

**CITY OF CRYSTAL RIVER
CRYSTAL RIVER TREE BOARD
BY-LAWS**

**Article I
Name**

1. The name of the organization as prescribed by City Council shall be “Tree Board”. It may also be referred to as “City Tree Board” or “Board”.
2. The office of the City Tree Board shall be at the City of Crystal River City Hall. All official documents, records, minutes, maps, etc. shall be filed or recorded in the office of the City Clerk.

**Article II
Object**

1. The objectives and purposes of the City of Crystal River Tree Board are those set forth in Ordinance 10-O-15 and 11-O-3;
2. The City Tree Board shall be responsible for, but not limited to the following items:
 - (A) To study, investigate council and develop and /or update annually, and administer a written plan for the care preservation, pruning, planting, replanting, removal or disposition of trees and shrubs in parks, along streets and in other public areas.
 - (B) The plan will be presented annually to the City Council and upon their acceptance and approval shall constitute the official comprehensive City Tree plan for the City of Crystal River, Florida. The board, when requested by the City Council, shall consider, investigate, make findings, report and recommend upon any special matter of question coming with the scope of its work.

**Article III
Members**

1. Membership in terms of office shall be as specified in the ordinance establishing the Commission is shall be comprised of five (5) regular members plus one (1) alternate.
2. All voting Commission members shall take the “Oath of Office” at the meeting immediately following their appointment.

Article IV
Alternate Members

1. Pursuant to Ordinance 11-O-03, there shall be one (1) alternate member of the City Tree Board appointed by the City Council.
2. The Alternate shall attend all regular meetings of the City Tree Board.
3. The Alternate may participate in discussion of any agenda item.
4. In the event of one (1) regular member being either absent or disqualified, the alternate shall be seated in the regular members' position. When seated in place of a regular member, an alternate shall have all of the responsibilities and the authority of a regular member. This includes participation in all discussions, the ability to make motions, and the ability to vote.

Article V
Officers

1. At the first regular meeting in the month of October each year (Organization Meeting) the City Tree Board shall elect, from its members, a Chairperson and a Vice Chairperson. The Vice Chairperson shall act as Chairperson of the Board during the absence or disability of the Chairperson.
2. The Chairperson shall preside at all meetings and hearings of the City Tree Board and shall have the duties normally inferred by parliamentary practice. The Chairperson shall have the authority to appoint committees and generally perform other duties as may be prescribed in these by-laws. The Chairperson shall have the privilege of discussing all matters before the City Tree Board, make motions and shall vote therein.
3. The Chairperson shall make reports of the City Tree Board business to the City Council on an as needed basis.
4. The appointed staff liaison shall act as the administrative office of the City Tree Board, and shall make provision for a clerk at regular and special meetings.
5. A temporary Chairperson shall be elected by its members in attendance, at any meeting, in the case that both the Chairperson and the Vice Chairperson are absent.
6. Vacancies in any elected office shall be filled by regular City procedures as herein specified with the terms to run until the next annual organizational meeting. Resignations from the City Tree Board shall be in writing and

transmitted to the Chairperson who will then forward same to the City Council of Crystal River.

Article VI Meetings

1. Regular monthly meetings shall be held in the City Hall Council Chambers located at 123 NW Highway 19, Crystal River, Florida. In the event of conflict with holidays the majority of members may change the date of any scheduled meeting. In the event of a declared emergency the Chairperson or the appointed staff liaison may cancel any scheduled meeting. Special meetings may be called by the Chairperson when such meetings are deemed necessary. Members shall be notified three (3) days prior to a special meeting and shall be notified as to the time and place of such meeting. Meetings shall have a three (3) hour time limit that may be extended by majority vote of the board members present.
2. The majority of members of the Board, three (3) shall constitute a quorum. The number of votes to transact business shall be a majority of the members present at any meeting unless otherwise stated.
3. All meetings of the City Tree Board shall be conducted in strict compliance with the Florida Sunshine Law.
4. The agenda may contain, but not limited to the following items:
 - (A) A cover page containing "Notice to the Public" and "General Meeting Procedures".
 1. **CALL TO ORDER**
 2. **ROLL CALL**
 3. **INVOCATION**
 4. **PLEDGE OF ALLEGIANCE**
 5. **ADOPTION OF AGENDA**
 6. **APPROVAL OF MINUTES**
 7. **UNFINISHED BUSINESS**
 8. **NEW BUSINESS**
 9. **CITIZEN INPUT**
 10. **COMMUNICATIONS**
 11. **STAFF COMMENTS**
 12. **BOARD MEMBER'S COMMENTS**
 13. **CHAIRMAN'S COMMENTS**
 14. **ADJOURNMENT**
5. A workshop meeting may be called by majority vote of the City Tree Board.

6. Members of the City Tree Board are to notify the appointed staff liaison or designee at least forty-eight (48) hours prior to a meeting that they will not be able to attend.
7. Any member of the City Tree Board who may benefit financially from any matter before this Board SHALL excuse himself/herself from the voting procedure for this matter.
8. No member may abstain from voting unless he/she has a voting conflict as noted herein.
9. When a tie vote occurs on any matter before the Board, that vote is construed as a denial without prejudice.
10. The Chairperson shall prescribe the method of conduct of the hearing. All comments shall be directed to the Chair only after being properly recognized by the Chairperson. All persons recognized shall approach the podium in order to facilitate proper recording of their comments. Each person shall state his/her name and address clearly for the record.
11. All decisions of the City Tree Board shall be made at a public meeting by a motion made and a second, called for by the Chairperson. A roll call vote may be taken by the clerk.

**Article VII
Parliamentary Authority**

1. All meetings shall be conducted in accordance with parliamentary procedure as set forth and explained in the latest Revised Edition of Robert's Rules of Order, which shall serve as the official rules of procedure.

**Article VIII
Amendments**

1. These by-laws shall be suspended only by a unanimous vote of the entire five members of the City Tree Board, however, no by-law which is required to comply with federal, state, local law, or City Council Resolution may be so suspended.
2. A proposal to amend the by-laws shall be made at a regular or special meeting of the Board and shall require a super majority affirmative vote at the next regular or special meeting of the City Tree Board.
3. The Board shall review the by-laws annually at the first regular meeting after the organizational meeting held in October.

Severability

1. If any section, clause, provision or portion of these by-laws shall be held invalid or unconstitutional by a court of competent jurisdiction, such decisions shall not affect the validity or constitutionality of any other section, clause, provision or portion of these by-laws.

Certificate of Adoption

1. The forgoing by-laws of the City Tree Board of the City of Crystal River, Florida, are hereby adopted by the affirmative vote of the City Council on this 18th day of April, 2015.

By: Mark Littrell
Mark Littrell, Chairperson

Attest: Lisa Morris
Lisa Morris, Deputy Clerk

