

City of Pasadena Urban Forestry Advisory Committee

A subcommittee of the Design Commission

By-Laws

April 9, 2019

In accordance with Ordinance 2.80.135 which initiated the Urban Forestry Advisory Committee dated May 9th, 2002, the following by-laws shall govern the Urban Forestry Advisory Committee of the City of Pasadena in the performance of its duties and the exercise of its powers as set forth in Section 2.80.135 of the Pasadena Municipal Code).

Delegation of Authority

Pursuant to section 2.80.135 of the Pasadena Municipal Code, UFAC may be delegated by the Design Commission the following: the review, advise and recommendations with respect to street trees as are specified in in Section 2.80.110 (B)(2) and (3), related to streetscapes and city construction, respectively; the review, advice and recommendations specified in Section 2.80.110 (B)(11); and for projects sent to the Design Commission for review under Title 17 of this code, the review of landscape design plans, and related permits and tree protection plans for protected trees on public and private property as well as for planting new trees on such property.

On August 9, 2004, the Design Commission reaffirmed UFAC's ongoing practice of reviewing non-hazardous tree removal requests. Additionally, the Design Commission delegated UFAC the authority to review, advise and make recommendations related to the City's Master Street Tree Plan; and delegated UFAC the authority to review, advise and make recommendations related to public tree planting, maintenance and removal practices.

Membership

1. Membership terms for UFAC members serving as representatives of either the Design Commission or Parks and Recreation Commission serve concurrent with their commission term, and term out with their respective commission term. At that time, the Design or Parks and Recreation Commission shall elect another representative to UFAC.
2. The Pasadena Beautiful Foundation representative is selected by that organization and shall serve a 3 year term with the possibility of an additional 3 year term for a total of 6 years.
3. There are two "At Large" UFAC members as selected by the City Council. These members shall demonstrate knowledge and experience in arboriculture, or in the alternative, one of whom may be another representative of the Pasadena Beautiful Foundation. Each member shall serve a 3 year term with the possibility of an additional 3 year term, for a total of 6 years.

Vacancies

Should the office of the chair or vice chair become vacant, the committee shall elect a successor from its members at the next regular meeting.

Public Meetings:

All meetings of UFAC shall be open to the public and to the press and in conformance with the Brown Act..

Member Responsibility:

No committee member shall purport to represent UFAC without the prior approval of a majority of the committee.

Code of Ethics:

The Code of Ethics shall be in conformance with Resolution No. 4830 as provided in the Commissioner Orientation Handbook.

Conflicts of Interest:

Conflicts of interest shall be in conformance with Section III – Conflicts of Interest - of the Commissioner Orientation Handbook.

Attendance:

- A. Members of the committee shall inform the recording secretary at least 48 hours prior to a regular meeting of the committee if they are unable to attend the scheduled meeting. Any member who is absent from three consecutive regular meetings of the committee, and who has not provided prior notice shall be deemed to have resigned from membership. The recording secretary shall notify the secretary to the Mayor of any member with three consecutive unexcused absences. Committee members who are to be absent shall notify the chair and the recording secretary, stating the reason for the absence by email. The chair of the committee may excuse absences. Absences shall be recorded in the minutes as “absent” or “excused.”
- B. Quorum. Four members of the committee shall constitute a quorum.

Chair

The chair of the committee shall preside at all meetings of the committee with the same responsibility to vote as other members, and shall have the powers and duties usually incident to such office as prescribed in Robert’s Rules of Order, latest revised edition.

Vice Chair

The vice chair of the committee shall carry out the duties of the chair in the chair’s absence. If neither the chair nor the vice chair is present at a meeting, the duties of chair shall be assumed by the most recent past chair,

Recording Secretary

The Public Works Director shall designate an employee to act as recording secretary to the committee. The duties of the recording secretary shall be to take minutes of all committee meetings, to make and serve all required notices, and such other duties as may be prescribed by the Public Works director.

Reports of the Director of Public Works

The Public Works Director may designate staff of the Public Works Department to make any reports, recommendations or presentations to the committees which are required by ordinance or these By-Laws.

Proceedings**Regular Meetings:**

Unless circumstances warrant otherwise, the committee shall hold at least one regular meeting per month, scheduled on the **second Wednesday**. The committee shall designate location and the hour and day of the month upon which its regular meetings shall be held. Upon the establishment of the time and place of such meetings, notice in writing shall be given each member thereof by the recording secretary, to the City Council and to the City Manager. Such notice shall constitute notice of each meeting thereafter held pursuant to such action until such time is changed by action of the committee, and no other or further notice shall be required.

