

# BYLAWS OF BEL AIRE TREE BOARD

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## ARTICLE ONE – NAME

The name of this Board shall be the **Bel Aire Tree Board**, hereinafter referred to as the “Board”.

## ARTICLE TWO – PURPOSE

The Tree Board is a volunteer board whose purpose shall be to ensure the City maintains its Tree City USA designation. It also shall support the Public Works Department in the planting and care of trees and shrubs throughout the City, thereby enhancing the beauty and character of the City.

## ARTICLE THREE – GOALS AND OBJECTIVES

1. Goals. The Board shall maintain the Bel Aire’s Tree City USA designation and educate and enhance the beauty and character of Bel Aire by focusing on the following objectives:
  - (1) Public Education
  - (2) Researching and Reporting
  - (3) Community Engagement
2. Public Education. Board members will be available to respond to questions from the public about tree care. The Board shall provide Staff with public relations material relating to tree planting and care to be circulated within the community.
3. Researching and reporting. When requested by the Governing Body, Mayor or City Manager, the Tree Board shall consider, investigate, make findings, report and recommend upon any special matter of questions coming within the scope of its work.
4. Community Engagement. The Board will host an annual Arbor Day event for the community. Board members will solicit volunteers and volunteer to assist the Public Works Department with tree projects when requested.

## ARTICLE FOUR – MEMBERSHIP

1. Membership requirements. The Tree Board shall consist of 7 members. The Board shall be comprised of residents of the City of Bel Aire, Kansas, and shall be appointed by the Governing Body of Bel Aire.
2. Member Term. Each member shall serve a four year term unless the member is appointed to complete the term of a predecessor with an unexpired term. Each member may be reappointed for additional two year terms. A member shall remain on the Board until:
  - a. The end of his or her term,
  - b. The member resigns from the Board,
  - c. The member moves out of Bel Aire,
  - d. The member fails to attend 3 consecutive meetings, (subject to a vote of the Board),
  - e. The Board is terminated by the Governing Body of Bel Aire.
3. Member Vacancy. When there are one or more vacancies on the Tree Board the Board members and each member of the Governing Body of Bel Aire may submit recommendations for appointment to the Tree Board. The Mayor will appoint each member, by and with the consent of the City Council.
4. Member Compensation. Members of the Board shall serve without compensation.
5. Member Expense Reimbursement. Members of the Board must have prior approval from the City Manager for payment of any invoice, estimate or reimbursement of travel or incidental expenses incurred in the course of Board work. Requests for payments shall be granted at the discretion of the City Manager.

## ARTICLE FIVE – BOARD OFFICERS

1. Officers. Officers shall be: Chairperson, Vice-Chair Person and Secretary.
2. Officer Elections. Officer elections shall be held during the first regular meeting of each year having a quorum.
3. Officer Nominations. Nomination of officers shall be presented by Board members during the same meeting elections are held.

4. Term of Office. All officers elected, shall take office upon their appointment. The term of each office shall be one (1) year. Each officer shall serve until a successor is appointed or elected.
5. Officer Duties. Officers shall perform their respective duties as follows:
  - a. Chairperson shall preside at all meetings of the Board and work with the Assistant Public Works Director as needed. Chairperson shall sign official papers, and other documents approved by the board.
  - b. Vice-Chairperson shall in the absence of the Chairperson or at the Chairpersons request, perform the duties of that office.
  - c. Secretary shall record attendance, actions, and proceedings of meetings of the Board, and provide copies of minutes to the City Clerk.
6. Officer Vacancies. In the event of a vacancy in any of the above offices, the Board shall designate a successor to serve until the next regular election.
7. Officer Compensation. Board Officers shall serve without compensation.

## ARTICLE SIX – MEETINGS

1. Board Meetings. A standard meeting time will be established based on the availability of current members, but the Board shall not meet during City Council Meetings. If a meeting must be rescheduled, the Board Chairperson will advise the City Clerk of the date and time of the rescheduled meeting.
2. Parliamentary Procedure. All regular and special meetings of the Committee shall be orderly. Committees are encouraged to use, “*Bob’s Rules of Order*” as the model standard for City committee meetings.
3. Quorum. A majority of members appointed shall constitute a quorum at any meeting that is called and notice given.
4. Minutes. The Board Secretary shall provide the City Clerk with minutes of proceedings including attendance, voting, and action, within 60 days of any meeting.

ARTICLE SEVEN – AMENDMENTS

Members of the Board will review these Bylaws at the first meeting of each year. The Board may amend these Bylaws at any meeting by affirmative vote of a 2/3 majority of the entire membership, and upon approval of the Governing Body of Bel Aire. Additionally, the Governing Body may amend, change, or call for a review of these Bylaws at any regular meeting.

ARTICLE EIGHT – DISSOLUTION

The Governing Body of the City of Bel Aire may dissolve this Board upon motion of a Councilmember carried by a two-thirds vote of those Councilmembers present and voting. Board Members may seek dissolution by submitting a written request for dissolution to City Council, signed by a majority of Board members.

Gary Forthwal                      Hilde Yops  
Chairperson                              Secretary

ADOPTED BY VOTE OF MEMBERSHIP 4-0 DATE 10/4/17

REVISED:

APPROVED by the Bel Aire City Council on the 17  
day of October, 2017.

David Austin  
David Austin, Mayor

ATTEST: Stacey Cook  
Stacey Cook, City Clerk