

**TREE BOARD BYLAWS
WESTPORT, CONNECTICUT**

Adopted by the Westport Tree Board _____, 2022

ARTICLE I - ESTABLISHMENT

The Tree Board was established by the Westport Board of Selectmen at a public hearing held on October 23, 2000. The parameters and purpose (the "Charge") of the Tree Board as set forth by the Board of Selectmen are as follows:

I. Tree Board

The Tree Board shall be composed of no fewer than three members appointed by the First Selectman in consultation with the Tree Warden.

The First Selectman may appoint such number of Tree Board members as deemed expedient and may, at any time, remove them from office.

Members shall serve without compensation.

The Tree Warden serves as a member *ex officio*.

II. Purpose

To advise and assist the Tree Warden.

To promote the planting, maintenance, restoration, and survival of desirable trees and shrubs on Town property.

To educate the public to recognize the benefits provided by trees and shrubs, including but not limited to buffering noise and unsightly views, improving air quality, offering habitats to birds, preventing erosion, absorbing water, mitigating climate by cooling the air and providing shade, offering aesthetic benefits, increasing property values and generally improving the quality of life within the town.

ARTICLE II - GOALS

In carrying out the Charge of the Tree Board as established by the Board of Selectmen, the Tree Board hereby adopts these goals:

1. Twice yearly educational activities: "Oaktober" and Arbor Day ("Mayple") that include seminars, tree planting, and tree events.

2. Completing Tree City USA Activities.
3. Identifying grants to refer to the Tree Warden and the Director of Public Works for their consideration. The Tree Board does not apply for grants.

ARTICLE III - MEMBERSHIP

Membership on the Tree Board is governed by the Westport Town Charter and the Charge.

ARTICLE V - DUTIES OF TREE BOARD MEMBERS

Members attend regular and special Tree Board meetings and participate in votes taken at those meetings. If a member is unable to attend they are advised to inform the Chair or Vice Chair. As provided in Section C-38-2 of the Westport Town Charter, no Tree Board member shall participate in any official capacity in the hearing or decision upon any matter in which such person has, directly or indirectly, a personal or financial interest. In the event of such disqualification, such fact shall be entered on the minutes of the meeting.

ARTICLE VI - OFFICERS

The officers of the Tree Board are Chair, Vice Chair and Secretary. The Chair is appointed by the First Selectwoman. The other officers will be elected by a majority vote of the Tree Board during a meeting in January. The term of these officers will be one year. Officers may be reelected for unlimited consecutive terms. Two or more offices may not be held by the same person.

Subcommittees may be formed by a majority vote of the Tree Board.

ARTICLE VII - DUTIES OF OFFICERS

Duties of the Chair:

1. Preside at all meetings
2. Assure adequate discussion and timely resolution of issues
3. Provide agenda for all meetings
4. Serve as communication liaison for the Tree Board
5. Represent the Tree Board

Duties of the Vice Chair:

1. Perform the duties of the Chair in the Chair's absence

Duties of the Secretary:

1. Keep minutes of all meetings. File a record of the vote and minutes with the Town Clerk in accordance with the Connecticut Freedom of Information Act ("FOIA").
2. Maintain up to date roster of board members
3. Maintain list of residents that are interested in Tree Board activities

ARTICLE VIII - MEETINGS

1. Regular meetings will be held on a monthly basis with the exception of August.
2. The schedule of meetings will be filed with the Town Clerk in January.
3. Regular meetings will be held at Town Hall (or by Zoom).
4. Notification of the meetings must be made in accordance with FOIA.
5. A quorum of the Tree Board shall be a majority (more than half) of the Tree Board members.
6. Any member may submit agenda items to the Chair before the agenda is published. New items not on the agenda may be added at regular meetings with a 2/3 vote of the members present. In accordance with FOIA, no new items may be added to the agenda of a special meeting.
7. Meeting will follow the agenda.
8. All meetings will be conducted in accordance with Roberts Rules of Order.