

LEESBURG TREE COMMISSION

Bylaws and Rules of Procedure

The following Bylaws and Rules of Procedure are adopted in order to facilitate the exercise of the Tree Commission of the Town of Leesburg in Virginia.

ARTICLE I

SELECTION OF CHAIRMAN and VICE CHAIRMAN

Section 1-1. Chairman and Vice Chairman.

The officers of the Tree Commission shall be a chairman and vice chairman. The elections shall be held and the term shall commence on the second meeting of the commission each new fiscal year. Chairman and Vice Chairman candidates must receive the votes of a majority of the members present. The Chairman and Vice Chairman shall serve until the second meeting of the succeeding fiscal year or until a successor is elected. Vacancies in either office shall be filled by election. The successor fills the remainder of the unexpired term. Candidates receiving the votes of a majority of the members present will ascend to these positions.

ARTICLE II

DUTIES OF CHAIRMAN and VICE CHAIRMAN

Section 2-1. Chairman.

The Chairman shall preside over all meetings of the Tree Commission and shall:

- (a) Receive communications on behalf of the Tree Commission and report the same at the next meeting.
- (b) Ensure the orderly conduct of all meetings.
- (c) Carry out all other duties as established by the Tree Commission.

Section 2-2. Vice Chairman.

The Vice Chairman shall act as chairman of the Tree Commission when the Chairman is absent or unable to fulfill his duties.

ARTICLE III

DUTIES OF THE TREE COMMISSION

The duties of the Tree Commission shall be as follows:

- (a) To recommend tree preservation and enhancement ordinances.
- (b) To disseminate technical information for professional groups and developers, and shall strive to inform the general public of the community need for tree preservation.
- (c) To advise the Town Council in the development and maintenance of the policies, standards and guidelines in the Town Code and Zoning Ordinance which will provide guidance for persons involved in planting, preserving, protecting or replacing trees (Tree Management Program.)
- (d) To act as an advocate group to increase the tree canopy in the community by assisting in coordinating the efforts of the Town Council and private groups such as homeowner's associations.
- (e) To promote programs that educate citizens about trees and their benefits, and assist in choosing appropriate trees and site for planting.
- (f) To develop a capital tree management program for the public and private sector.
- (g) To present an annual report to the Town Council that includes the following:
 - 1. A description of activities conducted.
 - 2. A report of activities on-going and forecast.

3. An evaluation of the experience of the administration and implementation of the provisions set forth in the Town Code and Subdivision Rules and Regulations, to include: an appraisal of the strength and comprehensiveness of the provisions; recommendations to improve implementation; and judgment as to how it is being interpreted by the public and by those affected by the requirements.

ARTICLE IV

MEETINGS

Section 4-1. Meetings of the Tree Commission.

The Tree Commission will meet the third Tuesday of the month or more often as necessary upon the call of the Chairperson or two or more members at 25 West Market Street. The Commission meetings will be open to the public and will convene at 7:30 p.m.

The time and location of Tree Commission meetings can be changed as required for the expedient conduct of Tree Commission business.

Tree Commission procedure shall be governed by Robert's Rules of Order, Newly Revised Edition by Sara Corbin Robert, Scott, Foresman and Company, as follows:

- (a) A majority of the members present shall constitute a quorum and action of the Commission shall be valid when authorized by a majority of those present and voting.
- (b) No new business items will be considered after 9:00 p.m.

ARTICLE V

TREE COMMISSION/STAFF RELATIONSHIP

It is the Town Manager's responsibility to ensure and supervise the adequate staffing and administrative support necessary for the Commission to conduct its business.

ARTICLE VI

ETHICS

The Tree Commission is an arm of local government and deals with matters of importance and concern to local citizens. Activities of the Tree Commission may come under close public scrutiny. It is vitally important that the Commission perform all of its activities fairly and openly without any hint of unethical conduct.

ARTICLE VII

PROCEDURAL CHANGES

All guidelines, rules and items within the Bylaws may be amended by a two thirds vote of those present.