree board or department is one of four required standards to maintain Tigard's "Tree City USA" designation; and

WHEREAS, the present membership of the Tree Board is defined in Resolution Nos. 01-02 and 07-46 and consists of six at-large members, one of which is also a planning commissioner; and

WHEREAS, up to now the Tree Board has been operating without formal bylaws; and

WHEREAS, the existing Tree Board has developed proposed bylaws for Council consideration; and

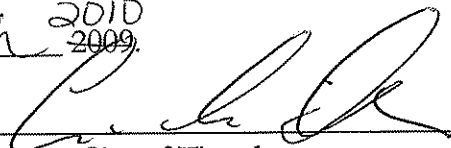
WHEREAS, these proposed bylaws, in large part, are based on Resolution Nos. 01-02 and 07-46 and established practice relative to other City standing boards and committees.

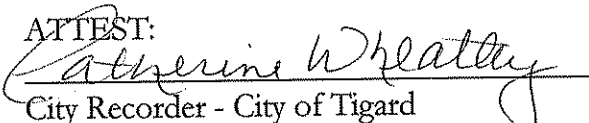
NOW, THEREFORE, BE IT RESOLVED by the Tigard City Council that:

SECTION 1: Bylaws governing the Tree Board as specified in Exhibit A hereby are adopted.

SECTION 2: This resolution is effective immediately upon passage.

PASSED: This 23<sup>rd</sup> day of March ~~2009~~ <sup>2010</sup>.

  
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Mayor - City of Tigard

ATTEST:  
  
\_\_\_\_\_  
City Recorder - City of Tigard

## BYLAWS OF THE CITY OF TIGARD TREE BOARD

### SECTION 1. CHARGE AND DUTIES

- (a) The Tree Board has the powers conferred by the Tigard Municipal Code, Resolutions 01-02, 07-30, 07-46, and the resolution approving these bylaws, and such other powers as granted by the Tigard City Council, but shall have no other powers. These bylaws are adopted by resolution of the Tigard City Council, are binding on the Board, and may be amended only by the City Council.
- (b) It shall be the function of the Board to act as an advisory body to City Staff, the Planning Commission, and City Council as appropriate.
- (c) The Board is charged with advising City Staff, the Planning Commission, and City Council on matters pertaining to urban forestry programs, policies, and regulations. Recommendations pertaining to urban forestry programs, policies, and regulations will be made to City Staff, the Planning Commission, and City Council as appropriate for consideration, deliberation, and action.
- (d) The Board shall perform other duties as assigned by the City Council.
- (e) The Board may form sub-committees to investigate areas relevant to its charge or duties pursuant to this section.

### SECTION 2. COMPOSITION

- (a) The Board shall consist of
  - A minimum of five (5) not to exceed seven (7) members.
  - A minimum of two (2) not to exceed seven (7) shall be citizens at large appointed by the City Council, of which one may also be a planning commissioner.
  - Membership may temporarily drop below required minimums due to resignations and/or difficulty in recruiting qualified applicants.
  - "Citizen" shall mean citizens of Tigard.

### SECTION 3. APPOINTMENTS

- (a) Council shall fill at-large vacancies with individuals necessary to meet the compositional requirements of the above.

- (b) Appointments of at-large members shall be made by the City Council, with recommendations from the Mayor.

#### SECTION 4. TERM OF OFFICE

- (a) The term of office of all future, appointed members shall be four (4) years, or until their successors are qualified and appointed.
- (b) All terms shall begin January 1<sup>st</sup> and end December 31<sup>st</sup>.
- (c) Any at-large vacancy in the Board shall be filled by appointment by the Council upon recommendation by the Mayor for the unexpired portion of the term. The unexpired portion of a term does not count towards the two (2) consecutive term limit in Section 4(d).
- (d) Members may be reappointed for up to one (1) additional four (4) year term. Members shall be limited to two (2) consecutive terms notwithstanding prior appointment to an unexpired term.
- (e) Members of the Board shall receive no compensation for their services.

