

## O. Tree Committee Bylaws (T/SP)

### ARTICLE 1. PURPOSE

The purpose of the Tree Committee (TC) is to advise City staff and the City Council on all matters related to trees in San Luis Obispo.

### ARTICLE 2. COMMITTEE MEMBERSHIP

The Tree Committee shall have seven members and shall consist of one representative from the Parks and Recreation Commission, one representative from the Architectural Review Commission, and five members from the general public (one of whom shall be a horticultural expert, if possible). Members must be residents and registered voters of the City.

### ARTICLE 3. TERMS OF OFFICE

Committee members will be appointed by the City Council to staggered terms of four years, commencing April 1. Committee members will serve at the pleasure of the City Council. Any Committee member may be reappointed, provided no appointee serves more than two consecutive terms (eight years).

### ARTICLE 4. MEETINGS

1. The Committee will hold a regular meeting each month.
2. Regular meetings will be held at 5:00 pm the fourth Monday of each month.
3. The Committee meetings will be duly advertised according to the Ralph M. Brown Act, and open to the public and held at the City's Corporation Yard, located at 25 Prado Road in Conference Room A, San Luis Obispo, California or other previously announced locations at specific times as required by California law.
4. A quorum will consist of three voting Committee members.
5. All actions of the Committee will be decided by a majority vote or consensus and will be directed through the Committee Chair.
6. Minutes of each meeting will be available as a public record in the Public Works Department.
7. The Chairperson or any three members of the Committee may call a special meeting provided that a week's prior notice is given in writing to each member and the meeting is otherwise properly noticed pursuant to the Brown Act.
8. All Committee meetings will be conducted in accordance with City Practices, customs, and policies. Robert's Rules of Order, Newly Revised, shall be utilized as a guide in the conduct of meetings.

9. All members present must vote, except when abstaining due to a declared conflict of interest.

A failure or refusal to vote when present (except for a declared conflict of interest) will be construed as an affirmative vote.

10. Any member with a declared conflict of interest will not vote or participate in any discussion of any item or in any manner attempt to influence the decision on that item.

#### **ARTICLE 5. SUBCOMMITTEES**

Subcommittees consisting of less than a quorum of the Committee can be appointed as needed by the Chairperson.

#### **ARTICLE 6. OFFICERS**

1. The officers will consist of a Chairperson and Vice-Chairperson who will be elected at the Committee meeting in April for one year terms.
2. The Chairperson will preside over all meetings of the Committee, prepare (with the assistance of staff) all meeting agendas and perform such duties as directed by the Committee.
3. The Vice-Chairperson will serve in the absence or incapacity of the Chairperson.

#### **ARTICLE 7. POLICIES**

The Committee adopts policies as stated in the City of San Luis Obispo Advisory Body Handbook, incorporated herein by reference.