

## **Lander Urban Forest Council Bylaws**

**Adopted February, XX 2025**

### NAME

This organization shall be known as the Lander Urban Forest Council (LUFC), aka “Lander Tree Board”.

### PRINCIPAL PLACE OF BUSINESS

The principal office of LUFC is City of Lander’s Park and Recreation Department, 405 Fremont St., Lander, County of Fremont, State of Wyoming, 82520. LUFC may have such other offices as may from time to time be designated by the Lander City Council.

### MISSION STATEMENT

The Lander Urban Forest Council believes that Lander’s urban forest is fundamental to the well-being of our community. The purpose of LUFC is to:

- advocate for an active, healthy, and expanding community forest
- provide program and technical support to the City of Lander in its efforts to strengthen the community forest resources and services to the community
- provide educational outreach
- work with Wyoming State Forestry Division to insure that the City meets all requirements to maintain Tree City USA status through National Arbor Day Foundation

### MEMBERSHIP

Members shall be appointed by the Lander Mayor and City Council on staggered terms. Three members shall have two year terms and four members shall have four year terms.

The LUFC shall consist of the Officers and At-large members for a total recommended membership of not fewer than five (5) nor more than seven (7).

The LUFC shall meet nine times a year or at the discretion of the LUFC. Meetings shall be called by the Chair or upon the request of at least two (2) other LUFC members. Written and/or electronic notice of the time and place shall be given no less than three (3) days before the date of a meeting.

Business at any regular or special LUFC’s meeting shall be conducted only when a quorum is present. A quorum is defined as a simple majority of appointed members. Each LUFC member shall be entitled to one (1) vote. Proxy voting shall not be allowed. Virtual attendance and voting may be allowed if the member attended and participated in the entire discussion of the voting matter. Members are expected to attend a majority of the meeting held in the Fiscal Year.

### OFFICERS

The officers of the LUFC shall consist of a Chair, Vice Chair, Secretary and other such officers as the LUFC may wish to appoint. The officers shall be elected by a majority vote of the LUFC membership at the first meeting of the Fiscal year for a term of two (2) years without limitations of re-election. If there is a

vacancy in the office of Chair, the Vice Chair will become Chair until an election can be held at the next regularly scheduled meeting. Any officer may resign at any time by delivering a written resignation to the Chair or the Recording Secretary.

The Chair shall be responsible for conducting all regular and special meetings unless incapacitated or unable to attend. The Chair may move, second and debate from the chair subject only to the limitations placed on all members and shall not be deprived of rights and privileges of a member.

The Vice Chair shall perform the duties or responsibilities of the Chair in the absence or disability of the Chair.

In the absence of the Chair and Vice Chair, a Temporary Chair shall be elected to serve as the Chair until the appointed Chair is in attendance.

The Recording Secretary or appointed individual shall be responsible for keeping the meeting minutes, maintaining the membership roster. Minutes of the meeting will be prepared by the Recording Secretary and distributed to the membership a minimum of seven (7) days prior to the next scheduled meeting.

#### CITY LIAISONS

The City of Lander shall provide two non-voting liaisons to LUFC:

- One representative/liaison shall be from Lander City Council
- One representative/liaison shall be from City of Lander Parks and Recreation Department

#### REGULAR AND SPECIAL BOARD MEETINGS

Regular meetings will be held at a time and place to be established by the members.

The Chair may, when deemed expedient, OR upon the written request of two of the members, call a special meeting of the members for the purpose of transacting any business designated by the request. The call for a special meeting must be communicated to each member at least 24 hours prior to the date of such special meeting. At such a special meeting no business shall be considered other than as designated in the call.

Allow electronic and email voting by the members in special circumstances that require quick action by the members between regular business.

#### FISCAL YEAR

The Fiscal Year of LUFC shall be July 1 to June 30.

#### AMENDMENTS

These Bylaws may be amended by a quorum at any annual or regular meeting of LUFC; provided that notice of the proposed amendment(s) has been included in the notice of such meeting.

#### PROCEDURE

The latest version of *Robert's Rules of Order* shall be the authority on all questions of procedure not stated in these Bylaws

These Bylaws signed this \_\_\_\_\_ day of \_\_\_\_\_ of 2025.

\_\_\_\_\_

Chair

\_\_\_\_\_

Secretary