#### SECTION 5. ORGANIZATION OF THE BOARD

- (a) At its first meeting of the year, and thereafter annually, the Board shall elect a Chair from its members who shall hold office at the pleasure of the Board.
- (b) If the Chair should resign, the Board shall, at its next meeting, conduct an election and provide a replacement.
- (c) The Board shall meet at least quarterly during a calendar year at a time and place that is specified at least 5 days in advance.
- (d) All meetings shall be conducted in conformance with Public Meeting Law.
- (e) A record of the Board's proceedings shall be filed with the city recorder.

## SECTION 6. VOTING

- (a) General procedures of the Board, including voting, shall follow Robert's Rules of Order.
- (b) A majority of votes shall determine the official position of the Board on a given issue.
- (c) The Chair shall vote on all matters before the Board.
- (d) The Board may choose to suspend Robert's Rules of Order upon a majority vote by the Board. Robert's Rules of Order may be reinstated upon a majority vote by the Board.

## SECTION 7. BOARD MEMBER RESPONSIBILITIES

- (a) Members of the Board shall:
  - (1) Regularly attend Board meetings and contribute constructively to discussions;
  - (2) Consider and discuss issues from a citywide perspective, as well as that of particular stakeholders or interests;
  - (3) Understand and be able to articulate the Board's charge, responsibilities, and adopted, annual work program;
  - (4) Strive to reach consensus on matters under consideration;
  - (5) Act with respect and consideration for the viewpoint of others;
  - (6) Review and provide comment on reports, presentations, and recommended policies or strategies related to matters before the Board; and
  - (7) Vote on motions in front of the Board, except where reasonable abstention is necessary.
- (b) In addition, members shall not make representations on behalf of the City of Tigard without authorization.
- (c) Members shall not make representations on behalf of the Tree Board whether intentional or not, without the authorization of the Board.

## SECTION 8. ATTENDANCE

If any regular member of the Board is unable to attend a meeting, he or she is expected to notify the Chair. If any member is absent from any six (6), regularly scheduled meetings within one year or three (3) consecutive meetings without reasonable cause, the issue shall be placed on the upcoming agenda, and upon majority vote of the Board, that position shall be declared vacant. The Board shall forward its action to the Mayor and Council, who shall fill the vacant position.

## SECTION 9. QUORUM

At any meeting of the Board, a quorum shall be a majority of the current members of the Board. No action shall be taken in the absence of a quorum except that the meeting may continue with discussion on agenda items. For the purposes of forming a quorum, members who have disqualified or excused themselves from participation in any matter shall be counted as present.

In the event a quorum will not be present at any meeting, the Chair shall notify the Board members in advance so that a decision may be made whether to meet and take no action on agenda items, or reschedule to a different time.

## SECTION 10. REMOVAL OF MEMBERS

- (a) The City Council may remove members of the Board in accordance with Section 8 Attendance.
- (b) The Council may also remove members, when, in its judgment, the conduct of a member does not conform to Section 7 – Member Responsibilities, or based on other conduct unbecoming a representative of the City.
- (c) The Board may make a recommendation to Council for the removal of a member for failure to comply with Section 7 Board Member Responsibilities. The Board shall forward a recommendation for replacement to the Mayor and Council in a timely manner.

## SECTION 11. ANNUAL REPORT OF THE BOARD

- (a) Not later than December 1 of each year, the Board shall prepare and file an Annual Report to the City Council.
- (b) The Annual Report shall include a summary of key activities and proceedings and any specific suggestions or recommendations which the Board believes would assist its mission or the City's overall urban forestry goals as delineated in

the Tigard Comprehensive Plan, Resolutions 01-02, 07-30, 07-46, and the resolution approving these bylaws.

- (c) The Annual Report shall not be submitted unless approved by the Board.