



**SF Environment**

**Our home. Our city. Our planet.**

A Department of the City and County of San Francisco

Edwin M. Lee  
Mayor

Deborah O. Raphael  
Director

**NOTICE OF PROPOSED AMENDMENT TO THE BYLAWS OF  
THE SAN FRANCISCO URBAN FORESTRY COUNCIL**

**TO BE ACTED UPON AT THE MEETING OF FRIDAY, SEPTEMBER 22, 2017, 8:30 A.M.  
CITY HALL, ROOM 400  
ONE DR. CARLTON B. GOODLETT JR. PLACE  
SAN FRANCISCO, CA 94102**

This notice is issued pursuant to San Francisco Charter Section 4.104 and the San Francisco Urban Forestry Council "Council" Bylaws Article XI – "Amendment of Bylaws" which requires circulation of proposed amendments in writing to all Councilmembers and noticed to the public at least ten (10) days prior to Council approval. The Council proposes to amend Bylaws Article IV – Officers and Article VIII – Committees as follows:

**Article IV – Officers**

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**Section 4: General Duties and Responsibilities of the Chair**

The Chair shall preside at all meetings of the Council. The Chair, working with the Council staff, shall oversee the preparation and distribution of the agenda for all Council meetings. The Chair shall be accountable to the Council as a whole in setting policy and shall also perform such other duties as may be assigned by the Council. The Chair (and/or his/her designee) shall serve as the liaison to the media and the other departments, agencies and commissions of the City and County of San Francisco, as necessary. The Chair shall have the authority to establish and dissolve ad hoc committees, appoint and remove members to all committees, and appoint chairs of committees, as he or she sees fit.

**Article VIII – Committees**

**Section 4~~1~~: Standing Committees**

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**Section 5~~2~~: The Planning and Funding Committee**

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**Section 6~~3~~: The Landmark Tree Ad Hoc Committee**

The Landmark Tree Ad Hoc 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.~~

Tree nomination shall take place in accordance with Public Works Code Section 810(b)(1)-(2). For purposes of Section 810(b)(1)(i), a property "contains the subject tree" if the trunk of the tree

stands wholly on that property. Where the trunk stands partly on the land of two or more coterminous owners, all such owners shall be considered to own property that "contains the subject tree."

Upon a tree's accepted nomination by the Department of the Environment, members of the Landmark Tree Ad Hoc Committee will conduct a site visit to assess the tree in person. Each member shall communicate with Urban Forestry Council staff to arrange a site visit time, during which the Committee member will visit the tree site. Staff are responsible for maintaining a record of site visit appointment times, and for ensuring that each Committee member site visit is arranged for a different time, such that no two site visits overlap. Committee members shall not attend or conduct any portion of a site visit together, or converse about a nominated tree, outside a properly noticed public meeting. The Urban Forestry Council Chair shall have authority to, at his or her discretion and taking into account practical considerations, notice a special public meeting at the site of a nominated tree at any juncture in the Council's process for considering the tree's nomination. During his or her site visit, a Committee member may converse with property owner(s) and/or person(s) who nominated the tree. Each Committee member shall complete a written site visit evaluation form assessing the tree in light of the Council's adopted landmark tree designation criteria. These written evaluations shall form the basis for a Committee hearing to develop its recommendations to the full Council on whether the Council should recommend that the nominated tree be granted Landmark Tree Status by the Board of Supervisors. The Landmark Tree Ad Hoc Committee shall 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.

This is to certify that the above notice was issued on September 12, 2017

Anthony E. Valdez, Commission Secretary