

# Seattle Urban Forestry Commission

## By-Laws (Amended 1-5-2011)

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### ARTICLE I

#### Organization

Membership	Sec. 1	The Urban Forestry Commission will be composed of nine (9) members appointed to serve for three (3) years beginning on December 1. Initial terms will be staggered as detailed in Section 3. The nine positions are: Position 1: Wildlife Biologist; Position 2: Urban Ecologist; Position 3: Natural Resource Agency or University Representative; Position 4: Hydrologist or Similar Professional; Position 5: Arborist; Position 6: Landscape Architect; Position 7: NGO Representative; Position 8: Development Community or Utility Representative; and Position 9: Economist, Financial Analyst, Realtor or Similar Professional. Ordinance 123052 provides more complete position descriptions
Appointment	Sec. 2	Members in odd numbered positions from position one to position seven shall be appointed by a majority vote of the City Council. Individuals in even numbered positions from position two to position eight shall be appointed by the Mayor, subject to confirmation by a majority vote of the City Council. Position nine shall be appointed by a majority vote of the eight appointed members and shall be confirmed by majority vote of the City Council. No Commission member shall serve more than two consecutive terms
Terms	Sec. 3	For the initial round of appointments the positions will be staggered: positions one, two and nine shall serve one-year terms, positions four, five and six shall serve two-year terms, and positions three, seven and eight shall serve three year terms. At the conclusion of the initial term of each appointment, all subsequent terms of each position shall be for three years. A Commission member whose term has expired shall continue to hold office until a successor has been appointed. No members shall serve more than two consecutive terms
Attendance	Sec. 4	Attendance at Commission meetings is expected. Commissioners are required to inform the Office of Sustainability and Environment (OSE) Commission coordinator and the Chair of an absence prior to the meeting. In the event of three or more absences in a year, the Chair will take appropriate action, including, but not limited to, recommending removal from the Commission  (Notification of an absence prior to the Commission meeting is necessary in order to ensure a quorum at Commission meetings)
Removal	Sec. 5	The Mayor may remove any appointed member in even numbered positions two through eight subject to confirmation by majority of the City Council. City Council may remove any appointed member in odd numbered positions one through seven. Position nine may be removed by a majority vote of Commissioners in positions one through eight
Compensation	Sec. 6	Members receive no compensation for service on the Urban Forestry Commission
Extension of Time	Sec. 7	Terms may be extended to accommodate scheduling and the confirmation of new Commission appointees
Vacancies	Sec. 8	Vacancies will be filled for unexpired terms in a manner similar to the original appointment

Officers	Sec. 9	A Chair and Vice Chair will be annually elected by vote. \The Vice Chair may act in the position of the Chair when the Chair is not available or when the Chair delegates this role to the Vice Chair. If neither is available the role of the Chair can be delegated to another Commissioner
Duties of Chair	Sec. 10	The Chair shall exercise general supervision over the Commission's business and affairs, performing all duties incidental to the office and those required by the Charter of the City of Seattle, law, ordinance, and these by-laws, as well as those duties that are properly delegated by the Commission.  S/he will preside at all meetings and have those powers generally assigned such an officer. S/he will act as spokesperson for the Commission and as its representative at meetings with other organizations and committees unless such representation is otherwise authorized by the Commission. The Chair may, however, delegate to any Commission member performance of any duties imposed by this section. No pronouncement made as spokesperson or representative will obligate or commit the Commission except as provided by these by-laws or unless authorized by the Commission
Committees	Sec. 11	The Commission, by resolution adopted by a majority of Commissioners, may designate or appoint one or more standing or ad-hoc committees, each of which shall consist of two or more Commissioners and may include other individuals to provide specific expertise who are not Commissioners. Such individuals shall have appropriate qualifications and serve in an advisory capacity
Chair Ex-officio	Sec. 12	The Chair serves ex-officio on all committees
Act as Body	Sec. 13	The Commission acts as a body in making its decisions and announcing them. No member may use agency letterhead or speak or act for the Commission without prior authorization from the Chair
Address	Sec. 14	The address of the Commission shall be:  Office of Sustainability and Environment City of Seattle  Mailing Address: P.O. Box 94729 Seattle, WA 98124-4729  Street Address: 700 Fifth Avenue, Suite 2748 Seattle, WA 98124

ARTICLE II

Meetings

Public Meetings	Sec. 1	All meetings of the Urban Forestry Commission, except those at which personnel matters will be discussed, will be open to the public
Meetings	Sec. 2	Regular meetings of the Commission will be held on the first and second Wednesday of each month in the Seattle Municipal Tower (room locations may vary). In the event a change in location is necessary, effort will be made to inform the public in advance. Additional meetings may be scheduled as necessary. The City will make reasonable accommodation, upon request, for people with disabilities  Special meetings of the Commission may be held whenever and wherever the

