

**Article VIII – Committees**

Section 4: Standing Committees

The Council shall have one standing (1) Planning and Funding Committee and one Ad Hoc committee (2) called the Landmark Tree Committee. The Landmark Tree Committee shall have five members and shall meet as needed on the second Tuesday of the month, in City Hall, Room 421, San Francisco. The Planning and Funding Committee shall have five members and shall meet on the third Thursday of each month from 4:15 pm to 5:45 pm, in City Hall, Room 421, San Francisco. A notice and agenda for the Planning and Funding Committee meeting will be posted at least 72 hours before the meeting. A notice for the Landmark Tree Committee meeting will be posted 15 days before the meeting and an agenda will be posted at least 72 hours before the meeting. This information shall be posted on the Department of the Environment's website.

Section 5: The Planning and Funding Committee

The Planning and Funding Committee shall make recommendations to the Council on project plans for major publicly sponsored developments and civic improvements and changes of the public right of way as they impact trees. The Committee shall (1) examine and make policy recommendations to the Council regarding other urban forest and tree issues; (2) make recommendations to the Council regarding facilitating an assessment (inventory) of the current condition of the Urban Forest, (3) review the Urban Forest Plan on an annual basis and make recommendations for any changes to the full Council for adoption, (4) make recommendations to the Council on funding opportunities and staffing needs, on opportunities for urban forest programs and on securing and encouraging commitment of adequate resources for tree programs, (5) will also review urban forestry program budget priorities and make recommendations about Urban Forestry funding requirements to the full Council; investigate and pursue funding options for various urban forest-activities, and (6) will review the Urban Forest Council's Budget on an annual basis and will make recommendations for any changes to the full Council for adoption.

Section 6: The Landmark Tree Committee

The Landmark Tree Committee shall make preliminary recommendations to the Council on nominated trees proposed for landmark status. The Committee shall conduct individual site visits, complete evaluation forms to review at regular monthly meetings as nominations are received, and vote on landmark tree nominations to present to the full Council for their consideration and adoption. It will prepare a written summary of the evaluation forms and include individual evaluation forms to present to the full Council for review. The Chair of the Committee shall verbally report on the written summary at Council meetings.