

COOKEVILLE TREE BOARD

BYLAWS

ARTICLE I: OFFICERS

Section 1. Officers.

The officers of the Board shall elect a Chairperson, a Vice-Chairperson, and a Secretary.

Section 2. Elections.

The Chairperson and Vice-Chairperson shall be elected from the appointed members of the Board. All elected officers shall serve a term of one (1) year or until a successor has been elected, and shall be eligible for re-election. The Chairperson and Vice-Chairperson shall be elected at the first meeting of the Board each year.

Section 3. Chairperson.

The Chairperson shall preside at all meetings of the Board and shall perform such duties as the Board shall authorize. The Chairperson may participate in all discussions and shall vote as a member of the Board.

Section 4. Vice-Chairperson.

In the absence of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson.

Section 5. Secretary.

The Urban Forester shall serve as Secretary of the Board and shall be responsible for maintaining a full record of all proceedings. The Secretary shall also perform such other duties as the Board may direct including the following:

- a. Give or serve all notices required by law
- b. Prepare agendas for all meetings of the Board
- c. Be custodian of all Board records
- d. Inform the Board of all correspondence relating to the business of the Board and attend to such correspondence
- e. Sign official documents of the Board

Section 6. Vacancies.

Should the office of Chairperson or Vice-Chairperson become vacant, the Board shall elect successors to these positions. The newly elected Chairperson or Vice Chairperson shall serve for the unexpired term of said office.

ARTICLE II: MEETINGS

Section 1. Regular Meetings.

Regular meetings of the Board shall be held on the first Wednesday of the month, bi-monthly at 12:00 p.m. at the Cookeville Public Works Department. When conflicts arise, such as holidays or inclement weather, the regular meeting shall be held at such other time and place as may be designated by the Chairperson. In the event of a public crisis or natural disaster the board may conduct its meetings by electronic or other remote access means as necessary for the length of the crisis or disaster.

Section 2. Special Meetings.

The Chairperson of the Board may, and shall upon the request of two (2) members, call a special meeting of the Board for the purpose of transacting any business designated in the call. Five (5) days notice of the meeting shall be given to members.

Section 3. Quorum.

A quorum shall consist of seven (7) members. A quorum shall be present to transact official business of the Board. Approval of a simple majority of those present shall be required to pass a motion unless otherwise provided for in these bylaws.

Section 4. Vote.

a. Manner of Voting.

All matters to be voted on by the Board shall be put in the form of a motion by any of the Board Members and seconded by a Board Member, neither of whom may be conducting the meeting. The Chairperson shall conduct the voting by asking those in favor to signify by saying "Yes" and those opposed by saying "No". The Chairperson shall inform the recording secretary of the number of "Yes" and "No" votes. The Chairperson shall have a roll call if there is any question about the results of the vote or if any Board Member so requests, and the record of such roll call votes shall be recorded by the recording secretary in the minutes.

b. Record of Action.

All motions that are voted on shall be recorded in the Minutes of the meeting. The names of the Board Members making motions and seconds shall be recorded. The number of "Yes" and "No"

votes shall be recorded. Any votes to pass shall be recorded as no votes. The record shall include the name of any Board Member abstaining from discussion and voting. If the voting is conducted using electronic devices other than in person meetings each member present at the meeting shall be called upon for his or her vote. The name of the persons making the vote shall be recorded within the minutes.

c. Tie Vote

In the event of a tie vote the chairperson may vote twice or postpone the item being voted on until the next meeting.

Section 5. Conflict of Interest.

Any Board Member having a conflict of interest in a proposal before the Board shall inform the Chairperson prior to the meeting that he/she will abstain from any discussions and voting on the matter. The Board Member shall abstain from all discussions and voting on the proposal, and will not be considered present for purposes of establishing a quorum.

Section 6. Attendance.

- a. In order to assure an attendance that is adequate to deal with the business of the Board, attendance records of each member of the Board shall be kept.
- b. If a Board Member misses more than three (3) bimonthly meetings in one (1) calendar year, that Board Member's name shall be submitted to the City Council for removal from the Board, and a request shall be made for the appointment of a replacement to fulfill the unexpired term of the Board Member who was removed.
- c. A Board Member may be excused from attendance at a meeting by a decision of the Chairperson of the Board.

ARTICLE III: ADMINISTRATIVE RULES AND PROCEDURES

The Board shall maintain a set of "Administrative Rules and Procedures" that will set forth requirements that must be met by the Board, staff, applicants, and other groups and individuals having official business with the Board. Each of these Rules and Procedures shall be adopted by the Board in a public meeting.

ARTICLE IV: ACTIONS OF THE BOARD

The Board may execute the following actions in conducting its official business:

a. Approval.

A majority of a quorum voting in favor of a motion to approve shall constitute approval and all contents of the motion shall be approved.

b. Denial.

A majority of a quorum voting in favor of a motion to deny shall constitute denial and all parts of the motion shall be denied.

c. Modification and Approval.

The Board may modify a proposal presented to it and a majority of a quorum voting in favor of the motion to modify and approve shall constitute approval and all contents of the motion to modify and approve shall be approved.

d. Table.

A majority of a quorum voting to table any proposal shall constitute removal of the proposal from the agenda indefinitely until the Chairperson or two (2) members of the Board request that it be placed on the agenda. The requests must be made prior to the deadline for filing an original application for the same type consideration.

e. Postpone.

A majority of a quorum voting to postpone a proposal shall remove it from the agenda for further consideration at that meeting. The motion shall include the date of the meeting at which the proposal will be considered again. A proposal that has been postponed must be placed on the agenda of the meeting specified.

ARTICLE V: RULES OF ORDER

Section 1. Rules of Order.

When a parliamentary matter arises that is not covered by these bylaws, Robert's Rules of Order shall apply.

ARTICLE VI: AMENDMENTS

Section 1. Amendments.

The bylaws of this Board may be amended at regular or special meetings, but no amendment shall be adopted unless at least five (5) days notice has been given to all members of the Board.

A favorable vote of a majority of the entire membership of thirteen (13) members shall be required to affect a change in these bylaws.

ARTICLE VII: ADOPTION

THIS IS TO CERTIFY THAT THESE ARE THE OFFICIAL BYLAWS OF THE COOKEVILLE TREE BOARD AS ADOPTED ON _____.

ATTEST:

SECRETARY

CHAIRPERSON

THIS IS TO CERTIFY THAT THESE ARE THE OFFICIAL BYLAWS OF THE COOKEVILLE TREE BOARD AS AMENDED ON _____, __, 2020.

ATTEST:

SECRETARY

CHAIRPERSON