Special Meetings:

Special meetings must be in conformance with Section 5 – Public Meetings – of the Commissioner Orientation Handbook, and must not be scheduled in conflict with the regular meetings of the Design Commission, Historic Preservation Commission, or Recreation and Parks Commission, when a member of one of those bodies is also a member of UFAC.

Robert's Rules of Order

Order of business for the committee shall be as follows, unless altered by the chair:

1. Call to order
2. Roll call
3. Comments from the public on matters not on the agenda
4. Comments on the agenda
5. Approval of minutes
6. New Business/Action Items
7. Comments from the staff / Announcements
8. Comments from the commission Committee
9. Date of next meeting
11. Adjournment.

The following procedure shall be followed by UFAC in reviewing New Business/Action Items applications:

- A. The title of the matter before the committee shall be read or announced by the recording secretary.
- B. The committee chair shall request that the staff report be presented to the committee.
- C. Questions to Staff from the Committee Members.
- D. The chair shall call for the applicant or proponent to present or submit additional facts or evidence.
- E. The chair shall call for statements of any other persons about the matter under consideration by filling out a speaker card and delivering the card to the recording secretary.
- F. In hearings where there are delegations or groups of persons as proponents or opponents, the chair may request the group or delegation to appoint spokespersons in order to aid in an orderly presentation of the evidence and to avoid redundancy.
- G. On completion of statements of proponents and opponents, an opportunity for rebuttal shall be given to the applicant.
- I. The chair, after completion of statements by applicants, proponents and opponents, shall declare the matter to be closed to public comment. Thereafter, no further evidence shall be received by the committee, unless the majority of the committee votes to reopen the matter for public comment.
- J. The committee shall then take action by voting on the matter, either by approving, approving with conditions, denying, or continuing the matter for further consideration. The action shall be made by motion, a second and a vote of the committee.
- K. The chair shall announce the decision of the committee. Where the matter is under advisement, the chair shall state that any person wishing to be given notice of the action of the committee shall file, in writing, his or her name and address with the recording secretary.
- L. Field Inspection. The chair shall announce any field inspection to be made, stating the itinerary, date and time of recessing and reconvening.

Preserving Decorum

In all matters and considerations not otherwise provided for in these rules, the proceedings of the committee are governed by the most recent edition of "Robert's Rules of Order."

During a public hearing or other meeting where the public is authorized to speak, no person may speak unless recognized by the chair who shall not unduly withhold such recognition. The Chair has authority to restrict public comment to a time to be specified, if they wish, and stated prior to public comment beginning of public comment. All persons shall preface their comments by citing their name and address for the record. Once a motion is before the committee, the public will not be permitted to speak nor comment aloud during the committee or discussion of the motion.

Voting

All voting shall be by voice vote unless a roll call is requested by the chair or a member of the committee. No action of the committee shall be valid without a majority vote of all members present. Any member may have an

explanation of her or his vote recorded in the official minutes provided the request is made while the vote is being taken or before the next item of business is taken up.

Minutes

Minutes of committee meetings shall be distributed to each member prior to approval. The minutes shall be prepared as “Action Minutes” in conformance with Resolution No. 7508. The minutes shall be reviewed and approved prior to them entering into the permanent UFAC record.

Agenda

The Public Works Director or assigned representative shall prepare an agenda for each committee meeting to transmit to the individual members of the committee and other interested persons at least 72 hours prior to the meeting, and post on the City’s Web Site.

Submittals

The Public Works Director shall establish procedures and schedule for submittals by applicants to the committee. Submittals shall include information and plans as may be reasonably required by the committee in its deliberations.

Limiting Testimony

At any meeting or hearing, the chair may limit the presentation of any testimony to relevant matters, and place reasonable restrictions upon the time of presentation.

Election of Officers

Nominating Committee

The committee shall elect its officers according to the following procedure. Any member of the commission may volunteer to serve on the nominating committee, whose function it shall be to make recommendations to the full committee on candidates for the offices of chair and vice chair. The nominating committee shall consist of two or three committee members.

Election of Officers

The committee shall schedule an election of officers for the last regular meeting of the committee in June. The newly elected officers shall commence the performance of their duties at the next regular meeting of the committee after the meeting at which the election of officers is held. The chair and vice chair office shall last one year and shall not serve more than two consecutive terms.

Guidelines

- A. The following documents shall serve as standards for deliberations by the committee and current copies shall be given to each UFAC member upon joining the committee.
 - The Committee By-laws
 - Master Street Tree Plan
 - City Trees and Tree Protection Ordinance
 - Commissioners Handbook

Amendments

These rules may be amended by City Council according to Section II of the Commissioner Orientation Handbook.