

Cheyenne Community Forestry Committee Bylaws

Section 1. Creation

The Cheyenne Community Forestry Committee, hereinafter referred to as the “Committee” has been established by the Governing Body of the City of Cheyenne, Wyoming by the adoption of City Council Resolution #4932, signed by the Mayor on April 9, 2007, and through the adoption of these bylaws.

Section 2. Mission Statement

“The Cheyenne Community Forestry Committee recognizes that trees are vital to the health and well-being of our community. The Committee is dedicated to the preservation, protection, and enhancement of our community forest through professional efforts in planning, planting and the maintenance of trees for the enrichment of our residents and future generations. The Committee will strive to build an effective and positive partnership among citizens, industry, local government, schools and volunteers.”

Section 3. Membership

The membership shall consist of not less than five (5) and no more than nine (9) members serving up to two (2) three-year terms. Two (2) members may reside outside of the city, but within the city’s area of planning influence. However, the remaining members shall be residents within the city limits. The Mayor, with the consent of the City Council, appoints members.

Election of Officers:

The Committee shall hold an annual election of officers during their regular March meeting to elect a Chairperson, Vice Chairperson, and Recording Secretary. These officers shall serve one (1) year terms and may consecutively serve as an officer more than once.

Duties of Officers:

The Chairperson shall preside at all meetings of the committee. In the

absence of the Chairperson, the Vice Chairperson shall preside. In the absence of both the Chairperson and the Vice Chairperson, the Secretary shall preside to select a temporary Chairperson. The Secretary shall forthwith relinquish the chair after the selection is made.

The Recording Secretary shall take the roll and record the proceedings for a permanent record.

Voting:

A quorum will consist of 50% of the active membership, not counting vacant positions. Officer's votes will be counted in all matters. The City Forester, acting as liaison, will not be a voting member.

Section 4: Agenda, Meetings and Disqualifications

Members wishing to include items on the agenda are to contact the Chairperson no later than ten (10) days preceding the next regular meeting. Copies of the agenda and any other prepared materials to be discussed as part of the agenda shall be furnished to the Committee Chairperson, officers, and membership five (5) days prior to the scheduled next regular meeting. The general order of business shall be as follows: (a) Roll Call; (b) Committee meeting Called to Order; (c) Approval of Minutes; (d) Old Business; (e) New Business; (f) Other Business and Next Meeting Date; (g) Adjournment. Meetings shall be conducted as listed on the agenda unless properly amended.

The Committee shall meet as a body in regular session once each month on the third Thursday of each month promptly at 7:00 a.m. with the location of each meeting to be determined at the previous meeting. In the event that a regular meeting falls on a legal holiday, the Chairperson shall establish an alternate date and time. Special meetings of the Committee may be called at the request of the Governing Body, Committee's Chairperson, or City Forester.

Regular attendance is an important responsibility of membership. Maintaining a quorum for voting purposes is especially important. Any member that absents themselves for more than three (3) meetings in a year (for reasons not considered justifiable by the Committee) shall be notified by the Committee through the Chairperson that their membership has been declared vacated and a replacement appointment shall be made.

Section 5. Conflict of Interest

Members of the Committee shall be aware at all times of their responsibilities to the citizens of the Cheyenne community and shall refrain from any recommendation(s) that would benefit individuals and/or special interest groups over the best interest of the entire city and surrounding community.

Section 6. Authority and Duties

The Committee's authority is derived from and through the Governing Body of the City of Cheyenne, Wyoming by Resolution #4932. The Committee has the authority and responsibility to:

- a. study and develop a written plan for the planting and/or replanting of trees along street rights-of-way and in other public/private areas along streets in the community as applicable. Such plan will be presented annually to the City Forester's Office and, upon their acceptance and approval, shall be presented to City Council and the Mayor's Office.
- b. promote the education and awareness to the citizens of the community on the importance of trees. The Committee, at its discretion, shall work independently and/or with educational organizations it deems appropriate for the purpose of assisting in the dissemination of information on tree planting, tree problems, tree care and maintenance, and its long range plans for the local community forest.
- c. endeavor to cooperate and consult in all of its activities and duties with other organizations within the community which may at times have an interest in matters pertaining to the community forest.
- d. consider, investigate, make finding, report and recommend upon any special matter of question coming within the scope of its work when requested.

The Governing Body of the City of Cheyenne, as a rule, shall seek the advice of the City Forester on pertinent forestry items appearing before them prior to making any commitment.

The City will provide to the Committee the services of the City Engineer's Office and City Attorney's Office when requested in writing and as determined by the Governing Body, Mayor, or the City Forester that such services are necessary. The services of the City staff may also be made available to the Committee.

The Committee shall recommend to the Governing Body such practices as would be generally beneficial to the community at large, including a list of recommended trees for planting in public areas along rights-of-way and preservation of natural and/or scenic areas within the community for maximum utilization by residents.

Section 7. Goals and Objectives

The committee hopes:

- a. to foster a good rapport among community residents through public relations, project accomplishments and communications concerning activities of the Committee.
- b. to accentuate the beauty of Cheyenne's community forest through planting of trees as well as homeowner education of proper species selections for planting, maintenance practices, and responsibilities.
- c. to develop and maintain Cheyenne's community public right-of-way green spaces, which contribute to the community's entertainment, visual appeal, education and healthy lifestyle as well as perpetuate an inviting place to call home.