



**RULES OF PROCEDURE
OF THE WILMINGTON TREE COMMISSION
AMENDED AND RESTATED January 20, 2022**

ARTICLE I

Members of the Commission

A. Power and Authority of Commission. The Wilmington Tree Commission (“the Commission”) shall have the power, authority and responsibility described in two resolutions of the Wilmington City Council (“the Council”):

1. Resolution Approving the Establishment of a Tree Advisory Commission adopted on April 16, 1996.
2. Resolution Approving the Functions of the Tree Advisory Commission adopted on March 4, 1997.

B. Purpose of the Commission. In addition to the purposes set forth in the resolutions, the Commission’s mission is to promote and endorse programs and policies to support, maintain, and grow our urban forest, increase public education, and establish award and recognition programs as incentives to encourage a healthy, safe, and attractive natural environment for the City of Wilmington.

C. Number, Appointment, and Term of Office of Commission Members. The current membership of the Commission was authorized by the Council on December 4, 2012: Resolution Increasing Membership on the Wilmington Tree Commission.

1. The number of members on the Commission shall be twelve (12): consisting of seven (7) voting City of Wilmington residents appointed by the Council; two (2) voting at-large members appointed by the Council; and three (3) non-voting ex-officio members.

At-large members may be individuals who do not reside in the City of Wilmington but have a strong interest in or professional connection to the City and its urban forest.

Ex-officio members shall include:

- a. one (1) assigned by the city manager or designee, from the Department of Planning and Development, who shall serve as secretary to the Commission,
 - b. one (1) assigned by the city manager or designee, from the Community Services Department or Public Services Department, and
 - c. one (1) urban arborist, preferably assigned from the Community Services Department or Public Services Department and, if none, one (1) to be appointed by the city manager or designee.
2. Each voting member appointed by the Council shall hold office for a term of not more than three (3) years. No member appointed by the Council shall be eligible to serve more than two (2) consecutive terms. Each member shall hold office until his or her successor is appointed, or upon his or her resignation or removal from office.

D. Removal or Resignation. Any appointed voting member ("member") may, by notice in writing to the Commission, resign at any time. Any member may be removed from office for cause by vote of the Council. Unexcused absence of a member appointed by the Council from three (3) consecutive meetings shall constitute an offer of resignation.

E. Vacancies. Vacancies in the Commission shall be filled by the Council in accordance with its Policy Governing Appointments to Committees, Boards, and Commissions. Any members appointed to fill vacancies shall serve until the expiration of the term of the vacant position and then may be eligible to serve two full terms according to the wishes of the Council.

F. Quorum and Transaction of Business. A majority of the voting members shall constitute a quorum for the transaction of business. Whenever less than a quorum is present for any meeting of the Commission, a majority of members present may adjourn the meeting until a quorum is present. When a quorum is present, the act of a majority of the members present shall be the act of the Commission.

G. Use of Parliamentary Practice. The rules of parliamentary procedures in the most recently published edition of *Robert's Rules of Order (A Manual of General Parliamentary Law)* shall be parliamentary authority at the Commission meetings.

H. Regular Meetings. A regular meeting schedule shall be approved annually by resolution of the Commission. The secretary shall give notice of meeting schedules to the City Clerk and any member who was not present at the time the schedule resolution was adopted. No further notice of a regular meeting need be given.

I. Special Meetings. Special meetings of the Commission may be called by the chair of the Commission or a majority of Commission members and shall be held at a time and place specified in the meeting notice.

J. Notice of Special Meetings. Notice of the time and place of each special meeting shall be provided via email to each member of the Commission by the secretary or by the person or persons calling the meeting. The email notice shall specify the purpose of the meeting and shall be sent to each member at least five (5) days prior to the meeting. Notice of Special Meetings shall be provided to the public in accordance with North Carolina General Statutes, Chapter 143-318.12.

K. Compliance with Open Meetings Law. All meetings of the Commission shall be conducted in accordance with the provisions of Chapter 143, Article 33, Sections 143-318.9 through 143-318.18 of the North Carolina General Statutes.

L. Compensation. The Commission members shall serve without compensation for their services.

ARTICLE II

Committees of the Commission

The chair of the Commission may appoint or discontinue advisory, standing, or special committees as needed. Each committee shall have the powers and perform the functions delegated to them by the chair. Those functions shall conform to North Carolina law and these Rules of Procedure. A majority of the members of each committee present at any committee meeting shall constitute a quorum. Committees shall keep full records of their proceedings. Any action by the committee shall be reported to the Commission, at its next meeting after such action. Actions taken by committees shall be subject to control, revision, and alteration by the Commission. Vacancies in committees shall be filled by the chair of the Commission.

ARTICLE III

Officers of the Commission

A. Election. The elected officers of the Commission shall be a chair and a vice chair. Officers shall be elected annually for the upcoming calendar year at the last meeting of a year by a majority vote of the Commission and shall hold office until their successors are elected.

B. Duties. The officers of the Commission shall have the authority to perform duties that are customarily common to their respective offices and other duties as may be required of them by the Commission.

C. Removal. Any officer may be removed with cause by a majority vote of the Commission.

ARTICLE IV

Conflict of Interest

Commission members shall be subject to the City of Wilmington ordinances and policies governing conflicts of interest.

ARTICLE V

Records of Commission

The secretary of the Commission shall keep the minutes of meetings of the Commission. The secretary shall also maintain a record of each member to include the date of appointment, mailing address, and other contact information. Every new member shall promptly furnish the secretary with his or her contact information and report any changes to that contact information.

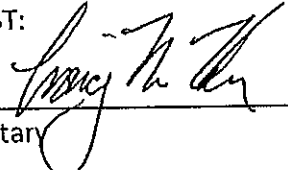
ARTICLE VI

Amendments

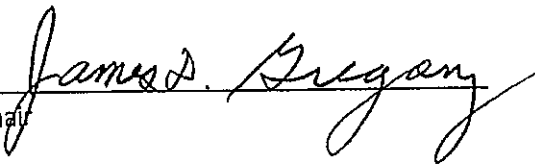
These Rules of Procedure may be amended or repealed by a majority vote of the members then in office at a regular meeting of the Commission.

These amended and restated Rules of Procedure were adopted at a regular meeting of the Commission held on January 20, 2022.

ATTEST:



Secretary



Chair