

TAKOMA PARK TREE COMMISSION BYLAWS
October 13, 2015

- 1) Officers consist of Chair, Vice-Chair and Secretary.
 - a) Officers will serve concurrently for a term of one year, beginning October 1 and ending September 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 position of Chair.
 - c) Role of the Secretary will rotate on a yearly basis among the remaining three commissioners, with terms ending on September 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 on the second Tuesday of every month, 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 cancelled. Meetings may also be cancelled 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 three absences from meetings a 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 13 October, 2015:

Colleen Cordes, Chair
Gresham Lowe, Secretary
Carol Hotton
Denny May