

**BYLAWS
OF
CITY OF CHARLOTTESVILLE TREE COMMISSION**

ARTICLE 1 – PURPOSE

1.1 The purpose of the City of Charlottesville Tree Commission (“Commission”) is to advise and assist City Council, the Planning Commission, and City staff in the planting, protection, preservation, and removal of trees located on public right-of-ways and public property. In monitoring these public trees, the Commission strives to protect and improve the urban forest to provide better quality of life and health outcomes for City residents and to secure meaningful environmental and aesthetic benefits. To achieve these objectives, the Commission works to enhance the diversity and health of the City’s tree canopy, educates the community about the critical importance of trees, and advocates for public and private resources and engagement. The Commission remains informed about local changes and intentions involving trees as well as plans for public lands and City infrastructure. When and where appropriate, the Commission advises on protection of trees and tree canopy on private property.

ARTICLE 2 – MEMBERSHIP

2.1 Members. The Commission shall consist of thirteen (13) persons:

- ten (10) citizen members, at least two (2) of whom reside in low-income neighborhoods
- one (1) representative of the Planning Commission
- one (1) representative of the Charlottesville Area Tree Stewards (or its successor organization)
- the City Arborist, serving ex-officio

2.2 Appointment and Length of Term. Citizen members of the Commission shall be appointed by City Council. The term of service shall be three (3) years, with members eligible to serve a maximum of two (2) consecutive terms, except as set forth in article 2.3.

2.3 Vacancies. A vacancy of a citizen member’s seat resulting from death, resignation, or otherwise, shall be advertised and a new member shall be appointed by City Council at the earliest possible opportunity. A person appointed to fill a vacant seat shall complete the unexpired portion of the term of that seat. Upon completing that term, they shall be eligible, if appointed by City Council, to serve up to two full three (3) year terms.

2.4 Attendance. A member who during any twelve (12) month period fails to attend at least 75% of the Commission’s meetings, including its regularly scheduled

meetings and those of its committees, shall be subject to removal by the affirmative vote of a majority of the number of members serving at that time.

2.5 Compensation. Members shall serve without compensation.

ARTICLE 3 – MEETINGS

3.1 Frequency. The Commission shall, at a minimum, meet quarterly, or as called by the Chair with notice of no less than ten (10) calendar days.

3.2 Quorum. At all meetings of the Commission, the presence of a majority of the number of members then serving will be sufficient to constitute a quorum for the purpose of conducting business. The act of the majority of members present at a meeting at which a quorum is present shall be the act of the Commission. Less than a quorum of members may adjourn any meeting.

ARTICLE 4 – OFFICERS

4.1 Nomination and Election. At its first meeting each calendar year, the Commission shall elect from among its citizen members a Chair and Vice Chair upon an affirmative vote of a majority of the number of members then serving.

4.2 Term. The Chair and Vice Chair shall serve for a period of twelve (12) months and may serve consecutive terms.

ARTICLE 5 – COMMITTEES

5.1 The Commission may, by resolution duly adopted, establish such committees as it may deem advisable. The members, terms, and authority of a committee shall be set forth in the resolution establishing it.

ARTICLE 6 – STAFF SUPPORT

6.1 The Director of the Parks and Recreation Department shall assign staff to support the Commission. Other City departments may provide support as needed.

ARTICLE 7 – AMENDMENTS

7.1 These Bylaws may be amended at any duly called meeting of the Commission after written notice of such purpose has been given at least five (5) days prior to such meeting. Notice shall include a copy of the proposed amendment(s) or a summary of the changes to be effected thereby. The affirmative vote of a majority of the number of members then serving is required to amend the Bylaws.

Bylaws of the City of Charlottesville Tree Commission [July 2021]

Adopted	
24 January 2011	
Amended	Nature of Amendment
13 July 2021	<ul style="list-style-type: none"> • <i>Revise "Sections I & II" and reorder as "Article 2: Membership"</i> • <i>Revise "Section III: Purpose" and reorder as "Article 1: Purpose"</i> • <i>Remove "Section IV: Duties" and reserve for revision as separate document on "Duties and Responsibilities"</i> • <i>Revise "Section V: Attendance & Compensation" and include in "Article 2: Membership"</i> • <i>Revise "Section VI: Meetings" and reorder as "Article 3: Meetings"</i> • <i>Revise "Section VII: Selection of Officers" and reorder as "Article 4: Officers"</i> • <i>Revise "Section VIII: Staff Support" and reorder as "Article 6: Staff Support"</i> • <i>Revise "Section IX: Amendment of Bylaws" and reorder as "Article 7: Amendments"</i> • <i>Add "Article 5: Committees"</i>