

Village of Romeo Tree Board

BYLAWS

Article 1: Name

The name of The Tree Board shall be the Village of Romeo Tree Board, hereinafter referred to as "The Tree Board".

Article 2: Authority and Applicable Documents

The Tree Board derives its authority from the Village of Romeo Board of Trustees and the Village of Romeo Ordinances and Regulations. Nothing in these bylaws is intended to conflict with either of the aforementioned authorities. Tree Board actions and priorities are guided by Village of Romeo Ordinance, commonly referred to as "The Tree Ordinance", and which establishes rules and regulations governing the protection of trees within the Village of Romeo, encourages the proliferation of trees, as well as their replacement within the Village. Committee actions and priorities are further guided by Village of Romeo Master Plan.

Article 3: Place of Business

The principal place of business of The Tree Board shall be at the Village of Romeo hereinafter referred to as "Village". The mailing address of The Tree Board shall be the same as the Village Municipal Offices, currently 121 W. Street Clair, Romeo, Michigan 48065.

Article 4: Purpose and Mission:

The Tree Board's mission is to "Augment community awareness of our Urban Forest, provide education regarding the benefits of trees and a commitment to protect, preserve and proliferate our community's Urban Forest, and beautification of our Village parks and recreation areas". The Tree Board shall advise the Village Board of Trustees and Staff on matters associated with trees within the Village limits.

Article 5: Duties and Functions Relative to Purpose and Mission.

The Tree Board shall provide tree-related educational and promotional activities for residents of the Village of Romeo and take actions necessary to retain the "Tree City" certification. The Tree Board shall promote knowledge, understanding and compliance with the Romeo Tree Ordinance, Ordinance 2014-16 by Village residents and Village staff and contractors. The Tree Board should coordinate with and assist other Village of Romeo committees, such as Parks and Recreation, on related or overlapping projects and issues. The Tree Board shall be responsible for planning and coordinating Michigan native tree planting programs and removal of invasive species, using tree mitigation funds and other funds as

available. The Tree Board shall provide advice regarding the disposition of all funds collected by the Village as tree mitigation fees per the Tree Replacement Trust Fund portion of the Romeo Tree Ordinance approved by the Village Council.

The Tree Board shall reach out to other boards at least once annually to discuss what we are doing as relates to tree initiatives, and to learn what they are doing as relates to tree initiatives in the village.

Article 6: Real Property Interests

The Tree Board is not authorized to hold real property in the name of the Village, whether by gift or purchase.

Article 7: Finances

Section 1: The Tree Board may locate local funding sources such as grants to offset the use of public monies received from the Village to fund The Tree Board's operational, special project and event expenses;

Section 2: The Tree Board shall follow the Village's purchasing policies and coordinate with the Village Clerk for Committee Expenditures approved by Council.

Article 8: Membership

Section 1: Membership to The Tree Board will not exceed five members unless otherwise established by The Tree Board with Village Board of Trustees approval.

Section 2: All Members shall be current residents and shall have resided within the Village limits of Romeo for at least one year to be eligible to sit on The Tree Board.

Section 3: All applications will be reviewed by The Village of Romeo President. The President shall recommend the appointment to the Board of Trustees. The Village Board of Trustees shall have the final approval. The Tree Board respectfully asks to be notified of new appointments.

Section 4: Any member may resign from membership in The Tree Board upon giving written notice to the Village President.

Section 5: Each Committee Member shall be entitled to one vote on each matter submitted to a vote of the members.

Section 6: There is no limit on the number of terms a member may serve. All terms begin in January.

Section 7: Any member who has two consecutive unapproved absences shall be considered as having resigned from The Tree Board. Said members may reapply by submitting an application. – Check with village ordinance.

Section 8: One member of the Romeo Board of Trustees or the Village President shall be appointed by the Board of Trustees to act as The Tree Board Liaison. The Liaison shall act as an ex parte member with no voting authority but shall be included in all discussions and have the ability to add agenda items to meetings for discussion.

Article 9: Membership Meetings

Section 1: Meetings should be scheduled once a month for regularly scheduled meetings and at any time and place as may be designated in the notice of said meeting, upon the call of the Chairman, or by at least three active members of The Tree Board. Meetings may be cancelled at the direction of the Village Clerk or The Tree Board Chairman and notice of the cancellation shall be emailed to the members and posted on the Village's website. There must be a minimum of one meeting per quarter.

