

**BYLAWS**  
*of the*  
**CITY OF TALENT**  
**URBAN FORESTRY COMMITTEE**

Principles of the Committee (from *Robert's Rules of Order*):

- The right of the majority to rule
- The right of the minority to be heard
- The right of the individual to participate in the decision-making process

The authority of the Urban Forestry Committee to adopt bylaws is found in Chapter 2.22 of the Talent Municipal Code.

**1. Organization**

The Committee consists of five (5) members and up to two (2) alternate members appointed by the Mayor with the approval of the City Council. Members serve two (2) year terms, which may be repeated indefinitely. The terms of Seats 1, 3, and 5 will begin in January of even numbered years and end in December of odd numbered years. The terms of Seats 2 and 4 will begin in January of odd numbered years and end in December of even numbered years. The three officers of the Committee are Chair, Vice-Chair, and Secretary.

**2. Election and Duties of Officers and Committee Members**

- A. The Committee, at its first regular meeting in January of each year, shall elect a Chair, Vice-Chair, and Secretary.
- B. The Committee shall appoint representative(s) to subcommittees as the need arises.
- C. Chair — Duties
  1. The Chair shall draft and email the agenda for each meeting to the committee members, Council liaison, and City Recorder in advance of all regular meetings and study sessions not less than 48 hours prior to meeting time.
  2. The Chair shall preside at all meetings of the Committee providing general direction for the meetings, assuring proper order of the Committee and public in all proceedings. Such duties shall include:

- 3.. Announcing the business on the meeting agenda in the order in which it is to be acted on;
- 4.. Receiving and submitting all motions presented by the members of the Committee;
- 5.. Putting to a vote all questions which are properly moved, or those that arise in the course of proceedings, and to announce the result thereof;
6. Informing the Committee when necessary, or when called to, on any point of order or practice. The Chair may call upon staff for advice on such matters;
7. Maintaining order at the meetings of the Committee;
8. Moving the agenda along, holding down redundancy, referencing handouts and procedures graciously during meetings;
9. Receiving documents or other physical evidence as part of the record;
10. Recognizing speakers and members of the Committee prior to receiving comments and presentations of physical evidence; i.e., plans and pictures;
11. The Chair may rule out of order any testimony or comment that is irrelevant, personal, or not pertinent to the matter being heard.

#### D. Vice-Chair- Duties

During the absence of the Chair the Vice-Chair will have and perform all the duties and functions of the Chair.

#### E. Temporary Chair

In the event of the absence or disability of both the Chair and Vice-Chair, the Secretary calls the meeting to order, calls the roll, and the Committee shall elect a temporary Chair to serve until the Chair or Vice-Chair so absent or disabled shall return. In such event, the temporary Chair shall have all the powers and perform the functions and duties herein assigned to the Chair of the Committee.

#### F. Secretary – Duties

The secretary shall have the following duties:

1. Attend every meeting of the Committee, call the roll and record for the record all members in attendance, read communications, resolutions and other papers which are ordered to be read by the Chair of the meeting; and receive and bring to the attention of the Committee messages and other communications from other sources;
2. Keep the minutes of the proceedings of the Committee and record the same;
3. Perform such other duties as may be required by these rules.

#### G. Committee Members- Responsibilities

1. The duties of Committee members include contributing ideas and opinions to support the mission of the Committee, keeping on subject, and maintaining appropriate meeting decorum.
2. Coordination and Cooperation. Committee members are encouraged to exchange research, information, ideas and experiences, participate in joint meetings, develop programs and undertake such other formal and informal actions to facilitate cooperation and coordination with other Committees, Committees, and city departments. <sup>[[1]]</sup><sub>SEP</sub>
3. General Welfare. Upon its own initiative or direction of the City Council, the Committee shall study and propose in general such measures as may be advisable for promotion of the public interest, health, safety, comfort, convenience, and general welfare of the City of Talent and its residents related to its particular area of responsibility. <sup>[[1]]</sup><sub>SEP</sub>

#### H. Alternate Members – Duties

The Alternate member’s primary function shall be to assist the Urban Forestry Committee, as requested, and members shall be encouraged to attend all Committee meetings. In the case of an absence or vacancy on the Committee, the Chair, with consent of the Committee, shall appoint an Alternate member to occupy the vacant position on a meeting-by-meeting basis; that Alternate member shall have the same rights and voting privileges as any Committee Member. When all regular members of the committee are present, Alternate members may deliberate on agenda items, but may not vote.

### 3. Conduct of Committee Members

#### A. Preparation

Members of the Committee shall take such time as necessary to prepare themselves for meetings.

## B. Attendance

Every member of the Committee shall attend the meetings of the Committee unless duly excused with advance notice or unless unable to attend because of extenuating circumstances. Any member desiring to be excused shall notify the Chair as soon as possible.

## C. Addressing Members

Committee members shall address other members as “Member” and their last names. This is for the benefit of the record and the public, who may not know the various Committee members by their first names.

