

BY-LAWS OF THE CITY OF KNOXVILLE TREE BOARD

Article I—Name

The name of the organization shall be The City of Knoxville Tree Board.

Article II—Area

The area served by the organization is the City of Knoxville and is operating under the jurisdiction of the Knoxville City Council.

Article II—Purpose and Intent

The purpose and intent of this Ordinance is to encourage the conservation, protection, and management of trees on public property within the City of Knoxville because of the unique benefits they provide the community in assisting the natural control of solar heat, soil conservations, flood control, air pollution, and noise; in providing a haven for community birds and wildlife; in providing citizens with relief from aesthetic degradation of the man-made environment; and in helping increase the economic appeal of the community. In furtherance of this purpose, this Ordinance also creates The City of Knoxville Tree Board to achieve the objectives of this Ordinance.

The duties of the city tree board shall be as follows:

- 1) To study the problems and determine the needs of the city in connection with its urban forestry program in order to maintain Tree City USA status through the Arbor Day Foundation and to report from time to time to the governing body of the city as to desirable legislation concerning the urban forestry program and related activities for the city. The city tree board shall recommend for approval by the city council such rules and regulations as the board shall deem advisable and necessary in order to perform its duties as set forth herein.
- 2) To assist the properly constituted officials, as well as city council and the citizens of the city, in the dissemination of news and information regarding the selection, planting, establishment, protection, and maintenance of trees within the corporate limits of the city and to make recommendations from time to time to the city council relative to desirable legislation concerning the tree program and tree related activities on city property.

- 3) To provide regular and special meetings at which the subject of trees, insofar as it relates to the city, must be discussed by members of the tree board and, when requested by the tree board, officers and personnel of the city, and all other persons interested in the tree program. The board shall also adopt procedures as it may deem necessary for holding and conducting its regular and special meetings.

Article IV—Organization

Members.

There is hereby created and established a city tree board to be known and designated as the "Knoxville Tree Board." The city tree board shall consist of eleven (11) members, seven (7) of which must be citizens and residents of the city. The four (4) remaining members may reside outside the city, but within the county. All members are to be nominated by the mayor and approved by city council. At least five (5) of the members shall be professionals, including a landscape architect, a horticulturist or forester, and an educator. One (1) member shall be a representative of Knoxville Utilities Board. The members should include broad representation from community groups, neighborhood associations, environmental groups, builders, developers, and other civic organizations. The urban forester, a representative from the city engineering department, a representative from city parks and recreation department, and a representative from the Knoxville-Knox County Planning shall attend meetings of the board and shall render information and advice to the board members; however, they shall have no vote in the processes thereof. Persons appointed to the board shall serve a term of four (4) years or until their successors are duly nominated and approved, with three (3) terms expiring each year. Vacancies caused by death, resignation or otherwise, shall be filled for the unexpired term in the same manner as original appointments are made. The members shall server without pay.

Term.

All members of The City of Knoxville Tree Board shall serve four (4) year terms with the exception of five (5) of the initial members, two (2) of whom shall serve a one (1) year term, two (2) of whom shall serve a two (2) year term, and one (1) of whom shall serve a three (3) year term as may be determined by the Mayor at the time of the Board's initial nomination. The term for the initial Board members shall begin to t run upon approval by City Council. Thereafter, all persons appointed to the Board pursuant to the nomination process as stated herein shall serve four (4) year terms or until their successors are duly nominated and approved.

Vacancies.

Vacancies caused by death, resignation, or otherwise, shall be filled for the unexpired term in the same manner as original appointments are made. The members shall serve without pay.

Article V—Meetings

Regular meetings.

Regular meetings of the Board of Directors will be scheduled monthly. The exact place of each meeting is to be set by the Chair. These meetings are open to the public.

Quorum.

Except as otherwise specifically provided in these by-laws, a minimum attendance of half (1/2) of the entire board shall constitute a quorum for the transaction of business. The vote of a majority of those present shall constitute action on the part of the Board. The vote of a majority of those present shall constitute action on the part of the Board. Each Board member shall be given the right to allow another Board member in good standing, to cast a vote by proxy on his/her behalf. A properly executed vote shall constitute attendance.

