

GLYNN COUNTY TREE BOARD BYLAWS

Section 1 - Purpose

As stipulated in Section 5 of the Tree Ordinance, to provide for rules and regulations of the Glynn County Tree Board, herein after referred to as “Board”, including creation and establishment, organization, meetings, duties and responsibilities, and compensation.

Section 2 - Creation and Establishment of Tree Board

- a. Compensation and Appointment: The Board shall consist of seven (7) members to be appointed by the Board of Commissioners to serve for terms of four years, except that the initial terms shall be staggered as listed below.

Members may serve consecutive terms.

DISTRICT 1	2 YEARS
DISTRICT 2	3 YEARS
DISTRICT 3	3 YEARS
DISTRICT 4	3 YEARS
DISTRICT 5	4 YEARS
AT LARGE 1	4 YEARS
AL LARGE 2	4 YEARS

- b. Qualifications: All members shall have been full-time residents of Glynn County for a period of at least two years and have an interest and/or experience in urban forestry.

- c. Ex-Officio Members: Ex-Officio members to assist with the duties and responsibilities shall be appointed to include the following:

- The Glynn County Administrator;
- A representative of the Glynn County Board of Commissioners;
- A representative of the Glynn County Planning Commission;
- The Director of County Public Works Department;
- The Director of County Community Development Department;
- The County Engineer;
- The County Traffic Engineer;
- The Georgia Forestry Commission Forester;
- The Cooperative Extension Service Agent;
- The Chairman of Glynn Clean and Beautiful;
- The Land Forester of Georgia Power; and
- The Director of the Sea Island Landscape Department;

- d. Vacancies: Vacancies on the Board shall be filled by the Board of Commissioners as follows:

1. District 1 (one) through 5 (five) vacancies shall be selected from the list of nominees recommended by the Commissioner from the district in which the vacancy occurs and approved by the Board of Commissioners.

2. At Large vacancies shall be selected from the list of nominees furnished by individual members of the County Commission and approved by the Board of Commissioners.

Section 3 - Organization

- a. The officers of this Board shall be a Chairperson and Vice Chairperson, each of whom shall be members of the Board. The Chairperson and Vice Chairperson shall be elected by the members of the Board for a term of two years each. Each may serve consecutive terms.
- b. The Chairperson shall preside at all meetings, called special meetings, render reports, appoint subcommittees and designate a special member or members to perform Board function.
- c. The Vice Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson, and assist the Chairperson as requested at other times.
- d. The duties of the Secretary shall be performed by the person designated to furnish clerical support and office services to the Board and shall include keeping minutes of all meetings, notifying members of meetings, clerical support and other duties as assigned.

Section 4 - Meetings:

- a. Regular: The Board shall hold a regular meeting on the last Monday of each month at a time and location designated by the Chairperson. A regular meeting may be canceled by the Chairperson with the concurrence of two members with prior notice to the membership 48 hours prior to the time of the meeting.
- b. Special: Special meetings may be called by the Chairperson at his discretion or at the request of two or more members. Every effort should be made to give 48 hours notice of the time and place of such meetings.
- c. Quorum: Four members of the Board shall be present to conduct official business.
- d. Attendance: Failure to attend three (3) consecutive meetings may be cause to review the individual's continued service. A member will be notified in writing by the Chairperson after missing two consecutive meetings. This Board will operate best if all the members make an earnest attempt to attend the meetings regularly.

Section 5 - Duties and Responsibilities:

It shall be the responsibility of the Tree Board to study, investigate, council, and develop and/or update annually, and administer a written plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs in parks, along street and in the public areas. Such plan will be presented annually to the Board of Commissioners and upon its acceptance and approval shall constitute the official comprehensive tree plan for the county.

The Tree Board shall consider, investigate, make findings, report, recommend upon and administer any special matter or questions coming within the scope of tree planting, maintenance, replacement, protection and removal in the County.

- a. Each member shall become familiar with the equipment, facilities, manpower, plans, financial structure, budget and operations of the departments of the County involved with planting, maintenance, removal and/or plans relating to urban forestry. The Tree Board members shall also consult and work with other organizations involved with urban forestry projects.
- b. The Board shall make recommendations in the following areas:
 - Policies and Planning
 - Revenue Sources
 - The Budget
 - Capital Facility Needs
 - Developing a Master Plan
- c. At the request of the County Commission, hold an annual public hearing on the state of urban trees in Glynn County.
- d. Advise and assist the County Administrator and involved departments upon request.
- e. Render a general semi-annual written report to the County Commission.
- f. Perform such other duties as may be requested by the County Commission.

Section 6 - Compensation

- a. Members shall serve without compensation.
- b. Members may be reimbursed with prior approval for out-of-pocket expenditures including use of personal automobile on Board business at the mileage rate authorized for County employees, provided proper voucher is submitted to the Chairperson of the Tree Board for his approval. Any expenditure for activities or travel outside of Glynn County must have prior written approval of the County Administrator or the County Commission.
- c. Authorized expenditures shall be funded by the Board of Commissioners.