

## **COLLEYVILLE TREE BOARD BYLAWS**

### **ARTICLE I – Identification and Purpose**

The Colleyville Tree Board was established by the City Council of Colleyville, Texas, by Ordinance O-98-1130 on December 15, 1998 with amendments to Sections 2 and 3 by Ordinance O-09-1709 on February 3, 2009. The purpose of the Colleyville Tree Board is to serve in an advisory capacity to the Colleyville Parks and Recreation Advisory Board and through them, to the City Council.

### **ARTICLE II – Membership**

- 2.1 The Colleyville Tree Board shall consist of six (6) members, consisting of three (3) members of the Parks and Recreation Advisory Board, and three (3) members of Keep Colleyville Beautiful and/or the Colleyville Garden Club, who shall be appointed by the City Council for a term that shall run concurrent with their terms on the Parks and Recreation Advisory Board, Keep Colleyville Beautiful Committee and/or the Colleyville Garden Club.
- 2.2 Members shall serve without compensation and until their successors are appointed.
- 2.3 Members must be residents of Colleyville, Texas unless City Council waives the residency requirement.
- 2.4 Vacancies on the Colleyville Tree Board shall be reported to the City Secretary and filled by appointment of the City Council for the length of the unexpired term.
- 2.5 If a member of the Colleyville Tree Board fails to maintain a seventy-five percent (75%) attendance record for all regularly scheduled meetings, the Chair or staff liaison will notify the City Secretary. City Council may, at its discretion, declare a vacancy, advertise the open position or appoint a replacement without advertising.

### **ARTICLE III – Officers**

- 3.1 The officers of the Colleyville Tree Board shall be the Chair and the Vice Chair.

- 3.2 The Colleyville Tree Board shall elect the Chair and Vice Chair from among the members annually. The officers shall serve one-year terms or until a successor is elected.
- 3.3 In the event of resignation or incapacity of the Chair, the Vice Chair shall serve as the Chair for the unexpired portion of the term.
- 3.4 City staff shall take minutes of the meeting and serve as custodian of the Colleyville Tree Board records.

#### **ARTICLE IV – Meetings**

- 4.1 Regular meetings shall be held annually or as needed in the 2<sup>nd</sup> floor meeting room at the Colleyville Library located at 110 Main Street. Meeting dates, times and location may be changed as necessary.
- 4.2 Members unable to attend a regular meeting shall notify the Chair or staff liaison by noon of the meeting day.
- 4.3 A majority of the voting Colleyville Tree Board shall constitute a quorum to conduct business of the Colleyville Tree Board. The act of the Colleyville Tree Board members, present at a meeting, at which a quorum is in attendance, shall constitute the act of the Colleyville Tree Board.
- 4.4 Meeting agendas will be posted on the City Hall bulletin boards and the City's web site 72 hours prior to a meeting. Meeting agenda packets will be available to the public on the City's website 72 hours prior to a meeting. Approved meeting minutes will be included in City Council agenda packets under Reports.
- 4.5 Meeting agenda packets will be distributed to each member 72 hours prior to a meeting.
- 4.6 The Chair shall preside at all meetings. In the absence of the Chair, the Vice Chair shall preside.
- 4.7 The Chair may recognize individuals wishing to speak regarding an item on the agenda.
- 4.8 Special meetings may be called at the request of the Chair or three members of the Colleyville Tree Board for the transaction of business. Posting and notification of meeting requirements shall apply to special meetings.
- 4.9 The Colleyville Tree Board may establish sub committees as deemed appropriate. Such committees will be dissolved upon completion of the charge or task.

**ARTICLE V – Duties and Responsibilities**

- 5.1 The Colleyville Tree Board acts in an advisory capacity to the Parks and Recreation Advisory Board, when requested in matters pertaining to a comprehensive City Tree Plan.
- 5.2 The Colleyville Tree Board members shall sign the Acknowledgement Statement in accordance with the Colleyville City Charter, Section 14.02, Personal Financial Interest, Subsection G, Oath, which acknowledges familiarity with the referenced section and Chapter 171 of the Local Government Code pertaining to conflict of interest.
- 5.3 The Colleyville Tree Board member shall meet the filing requirements of The Disclosure Act. The City is required to place all Conflict Disclosure Statements submitted to the City on the City's web site.
- 5.4 The Colleyville Tree Board member will take the Attorney General Texas Open Meetings Act on-line training course or obtain a DVD of the training course from the City Secretary, and provide a copy of the Certificate of Course Completion to the City Secretary. The training must be completed not later than the 90<sup>th</sup> day after the date the member takes the oath of office or otherwise assumes responsibilities as a member of the governmental body.

**ARTICLE VI – Amendments**

- 6.1 These bylaws may be amended by a majority vote at any regular meeting, if all members have been notified of the proposed amendment 72 hours prior to such meeting. Amendments must be in compliance with applicable City ordinances.