Commission may determine. The Chair may call such meetings. The Chair will issue such a call upon the request of five (5) or more Commission members

Committee meetings will be held in City offices unless reason exists to hold them at another location. Meetings will be scheduled in advance by the Committee Chair. An agenda will be prepared at the direction of the Chair and in consultation with staff and its substance conveyed to all Commissioners

Agenda and  
Notice for  
Public Meetings

Sec. 3

The Chair, with support from staff, will prepare an agenda for each public meeting, prior to the meeting. Additional agenda items may be proposed by any member of the Commission, subject to the approval of the Chair. However, during the meetings, the Commission may only change the agenda with consent of the majority of Commission members present

Commission members will receive notice and agendas prior to each scheduled Commission meeting

Staff will make reasonable effort to post all meeting notices, current agendas, and available documents noted in the agendas on the Commission website. Staff will maintain a list of interested members of the community and make reasonable effort to send advance notice of scheduled meetings to this list

The Chair may adjust for good and sufficient reason, the regular convening time of meetings and hearings as set forth in these by-laws. Reasonable effort will be made to advise, at least 24 hours in advance of adjusted convening time, each Commission member and the public

Request for  
Advice from  
Council or  
Executive  
Branch

Sec. 4

Requests for a Commission letter, analysis, advice, or recommendation from City Council or Executive Branch will be addressed to the entire Commission. Such requests shall receive priority for placement on the agenda

Quorum

Sec. 5

A majority of the current members of the Commission constitute a quorum in Commission meetings. In committee meetings, the majority of all committee members are a quorum. Provided there is a quorum, a majority of those present are required to ratify a vote

Voting

Sec. 6

Each Commission member is entitled to one vote. Provided a quorum is present at the meeting, all Commission action shall require a motion, a second, and a majority vote of members present

The Commission will strive for consensus. When consensus is not reached and an action is approved by majority vote, dissenting member(s) may submit a minority report to the Chair. The minority report will be forwarded to the Council, the Executive Branch, and the public along with any letter, analysis, advice, and recommendation or similar submitted by the Commission

Committee  
Meetings

Sec. 7

The Commission will offer opportunity for public comment for 15 minutes at regular Commission meetings. Members of the public who desire to speak may sign up on sheets provided by Commission staff at the beginning of the meeting

Public  
Comment

Sec. 8

Each speaker will be limited to three (3) minutes. If more than one member of the public from a particular group has requested to speak, the group must select one representative of the group to present the group's view. In such case, the group's representative will be allowed five (5) minutes to speak

The Chair will recognize those individuals who signed up to speak and will enforce the appropriate time limits. Speakers should preface their remarks by

stating their first and last names, where they live, and where they work. Public comments made at meetings must be related to the issues on the agenda for that meeting. Written comments will also be accepted and should be directed to Commission staff at the Office of Sustainability & Environment (OSE)

The Chair has the right to exercise discretion in the implementation of this section

### ARTICLE III

#### Records, Publications, and Reports

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| Records       | Sec. 1 | All records of the Commission will be open to public inspection   |
| Annual Report | Sec. 2 | <p>The Commission Chair or their designee will annually report, or request that the OSE Director make a report, to the Mayor and City Council outlining the Commission's goals and objectives, and progress toward achieving them; describing its programs and the amount of business transacted</p> <p>Members of the Commission will be given an opportunity to review the draft of the annual report</p>   |
| Minutes       | Sec. 3 | <p>Minutes of all regular Commission public meetings will be promptly recorded, maintained, posted on the Commission website, and available for public inspection</p> <p>Meeting minutes will list the members present and consist primarily of a summary of discussion and record of action taken. Minutes in draft form for any particular meeting will be forwarded to each Commission member prior to the subsequent meeting for appraisal and action/adoption at such subsequent meeting</p> |

### ARTICLE IV

#### Adoption and Revision of By-Laws

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| Adoption | Sec. 1 | The Commission will adopt these by-laws for the conduct of its business. Copies of such by-laws shall be made available for public inspection  |
|          | Sec. 2 | The rules contained in Robert's Rules of Order Newly Revised will govern this Commission in all cases to which they are applicable and in which they are not inconsistent with these by-laws   |
|          | Sec. 3 | These by-laws, as adopted by the Commission, may be revised or amended at any regular meeting by a vote of at least two-thirds (2/3) of the members of the Commission, provided that notification of such proposed revision or amendment had been made to Commissioners thirty (30) days prior to vote |

### ARTICLE V

#### Ethics

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| City Code of Ethics | Sec. 1 | <p>The Urban Forestry Commission complies with the provisions of the Seattle Ethics code</p> <p>Commissioners shall conduct themselves in a manner consistent with the Seattle Ethics code which is appended to these bylaws</p> |
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