

1 [Amendment of Urban Forest Council Bylaws.]
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3 **Resolution approving an amendment of the Council's Bylaws to change the Council's**
4 **regular meeting schedule; change the regular meeting schedule of the Funding**
5 **Committee; and establish an absence policy.**
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7 WHEREAS, The Council wishes to revise its Bylaws to change the Council's regular meeting
8 time; to change the regular meeting schedule of the Funding Committee; and establish an
9 absence policy; now, therefore, be it

10 RESOLVED, That the Bylaws are amended as follows:
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12 **Article VI – Meetings**

13 Section 5: Meetings

14 Regular meetings shall be held bi-monthly on the second Friday of January, March,
15 May, July, September and November at 10:00 a.m., and bi-monthly on the second
16 Wednesday of February, April, June, August, October, and December at 5:30 p.m. except in
17 the case of a City-recognized holiday, when the meeting shall be held on the following
18 Wednesday or Friday respectively of that month. Meetings shall be held at City Hall, 1 Dr.
19 Carlton B. Goodlett, Jr., Place, Room 400, in the City and County of San Francisco. This
20 information shall be posted on the Department of the Environment's website.
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22 **Article VIII - Committees**

23 Section 4: Standing Committees

24 The Council shall have two standing committees: (1) Planning and Policy; and (2)
25 Funding. Each committee shall have five members. The Planning and Policy Committee

1 shall meet on the third Thursday of each month from 4 pm to 5:30 pm, except in the
2 case of a City-recognized holiday, when the meeting shall be held on the following
3 Wednesday of that month, in the Department of Environment's ground floor conference room
4 located at 11 Grove Street in San Francisco. The Funding Committee shall meet bi-monthly
5 on the Fourth Tuesday of January, March, May, July, September and November at 12 pm,
6 except in the case of a City-recognized holiday, when the meeting shall be held on the
7 following Tuesday in the Department of Environment's ground floor conference room located
8 at 11 Grove Street in San Francisco. This information shall be posted on SF Environment's
9 website.

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11 **Article III**

12 Section 7: Absence Policy

13 Regular attendance at Urban Forest Council meetings is critical to the Council's
14 ongoing success. If a Council Member misses more than three (3) meetings of the full
15 Council or three (3) committee meetings per calendar year, whether those absences are
16 excused or unexcused, then upon a vote of the Council, the Council Chair may ask the
17 appointing authority to remove the member and appoint a replacement member.

18 I hereby certify that this resolution was adopted by the Urban Forest Council at its special
19 meeting of December 10, 2003.

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22 Alexis Harte, Urban Forest Coordinator

23 Ayes: Members Blair, Campos, Carrasco, Costello, Fisher, Griswold, Herman, Marks, Milne,
Lakshminarayanan, Rodgers, Sacamano, Sullivan and Vietor

24 Noes: None

25 Absent: Member Cornell