

**COMMUNITY TREE ADVISORY
COMMISSION
BY-LAWS**

**Legend: New
text = bolded,
capitalized,
italics.**

*Authority: Adopted March, 1979, revised 1986, 1994, 1996, 2004
AMENDED 2008*

Authority: Section 2-380 City Code

ARTICLE 1. PURPOSE The purpose of the Community Tree Advisory Commission shall be to encourage effective management of tree resources; promote and publicize an annual Arbor Day proclamation and commemorative tree planting; inform the community at large of programs for comprehensive tree management; coordinate the efforts of individual property owners, civic and youth organizations and city government to preserve the plant material that characterizes the City of Grosse Pointe Woods.

ARTICLE II. MEMBERSHIP The Community Tree Advisory Commission member shall be eleven (11) persons, residents of Grosse Pointe Woods. In the event of a resignation from the Community Tree Advisory Commission, within a month, the remaining members of the Commission shall recommend to the Mayor the name of a resident who shall serve out the unexpired term of the resigned member. Members of the Commission must demonstrate a genuine interest in tree management and a reasonable amount of technical knowledge in the field. If such interest or participation is not forthcoming, the Chair shall advise the Mayor that removal from the Commission would be in order. Every member is expected to serve as a chairperson or committee chair/co-chairperson of a commission project/program.

ARTICLE III. OFFICERS The officers of the Community Tree Advisory Commission shall be:

- A. Chair
- B. Vice Chair
- C. Secretary
- D. Treasurer

The Chair will preside at all regular and special meetings.

The Vice Chair, in the absence of the Chair, shall act in his/her place.

The Secretary shall record all pertinent information at each and every meeting. Copies of the minutes shall be forwarded to the Chair and Deputy Clerk no later than one (1) week following each meeting. Maintain complete files of the minutes, activities and agenda of the commission.

The Treasurer shall submit the proposed budget to the chairman in January for commission approval at the January meeting. Report the current budget status at each

meeting. Administer the budget and track expenditures. Coordinate budget with administration.

The officers shall be elected by a majority of the members present. Terms of office shall be for one (1) year. Such election shall be held at the December meeting of each year. Officers shall assume positions at the January meeting.

The Chair shall appoint a nominating committee composed of two members at the October meeting of each year. The nominating committee shall present the slate of proposed officers in November of each year.

⇒ **ARTICLE IV. MEETINGS** The Community Tree Advisory Commission shall hold regular monthly meetings at the discretion of the members, *WITH THE EXCEPTION OF JANUARY, JULY AND AUGUST.*

1. Special meetings shall be held, as special business or circumstances occur.
2. The Chair/or Secretary shall notify all members by mail of the time and date of all regular and special meetings at least five (5) days prior to such meetings.
3. A majority of members shall constitute a quorum for the transactions of business.
4. It shall be the duty of the Chair/or Secretary to provide an agenda for each meeting. Such agenda to consist of: 1. Roll call 2. Approval of minutes 3. Pertinent business and reports 4. New business 5. Setting time and date of the next meeting followed by adjournment.
5. All matters appearing on the agenda must be submitted in writing to the Chair/or Secretary at least ten (10) days prior to the meeting.

All matters requiring a vote must first be read in the form of a motion, seconded and discussed.

6. A one (1) vote plurality will be considered adequate for passage of a motion.

Amendment
approved by Council
on: 03-03-08.