Notice of Meetings.

Notice of the exact date, time, and place of all meetings shall be given to each Board member by either telephoning, posting online, emailing, or hard-copy mailing the notice in advance of the meeting date. Public notice will be given of Board meetings.

Notice of Special Meetings.

In addition to giving date, time, and place, notice shall set forth the specific purpose for which the meeting is called. Only business mentioned in the notice shall be transacted at such meetings.

Article VI—Advisors or Consultants

The Board may utilize advisors or consultants, who shall not be a member of the Board, but who shall be responsible to the Board for carrying out policies and activities established by the Board.

Article VII—Officers

The City of Knoxville Tree Board shall have the following elected officers: chair and Vice-Chair. All officers shall be members of the Board of Directors. The officers shall be elected by the

Board of Directors at the regular June meeting and shall begin serving their term in July. A term partially served shall not count as a term served.

Term.

The term of office for all officers shall be for two (2) years and until their successors shall take office. No officer may serve more than two consecutive terms.

Chair.

The Chair shall preside at all meetings of the Board of Directors and shall work closely with the Mayor, City Council, and the City Department Directors to assure that the goals Tree Board conducted are being met. The Chair shall appoint committees and their chairs.

Vice-Chair.

The Vice-Chair shall preside in the absence of the Chair and shall at such times assume that person's duties and responsibilities. The Vice-Chair shall perform any and all duties that may be delegated by the Chair or the Board of Directors, such as coordination of public activities.

Minutes.

The City Public Service Department shall provide an individual to keep the minutes of all Board meetings and provide general secretarial duties.

Article VII—Committees

The following standing committees shall be appointed by the Chair during the first month of the term of office. The Chair may appoint additional committees as necessary. The Chair shall be an ex officio member of all standing committees except the Nominating Committee. The Nominating Committee shall submit recommendations for officers and new committee members. All actions of such committees shall be subject to approval of the Board.

Nominating Committee

Policy & Planning Committee

Education Committee

Article IX—Fiscal Year

The fiscal year of The City of Knoxville Tre Board shall begin on July 1 of each year and end on June 30 of the following year. The City of Knoxville Tree Board is housed under the Public Service Department Budget.

Article X—Non-Discrimination

The officers, board members committee members, advisors, and consultants, who serve on or at the pleasure of this board shall be selected entirely on a non-discrimination basis with respect to race, color, gender, age, religion, national origin, ethnic origin, gender identity, sexual orientation, creed, genetic information, and disability.

Article XI—Removal of Board Members and Officers

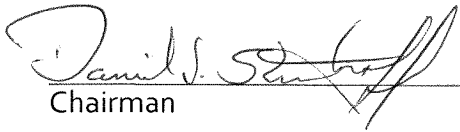
Upon absence from three (3) consecutive, regular Board meetings, without prior notice and sufficient cause, any officer or Board member may be recommended for removal from the Board by an affirmative vote of two third (2/3) of the Board of Directors present and voting at a meeting of the Board called for that purpose, among others. Officers may be removed from office by an affirmative vote of two-third (2/3) of the Board of Directors present and voting at a meeting of the Board called for that purpose, among others. Written or emailed notice shall be mailed to those so recommended or removed. The City of Knoxville Tree Board is an advisory board and all recommended termination of roles would need approval by the City of Knoxville Mayor.

Article XII—Amendments

The by-laws may be amended by an affirmative vote of two-thirds (2/3) of the Board of Directors present and voting at a meeting of the Board called for that purpose, among others. Notice of time, place, and purpose of such meeting of the Board shall be given to the Board by mail at least seven (7) days prior to the meeting.

CERTIFICATION

I certify that these By-Laws were duly adopted at the meeting of the Board of Directors held on the _____ day of _____, 2022 and were approved by a majority of the aforesaid directors on that date.


Chairman


Vice Chairman