

1 [Amend Bylaws of the Urban Forestry Council]

2

3 **Resolution amending the Urban Forestry Council Bylaws, Articles IV and VIII, to clarify**
4 **the Chair’s authority to establish committees and appoint members to committees, and**
5 **the Landmark Tree Ad Hoc Committee’s process for evaluating and developing**
6 **recommendations regarding trees nominated for landmark designation.**

7

8 WHEREAS, The Urban Forestry Council finds it beneficial to set forth in its bylaws the
9 process by which trees are nominated and considered for landmark status; and

10 WHEREAS, The Urban Forestry Council finds that the Chair’s ability to establish and
11 abolish ad-hoc committees, and appoint members to existing and new committees, would
12 enhance the Council’s ability to perform its duties; now, therefore, be it

13 RESOLVED, That the Urban Forestry Council, pursuant to Article XI of its Bylaws,
14 hereby amends the Bylaws as follows:

15 **Article IV – Officers**

16 * * * *

17 Section 4: General Duties and Responsibilities of the Chair

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

25

1 **and remove members to all committees, and appoint chairs of committees, as he or**
2 **she sees fit.**

3 **Article VIII – Committees**

4 Section 41: Standing Committees

5 * * * *

6 Section 52: The Planning and Funding Committee

7 * * * *

8 Section 63: The Landmark Tree Ad Hoc Committee

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

17 **Tree nomination shall take place in accordance with Public Works Code Section**
18 **810(b)(1)-(2). For purposes of Section 810(b)(1)(i), a property “contains the subject**
19 **tree” if the trunk of the tree stands wholly on that property. Where the trunk stands**
20 **partly on the land of two or more coterminous owners, all such owners shall be**
21 **considered to own property that “contains the subject tree.”**

22 **Upon a tree’s accepted nomination by the Department of the Environment,**
23 **members of the Landmark Tree Ad Hoc Committee will conduct a site visit to assess**
24 **the tree in person. Each member shall communicate with Urban Forestry Council staff**
25 **to arrange a site visit time, during which the Committee member will visit the tree site.**

1 **Staff are responsible for maintaining a record of site visit appointment times, and for**
2 **ensuring that each Committee member site visit is arranged for a different time, such**
3 **that no two site visits overlap. Committee members shall not attend or conduct any**
4 **portion of a site visit together, or converse about a nominated tree, outside a properly**
5 **noticed public meeting. The Urban Forestry Council Chair shall have authority to, at**
6 **his or her discretion and taking into account practical considerations, notice a special**
7 **public meeting at the site of a nominated tree at any juncture in the Council's process**
8 **for considering the tree's nomination.**

9 **During his or her site visit, a Committee member may converse with property**
10 **owner(s) and/or person(s) who nominated the tree. Each Committee member shall**
11 **complete a written site visit evaluation form assessing the tree in light of the Council's**
12 **adopted landmark tree designation criteria. These written evaluations shall form the**
13 **basis for a Committee hearing to develop its recommendations to the full Council on**
14 **whether the Council should recommend that the nominated tree be granted Landmark**
15 **Tree Status by the Board of Supervisors. The Landmark Tree Ad Hoc Committee shall**
16 **prepare a written summary of the evaluation forms and include individual evaluation**
17 **forms to present to the full Council for review. The Chair of the Committee shall**
18 **verbally report on the written summary at Council meetings.**

19
20 I hereby certify that this Resolution was adopted at the Urban Forestry Council Meeting
21 on September 22, 2017.

22 _____
23 Anthony Valdez, Commission Secretary

22 _____
23 Dan Flanagan, Council Chair