



Tree Board By-Laws

Article I – Members/Officers

A) Members

1. The Peculiar Tree Board exists under the jurisdiction of the Peculiar Park Board and shall be a sub-committee of said board.
2. The Tree Board shall consist of three (3) or more individuals serving on the Park Board (whose members are appointed by the Mayor)
3. The Tree Board shall consist of two (2) at-large members appointed by the Mayor.
4. The City shall have no more than two (2) representatives, (the City Arborist and the Parks & Recreation Director or his/her designee), serving on the Tree Board.
5. The Tree Board shall be limited to no more than five (5) total members and two (2) City Staff Representatives as defined above.
6. Term Limits for the “At Large” seats appointed by the Mayor shall be three (3) years from the time of appointment. Term Limits for the appointed members of the Park Board shall fall within the limits of their Park Board appointments as established by the Mayor.

B) Officers

1. The Tree Board shall organize and elect its own officers; Chairman and Secretary
2. The chairman shall preside at all meetings of the City Tree Board and shall decide all points of order or procedures; and shall also certify plans and transmit reports and recommendations of the Tree Board on to the Mayor and/or the Peculiar Board of Alderman.
3. The secretary shall assume the duties when the chairman is absent. If all officers are absent, the City Arborist shall assume duties as necessary.

Article II - Meetings

1. The meetings of the Peculiar Tree Board will be held as necessary and scheduled by the Tree Board.
2. Special meetings may be requested by the Mayor and Board of Alderman or the Peculiar Park Board as necessary to consider, investigate, make findings of, report and recommend any special matter of question within the scope of its work.
3. A majority of the members shall constitute a quorum for the transaction of business.
4. All plans, reports, ordinances, regulations, variances, waivers and recommendations of the Tree Board must be approved by a majority of the members.
5. Every Tree Board Member present, when a motion or question is put to vote, shall vote either “yes” or “no”, except that a member may abstain from voting if he or she has not participated in the preceding discussion of

the item(s) in question and if that Member briefly states the reason for the abstention prior to the discussion. However, an abstention will be counted as a non-vote.

Article III – Duties and Responsibilities

1. To beautify the appearance of the City of Peculiar by promoting and encouraging the responsible planting, care, replacement, and maintenance of trees in the City
2. To study, investigate and counsel the Board of Alderman regarding the care, preservation, pruning, planting, replanting, removal or disposition of trees.
3. To provide educational materials and programs to the public concerning the advantages of trees and the planting and maintenance of all trees within the community.
4. To provide a written Tree Management Plan and to update such plan as needed. The Tree Management Plan shall include goals for City arboriculture efforts and information on tree trimming requirements, i.e., clearance distances.
5. To assist in the supervision of a Memorial Tree Program including the selection, purchase, placement, and maintenance of trees suitable for planting in Peculiar’s public parks and/or arboretum. Monetary gifts or donations to participate in the Memorial Tree program shall be received by the City Finance Department and shall be placed in an appropriate fund within the Parks & Recreation Department budget for the purposes of the City Tree Board activities.
6. To assist the City in preparing the annual Arbor Day proclamation and observance.
7. To assist the City in becoming certified as a Tree City USA.

Article IV – Attendance / Removal and/or Replacement

A) ATTENDANCE BY MEMBERS OF CITY BOARDS, COMMISSIONS AND COMMITTEES (Reference Section 115:045)

1. Members of appointed positions to any permanent boards, commissions or committees established by the Municipal Code (including but not necessarily limited to the Planning Commission, Park Board, Board of Adjustment and Tax Increment Financing Commission; but not including the Board of Aldermen) shall be subject to this Section.
2. Members of the appointed positions subject to this Section are allowed a total of three (3) unexcused absences in a calendar year.
3. Unexcused absences are those absences where there has been no advance notification to the assigned City staff member or Chairperson of that board, commission or committee advising them of a member's inability to attend a meeting and the member in question thereafter fails to attend.
4. Upon obtaining two (2) unexcused absences, the Chairperson of the respective board, commission or committee shall notify the member that the next unexcused absence will result in their removal from the appointed board, commission or committee.
5. Upon obtaining a third (3rd) unexcused absence, the member shall be immediately removed from the board, commission or committee in question and notified of the removal by the Mayor in writing. Further, the member shall be replaced in accordance with the relative Municipal Code Sections that establish and/or define the make-up of the board, commission or committee in question.
6. A "calendar year" shall be defined as a twelve (12) month period, beginning April fifteenth (15th) and running twelve (12) months hence. (Ord. No. 091608 §1, 9-16-08)

B) Removal and/or Replacement

1. The Mayor may appoint a new Tree Board Member to any vacant seat with approval of the Board of Alderman. The new Member will be appointed to serve the unexpired term of the person whose seat is being vacated.
2. The Mayor may, with consent of the Board of Aldermen, remove a member of the Board for misconduct, neglect of duty, or failure to fulfill the duties identified in Article III above.

Article V – Records

1. The Tree Board shall keep record of the official minutes of its proceedings and file them with the City Clerk once they are approved by the Tree Board members.
2. All records of the Tree Board shall be made public.

Article VII – Rules of Order

1. The Tree Board shall follow the procedures and rules set forth in these bylaws. In the event a matter is not covered by the bylaws, the most recent edition of “Robert’s Rules of Order” shall apply.
2. No change shall be made to the Bylaws of the Peculiar Tree Board without the affirmative vote of a majority of the members of the Tree Board.