

***By-laws***

***City of Brunswick Tree Board***

1. **NAME AND DESCRIPTION.** The **City of Brunswick Tree Board (the “Board”)** is a public body established with Ordinance 1050 to supersede the park and tree commission created by an Act of 1931 (1931 Ga. Laws, page 696).
2. **PURPOSE.** As stated in Section 2-350 of Ordinance 1050, the Board is to provide rules and regulations of the City of Brunswick, herein after referred to as “Board”, including the qualifications, members and terms, meetings, duties, and responsibilities.
3. **QUALIFICATIONS.** All members of the Board must reside within the limits of the City of Brunswick, Georgia, and have an interest in urban forestry.
4. **MEMBERS AND TERMS.** The Board shall consist of five adult citizens of the City who shall be appointed by the City Commission for terms of three years each; except that of the five members first appointed, one shall serve a term of one year, two shall serve a term of two years, and two shall serve a term of three years. In the event that a vacancy shall occur during the term of any member, a successor shall be appointed by the City Commission for the remainder of the term.
5. **OFFICERS.** The Board shall choose a Chair and Vice Chair among its appointed members in the first meeting of every calendar year. The Chair shall proceed over meetings and appoint subcommittees. The Vice Chair shall conduct the duties of the Chair during his or her absence. The Vice-Chair shall conduct the duties of the chair during a vacancy in that position; however, the Vice Chair does not automatically assume the position of the Chair.
6. **MEETINGS.**

- 6.1 Regular Meeting.** The Board shall hold at least one regular meeting in each quarter and at such additional times as may be necessary to conduct business of the Board. A regular meeting may be canceled by the Chair with concurrence of two members with prior notice to the membership.
- 6.2 Special Meeting.** Special meetings may be called by the Chair at his or her discretion or at the request of two or more members. Every effort shall be made to provide notice of the time and place of such meetings.
- 6.3 Public Meeting.** All meetings of the Board (quarterly and special) shall comply with O.C.G.A. §§ 50-14-1 *et seq.*, including but not limited to the provisions requiring public notice of the time, place and date of meetings.
- 6.4 Quorum.** Three Board Members shall be present to conduct official business.
- 6.5 Attendance.** Failure to attend two (2) consecutive regular meetings may be cause to vacate the seat of a member, unless such absence is excused by the Board by majority vote with such excuse duly entered upon its minutes.
- 6.6 Records of Meeting.** The City Manager shall assign a staff liaison to coordinate and advise the Board. Public Record of such meetings shall be kept by the Office of the City Clerk. All records of the Board shall be open and accessible to the public.
- 6.7 Parliamentary Procedures.** The Board shall utilize the most recent Robert's Rules of Order to determine parliamentary procedures unless specific procedures to the contrary are established by the Board. The Board may elect a parliamentarian from its membership.

**7. DUTIES AND RESPONSIBILITIES.**

- a. It shall be the responsibility of the Tree Board to study, investigate, council, and assist annually in the creation or revision of a written plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs in parks, along streets and in other public areas. Such plan will be presented annually to the City Commission and, upon acceptance and approval, shall constitute the official comprehensive tree plan for the city.
- b. The Board shall advise the City Commission and City Officials in the development of standards of tree maintenance and other specifications to foster and protect the city's tree population, to protect persons and property against injury, and to provide for safe and efficient passage of persons, vehicles, and utilities through established right-of-ways.
- c. The Board shall assist the City in becoming certified as a Tree City USA.
- d. The Board in the event of disputes or disagreements concerning the maintenance of trees by the City or its agent shall provide arbitration and make a recommendation concerning the dispute.
- e. The Board will assist other City Officials in identifying hazards caused by the deterioration of trees upon or overhanging public property.
- f. The Board may propose such legislation as may be needed and practicable to pursue the purposes for which the Board was created.
- g. When requested by the City Commission, the Tree Board shall make a study and report its findings and recommendations on any special question coming within the scope of its work.

- 8. REVIEW BY CITY COMMISSION.** The Tree Board shall serve as an advisory board to the City Commission of the City of Brunswick, all the reports and recommendations are subject to the approval of the City Commission of the City of

Brunswick. Any person may appeal to the City Commission of the City of Brunswick on any report or recommendation from the City Tree Board, the Commission's decision is final.

**9. AMENDMENT OF BY-LAWS.** These by-laws may be amended by a two-thirds (2/3) majority vote at any regular meeting of the Board after notice of such proposed amendment has been given at least one regular meeting prior to the meeting in which the amendment vote is to be taken.

**10. COMPENSATION.** Members shall serve the Board without compensation.