

1 [Resolution Amending Urban Forestry Council Bylaws]

2 **Resolution Amending the Urban Forestry Council Bylaws, Article VIII.**

3

4 WHEREAS, The Urban Forestry Council at its June 27, 2023, meeting  
5 amended the Urban Forestry Council Bylaws, Article VIII, to update the regular  
6 meeting location of the committee and to allow for the appointment of temporary  
7 committee members.

8

9 Article VIII – Committees

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11 Section 1: Membership of Committees

12 The Council and/or the Chair, at his or her discretion, may establish  
13 committees to perform tasks or functions as necessary. The Chair will appoint  
14 committee members and committee chairpersons for a specified period of time.

15 When a committee member will be absent from a committee meeting, the Chair of  
16 the Council may appoint another member of the Council to serve on the committee  
17 for that meeting.

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19 Section 2: Committee Meetings

20 Committees shall comply with all applicable laws in publishing notices,  
21 agendas, and minutes and carrying out its operations and functions.

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23 Section 3: Committee Quorum

24 A majority of the members of a committee shall constitute a quorum.

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26 Section 4: Standing Committees

1           The Council shall have two standing Committees (1) Planning and Funding  
2           Committee and the (2) Landmark Tree Ad Hoc Committee. The Landmark Tree  
3           Ad Hoc Committee shall have five members and shall meet as needed on the first  
4           Thursday of the month starting at 4:15 p.m., in City Hall, Room 421, San  
5           Francisco. The Planning and Funding Committee shall have five members and  
6           shall meet on the first Tuesday of each month starting at 4:00 p.m. with the  
7           exception of November. There will not be a meeting in November The Committees  
8           shall meet at 1155 Market Street, meeting room to be announced, San Francisco,  
9           94103.

10           A notice and agenda for the Planning and Funding Committee meetings will  
11           be posted at least 72 hours before the meeting. A notice for the Landmark Tree Ad  
12           Hoc Committee meeting will be posted 15 days before the meeting and an agenda  
13           will be posted at least 72 hours before the meeting. This information shall be  
14           posted on the Department of the Environment's website.

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#### 16           Section 5: The Planning and Funding Committee

17           The Planning and Funding Committee shall make recommendations to the  
18           Council on project plans for major publicly sponsored developments and civic  
19           improvements and changes of the public right of way as they impact trees. The  
20           Committee shall (1) examine and make policy recommendations to the Council  
21           regarding other urban forest and tree issues; (2) make recommendations to the  
22           Council regarding facilitating an assessment (inventory) of the current condition of  
23           the Urban Forest, (3) review the Urban Forest Plan on an annual basis and make  
24           recommendations for any changes to the full Council for adoption, (4) make  
25           recommendations to the Council on funding opportunities and staffing needs, on  
26           opportunities for urban forest programs and on securing and encouraging  
27           commitment of adequate resources for tree programs, (5) will also review urban

1 forestry program budget priorities and make recommendations about Urban  
 2 Forestry funding requirements to the full Council; investigate and pursue funding  
 3 options for various urban forest activities, and (6) will review the Urban Forest  
 4 Council’s Budget on an annual basis and will make recommendations for any  
 5 changes to the full Council for adoption.

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7 Section 6: The Landmark Tree Ad Hoc Committee

8 The Landmark Tree Ad Hoc Committee shall make preliminary  
 9 recommendations to the Council on nominated trees proposed for landmark status.  
 10 The Committee shall conduct individual site visits, complete evaluation forms to  
 11 review at regular monthly meetings as nominations are received and vote on  
 12 landmark tree nominations to present to the full Council for their consideration and  
 13 adoption. It will prepare a written summary of the evaluation forms and include  
 14 individual evaluation forms to present to the full Council for review. The Chair of  
 15 the Committee shall verbally report on the written summary at Council meetings.

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17 I hereby certify that this Resolution was adopted at the Urban Forestry  
 18 Council’s regular meeting on June 27, 2023.

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22 Jesus Lozano, Council Coordinator

Andrew Sullivan, Council Chair

23 Vote: Approved 10-0

24 Ayes: Chair Sullivan, Vice Chair Crawford, Members Lacan, Vaisset-Fauvel,  
 25 Nagle, Sullivan, Spigelman, Salvadori, Trang, and Stringer

26 Noes: None

27 Absent: Members Xochitl Flores and Potter