

City of Winterville, Georgia
Tree Commission
Bylaws

Approved [July 20, 2018]

Article 1

Name and Place of Business

1.1 Name. The Winterville Tree Commission, hereinafter referred to as “the WTC” or “The Commission”, was established under Article 7 of the City of Winterville Tree Canopy Conservation Ordinance as adopted by the City of Winterville Council. Said Article 7 is appended to these bylaws and is hereinafter referred to as “The Ordinance”.

1.2 Address. The principal place of business for the WTC shall be 125 S Church St, Winterville, GA 30683

Article 2

Purpose and Responsibilities

2.1 Purpose. The Winterville Tree Commission (WTC) serves to recognize, foster appreciation of, and inspire awareness of urban forestry and the beneficial contribution trees make to the community.

2.2 Responsibilities. The duties and responsibilities of the Commission are defined in Paragraph 7.10 of the Ordinance as appended to these bylaws.

Article 3

Membership

3.1 Voting Members are appointed and may be re-appointed by the Mayor as described in paragraphs 7.2 through 7.5 of the Ordinance.

3.11 The Commission, by majority vote, may request that the Mayor remove from the Commission any Voting Member if said member is absent from three or more consecutive meetings of the Commission.

3.2 Ex-officio members will be appointed to the Commission in accordance with Paragraph 7.6 of the Ordinance. Ex-officio members may be appointed by the Chair with the agreement of a majority of the voting members. Ex-officio members of the Commission shall serve as resources to the Commission and have equal rights and responsibilities with appointed members to participate in the meetings and to serve on committees but will neither vote nor hold elective office on the Commission.

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3.3 Advisory Members whose special expertise or knowledge will further the objectives of the Commission may be appointed to the Commission by the Chair with the agreement of a majority of the voting members. Advisory members of the Commission shall serve as resources to the Commission and have equal rights and responsibilities with appointed members to participate in the meetings and to serve on committees but will neither vote nor hold elective office on the Commission.

Article 4

Officers

4.1 Titles, Election, and Vacancies. The officers of the WTC shall be: Chair, Secretary, and Treasurer. Officers shall be elected by a majority of the Voting Members of the Commission and shall hold office for one (1) year or until such time as their successors are chosen.

4.2 Chair Duties. The Chair shall be the chief administrative officer of the Commission and shall conduct all meetings in accordance with Roberts Rules of Order, as revised.

4.3 Secretary's Duties. The Secretary shall keep minutes of the WTC and have charge of the minute's records and be responsible for correspondence and clerical support of the Commission.

4.4 Treasurer's Duties. The Treasurer shall be charged with the financial affairs of the Commission. He/she shall report financial action to the Chair and Commission. The Treasurer shall serve as Chair pro tempore.

4.5 Commission Coordinator. The Winterville City Arborist as appointed under Article 6 of the Ordinance shall serve as Commission Coordinator (CC). The CC will advise the Commission on the conduct of all WTC programs and activities as directed by the Chair. The CC shall act as the principal liaison between the council and City of Winterville government entities. The CC shall have no vote on the Commission and will hold no elected office on the Commission.

Article 5

Committees

5.1 Executive Committee. The Executive Committee shall consist of the regular officers of the WTC and other invited members. The Executive Committee shall be empowered to transact all business of the Commission and shall report all such transactions to the full Commission at the Annual General Meeting.

5.2 Ad-Hoc Committees. The Chair may establish special ad-hoc advisory committees as necessary for the proper conduct of the affairs of the Commission. Such ad-hoc committees shall report directly to the Executive Committee at the request of the Chair.

Article 6

Meeting and Reporting Procedures

6.1 Meetings. In accord with Paragraph 7.7 of the Ordinance, the Commission shall hold public meetings at least quarterly. Notification will be distributed through the Winterville

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Gazette and other outlets; all members will have no less than seven (7) days' notice of any change in the time or location of any regular meeting. Meetings shall consist of one Annual General Meeting and at least three public educational meetings such as tree planting demonstrations, tree walks or lectures and classes.

6.2 Annual General Meeting. A public Annual General Meeting of the Commission shall be held each year.

6.1.1 Notice of the Annual Meeting shall be sent to each member (voting, ex-officio, advisory) of the Commission and shall be published in the Winterville Gazette and on the Winterville website.

6.1.2 The Agenda of the Annual Meeting shall include the presentation and discussion of the Annual Report, the formulation of plans for the following year and the preparation of the city's annual application for certification as a Tree City USA.

6.3 Annual Report. In accord with paragraph 7.10.7 of the Ordinance, an annual report of the Commission's activities, including the Treasurer's annual report, shall be presented to the Commission by the Chair at the Annual Meeting, and after approval by a majority of the Voting Members of the Commission shall be submitted to the City Council and Mayor of Winterville.

6.4 Recommendations. Recommendations to the Mayor and City Council may be made at any time upon approval by a majority vote of the Voting Members of the Commission. Such recommendations may include, but are not limited to, voting membership on the Commission and changes or additions to the Ordinance.

Article 7

Amendments

7.1 Procedure. These Bylaws may be amended, altered, or repealed at any time by approval of a majority of the Voting Members of the Commission.

APPROVED (DATE) July 20 2018
CHAIR J. Holly Campbell
SECRETARY Aveni McBransall

Appendix: Article 7 of the Winterville City Tree Ordinance

7. Establishment of a Winterville Tree Commission

7.1. There is hereby established a Winterville Tree Commission, also known as the “tree commission” which shall consist of three (3) voting members.

7.2. Voting members shall be residents of the city.

7.3. Voting members shall be appointed by the Mayor with the approval of the City Council.

7.4. The terms of voting members shall be 3 years.

7.5. Members may be reappointed for an unlimited number of successive terms.

7.6. Ex-officio (non-voting) members may be appointed by the tree commission and may include the director of public works or his designee, the city arborist, the Georgia Forestry Commission Sustainable Community Forestry Program Forester, and the Athens-Clarke County Community Forestry Coordinator.

7.7. The tree commission shall meet at least quarterly.

7.8. The tree commission shall choose its own officers, make its bylaws and keep a written record of its proceedings.

7.9. A majority of voting members shall be a quorum for the transaction of business.

7.10. The tree commission’s duties and responsibilities shall include, but are not limited to, the following:

7.10.1. Make recommendations to City Council on city tree management issues and maintenance activities;

7.10.2. Develop a program for the designation of landmark trees within the city including program guidelines and an application for landmark tree status; accept and approve or deny applications for landmark tree status; maintain a current list of designated landmark trees;

7.10.3. Periodically review the tree ordinance and make recommendations for revision to the City Council;

7.10.4. Develop a community tree management program plan; update at least every 5 years;

7.10.5. Prepare and conduct an annual tree care education program;

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7.10.6. Notify the code enforcement officer of potential violations of the tree ordinance;

7.10.7. Prepare an annual report detailing the tree commission's activities and all community tree management activities completed in the previous year; and,

7.10.8. Prepare and submit to the Georgia Forestry Commission the city's annual application for certification as a Tree City USA.

7.11. It shall be unlawful for any person to prevent, delay or interfere with the tree commission, or any of its agents, while engaging in their duties and responsibilities, as described herein or as directed by the administrator.