

**WISCONSIN URBAN FORESTRY COUNCIL  
BYLAWS**

**Article I: Name**

The name of this organization shall be "Wisconsin Urban Forestry Council", hereinafter referred to as the Council.

**Article II: Purpose and Goals**

1. The purpose of the Council is to advise the Wisconsin State Forester and Department of Natural Resources on the best ways to preserve, protect, expand and improve Wisconsin's urban and community forest resources, as authorized by Wisconsin Statute 15.04 (1)(C).

2. The Council shall advise and assist the State Forester to develop, implement, monitor and revise a state urban forestry plan.

3. The Council shall advise and assist the State Forester on activities to further the understanding, appreciation and practice of urban forestry in Wisconsin.

4. The Council shall strive to assist all parties involved in urban forestry matters to coordinate activities to avoid duplication, inefficiency and conflict, with the ultimate goal of the betterment of the urban forests in Wisconsin.

**Article III: Membership**

1. The Council shall be composed of at least twenty-one (21) appointed, voting members and four (4) Ex-officio, non-voting members as follows:

- 1 member from the Wisconsin Arborist Association
- 1 member from the Wisconsin Green Industry Federation
- 1 member from the Wisconsin Parks and Recreation Association
- 1 member from the Wisconsin Chapter of the American Society of Landscape Architects
- 1 member from the University of Wisconsin system
- 1 member from the University of Wisconsin Extension Service
- 1 educator
- 3 municipal arborists, one representing a small, medium and large community
- 1 elected official
- 1 commercial arborist
- 1 public works representative
- 1 utility representative
- 1 member from the Department of Transportation
- 1 member from the Department of Agriculture, Trade and Consumer Protection
- At least 5 members-at-large to represent volunteer, service or environmental groups; home builders/developers; city planners; the media and interested Wisconsin citizens
- 1 USDA Forest Service Midwest Urban Forestry Coordinator, Ex-officio, non-voting
- 1 Wisconsin DNR State Urban Forestry Team Leader, Ex-officio, non-voting
- 1 Wisconsin DNR Urban Forestry Council Liaison, Ex-officio, non-voting
- 1 Wisconsin DNR Urban Forestry Regional Coordinator, Ex-officio, non-voting

2. The term of a Council member shall be 3 years. The number of terms any member can serve is unlimited.

3. A member of the Council may attend the meetings of the Council, vote upon questions that are considered by the Council and serve on and vote in committees established by the Council.

4. No member of the Council other than the Chair of the Council may speak in the name of the council or act in its behalf without the prior authorization of the Council or its officers.

5. Vacancies in the Council will be filled by appointment by the Secretary of the Wisconsin Department of Natural Resources.

#### **Article IV: Officers**

1. The Council officers shall be the Chair, Vice-Chair, and immediate Past Chair. The Vice-Chair, or Past Chair, in the absence of the Chair, shall preside at all meetings of the Council. The Chair shall vote only in the event of a tie. DNR staff shall keep minutes of all Council meetings, maintain records of attendance at all meetings, safeguard all documents, and make reports as directed by the Council.

2. The Chair, Vice-Chair and Past Chair shall each serve terms of two years.

3. The Chair and Vice-Chair shall be elected from the Council by a majority vote of the Council.

4. The Chair, with the advice and assistance of the Executive Committee, shall:

- A. Set the agenda for each meeting of the Council. Additional agenda items may be submitted by any Council member.
- B. Appoint members of ad hoc committees and assign duties to such committees with approval of the Council.
- C. Serve as spokesperson for the Council.
- D. Supervise preparation of reports containing Council advice on urban forestry matters, subject to approval by the Council.
- E. Do such other things as may be authorized or requested from time to time by a vote of the Council.

5. The Vice-Chair shall serve as the chair of the Nominating Committee and as a member of the Executive Committee.

#### **Article V: Meetings**

1. The Council shall meet at least quarterly, on dates determined by the chair. One-half of the appointed voting members, plus one (1) additional appointed voting member, of the Council present shall constitute a quorum.

2. All meetings shall be open to the public and publically noticed per State of Wisconsin Statutes.

3. Any member with unexcused absences from three consecutive Council meetings, or a total of five (5) unexcused absences from twelve (12) regularly scheduled Council meetings during a three (3) year term may be subject to membership revocation at the discretion of the Executive Committee, and approval of the Secretary of the Wisconsin Department of Natural Resources.

## **Article VI: Publications**

1. The Council shall issue a report to the State Forester in odd numbered years.
2. The Council from time to time may issue additional documents that are consistent with the purposes and goals of the Council.

## **Article VII: Committees**

1. The standing committees of the Council shall be:
  - A. Executive  
The Executive Committee shall be composed of the Chair, Vice-Chair and Past Chair and will be staffed by DNR urban forestry personnel. The committee shall be responsible for managing organizational process and function of the council. The Council Chair shall serve as chair of this committee.
  - B. Nomination and Orientation  
The Nomination and Orientation Committee shall prepare a slate of qualified candidates, as directed by the Chair or to fill vacant Council positions, for Council approval and forwarding to the Secretary of the Wisconsin Department of Natural Resources. The committee will be responsible for orienting new and prospective members to the Urban Forestry Council.
  - C. Urban Forestry Annual Awards  
The Urban Forestry Annual Awards Committee shall solicit award nominations for outstanding individuals, organizations and communities that further urban forestry in Wisconsin. The nominations shall be considered for awards according to the criteria of the categories approved by the Council. The Awards Committee shall coordinate the presentation of awards to recipients.
2. The Chair, with the approval of the Council, may appoint or discontinue ad hoc committees as the Chair deems necessary to achieve the objective of the Council.
  - A. The Chair of an ad hoc committee must be a member of the Council.
  - B. Council membership is not required of other members of ad hoc committees.

## **Article VIII: Compensation of Members**

1. All members of the Council and its committees shall serve without compensation, but may be reimbursed for their actual and necessary expenses incurred in the performance of their duties and, if such reimbursement is made, such reimbursement in the case of an officer or employee of this state who represents an agency as a member of the council shall be paid by the agency which pays the officer's or employee's salary.
2. Expense reimbursements are limited to those authorized for State employees.

## **Article IX: Rules of Order**

1. The rules contained in the most current edition of Robert's Rules of Order shall govern all Council and Committee meetings.

## **Article X: Adoption and Amendments**

1. These Bylaws may be amended by a two-thirds affirmative vote of the Council members attending a meeting provided that written notice of the proposed amendment has been distributed to the Council membership at least 30 days prior to the deadline for balloting.

### **Adopted:**

April 15, 1991

### **Amended:**

October 15, 1997

January 1, 2005

November 30, 2005

May 3, 2006

August, 2009

November 5, 2015