Section 2: Notices and agendas of regularly scheduled meetings shall be provided to the Village Clerk and posted at the Village office and on the Village's website at a minimum of 18 hours prior to the meeting date. All Committee members will be noticed of the meetings.

Section 3: Notice and agendas of special called meetings shall be provided to the Village Clerk and posted at the Village office and on the Village's website a minimum of 18 hours prior to the meeting.

Section 4: A majority of the voting members shall constitute a quorum for the transaction of business at all meetings of the membership. If a quorum is not present or represented at any meeting of the membership, no normal business may be transacted and the meeting shall be for informational purpose only and may be adjourned until a later date. If the adjournment is for more than 30 days, a notice of the adjournment shall be given to each member.

Section 5: All meetings shall be open to the public and accessible.

Article 10: Voting

When a quorum is present, the vote of a majority of active members present in person shall decide any questions brought before such meetings.

Article 11: Conduct of Meetings

Section 1: All membership meetings shall be held in accordance with Roberts Rules of Order and regular business etiquette such refraining from cell phone usage during meetings

Section 2: All agenda items shall be identified by title or subject matter both on the written notice of each meeting and prior consideration at any meeting. All requests for items to be included on the agenda shall be filed with the Chairman on or before 5 p.m. the day prior to the Chairman submitting the agenda to Village Clerk for posting. Anything received after the deadline will be placed upon the next available meeting of The Tree Board.

Section 3: In all cases, opportunity for public comment shall be made for each agenda item and prior to all votes by The Tree Board. Public comment shall be limited to a time limit as prescribed by The Tree Board.

Article 12: Conflict of Interest

No member of The Tree Board shall introduce, speak on or vote on any actionable item in which that member has a personal or pecuniary interest, direct or indirect. All such members may recuse themselves from the vote and speak to the item as a nonvoting member of the public.

Article 13: Subcommittees

Section 1: The Tree Board may designate or appoint one or more ad hoc or standing subcommittees. The designation and appointment of any such subcommittees and the delegation thereto of authority shall not operate to relieve The Tree Board of any responsibility imposed upon them by these bylaws or regulations of the Village.

Section 2: Each subcommittee chairperson shall be appointed annually by the Chairman.

Article 14: Officers

Section 1: The officers of The Tree Board shall be elected annually at the first meeting of each year from and by the members of The Tree Board and shall consist of a Chairman, Secretary, Treasurer and such other officers as may be deemed necessary.

Section 2: Except as hereinafter provided, the officers of The Tree Board shall each have such powers and duties as generally pertains to their respective offices, as well as those that from time to time may be conferred by the membership or the Village Board of Trustees.

A. Chairman: The Chairman shall preside over all meetings. In the event the Chairman is not present, the Tree Board members will, by majority vote, select a member to preside over the meeting. The term of the Chairman shall be for one year and unlimited consecutive terms.

C. Secretary: The Secretary shall record and maintain in good order Minutes of all meetings and all records and correspondence of The Tree Board. The term of the Secretary shall be for one year and unlimited consecutive terms. The Secretary shall submit copies of the minutes to the Village Clerk once they are approved by the Tree Board.

D. Treasurer: The Treasurer shall record all income and expenses and maintain the financial records of The Tree Board; shall make all expense requests to the Village of Romeo and deposit all income received to the Village of Romeo Treasurer on a timely basis. The Treasurer shall prepare budgets for grants, may apply for and help manage the accountability portion of the grants.

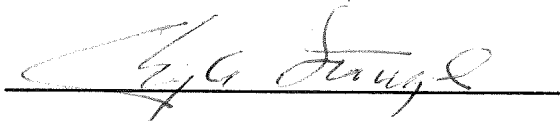
Article 15: Amendments

The membership of The Tree Board shall have the power to alter, amend or repeal the bylaws or adopt new bylaws by vote of two thirds of the full membership at any duly called meeting. Notice of intent to amend the bylaws shall be required prior to vote.

Article 16: Social Media

Any social media sites (such as Facebook, X, etc.) shall be limited to and controlled by the Village of Romeo President; with The Tree Board secretary having secondary oversight.

Hereby voted and adopted by two-thirds vote of the full membership this 18 day of August 2023.

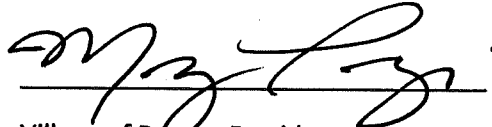


Chairman Village of Romeo Tree Board

Attest:



Secretary Village of Romeo Tree Board



Village of Romeo President