# 4. Meetings

## A. Place

Meetings of the Committee shall be held in the Town Hall at 206 E. Main Street, Talent, Oregon, or at such other place in the City of Talent as the Committee may designate. A meeting having been convened at the place designated, may be adjourned by the Committee to any other place within the city of Talent for the sole purpose of investigating some particular matter of business which may be more conveniently investigated at such other place.

## B. Regular Meetings

1. Regular meetings of the Committee shall be held on the fourth Wednesday of each month at the hour of 6:30 PM.
2. Meetings will conclude at or before 9:00 PM unless a motion to extend the meeting is passed by a vote of the members present. All items remaining to be heard will be forwarded to the next agenda for consideration.

## C. Special Meetings - Call

A special meeting may be called at any time by the Chair or by a majority vote of the Committee at any regular meeting of the Committee. Notice shall be given to each Committee member of the time and purpose of every special meeting of the Committee, delivered in accordance with City policy.

## D. Meetings - Matters Considered

Any matter pertaining to the affairs of the City of Talent Urban Forestry Committee may be considered and acted upon at any regular meeting of the Committee without prior notice thereof, unless other notice is required under

statute or other noticing policies of the Committee. At special meetings, a matter not included within the notice may not be considered or acted upon.

#### E. Quorum

1. Three (3) members of the Committee shall constitute a quorum.
2. Except as otherwise specifically provided in these Bylaws, a majority vote of the Committee members voting shall be required and shall be sufficient to transact any business before the Committee.
3. If all members of the Urban Forestry Committee abstain or are disqualified, all members present after stating their reasons for abstention or disqualification shall by doing so be re-qualified and proceed to resolve the issues.
4. If a quorum is not present, the Chair shall call the meeting to order, announce the lack of a quorum, and adjourn the meeting.

#### F. Study Sessions

Study sessions may be held as part of a regular Committee meeting or called in the same manner as a special meeting in order for the Committee to discuss matters at greater length or to obtain additional background information. The Committee shall take no vote during such study session, but may give directions to Staff regarding the presentation of options for future consideration.

#### G. Oregon Public Meetings Law

All meetings of the Urban Forestry Committee shall be noticed in conformance with the requirements of Oregon's Public Meetings Law.

### **5. Order and Decorum**

#### A. Order of Consideration of Items

The following procedure will normally be observed in matters before the Committee; however, it may be rearranged by the Chair for individual items, if necessary, for the expeditious conduct of business:

1. Chair introduces item;
2. Abstentions, conflicts of interest and challenges are entertained and any declaration of conflicts of interest;

3. Any opponents and/or proponents from the public may comment upon on the matter;
4. Committee members may question proponents or opponents. Questioning of witnesses shall be brief and to the point. Questions shall be submitted through the Chair, or asked by a Committee member recognized by the Chair.
5. City staff, if present, may provide recommendations based on public testimony;
7. The Committee discusses the item. During discussion, members may further question any party appearing for or against the proposal as necessary.
8. Motion is made and seconded; the Chair states the question (*e.g.* "We have a motion and a second to ....") ; the Committee may discuss the item further before voting. Amendments may be proposed, deliberated upon, and voted upon in the order in which they were raised prior to voting on the main motion.

#### B. Authority of the Chair

The Chair of the Urban Forestry Committee shall have authority to:

1. Regulate the course and decorum of the meeting.
2. Dispose of procedural requests and similar matters.
3. Impose reasonable limitations on the number of witnesses heard and set reasonable time limits for oral presentation, questions, and rebuttal testimony.
4. Question any person appearing and allow other members to question any such person.
5. Waive, at his/her discretion, the application of any rule herein where the circumstances of the meeting indicate that it would be expedient and proper to do so, provided that such waiver does not act to prejudice or deny any party their substantial rights as provided herein or otherwise by law.
6. Take such other action as authorized by the Urban Forestry Committee to appropriately conduct the meeting.

Any member of the Urban Forestry Committee present at the meeting may challenge a ruling of the Chair. The challenge must be seconded. A ruling may be reversed by a majority of the members present and voting. A tie vote upholds the Chair's decision.

#### C. Guidelines for Persons speaking before the Committee

Persons making presentations or providing comments to the Urban Forestry Committee shall address the Committee from the podium or microphone, or from the audience only when recognized and waived from the requirement by the Chair, shall address all comments to the Urban Forestry Committee, and may not directly question other persons in the audience or at the podium.

If possible, persons presenting materials as evidence for an agenda item at a meeting shall submit a copy by email or hard-copy to the city recorder for forwarding to the Urban Forestry Committee not less than one week before the meeting.

##### 1. Conduct

Proceedings shall at all times be orderly and respectful. The Chair may refuse to recognize or exclude from the meeting anyone who:

- a. Is disorderly, abusive, or disruptive.
- b. Takes part in or encourages audience demonstrations such as applause, cheering, display of signs, or other conduct disruptive to the meeting.
- c. Testifies without first receiving recognition from the Chair and stating his or her full name and city of residence.
- d. Presents irrelevant, immaterial, or repetitious evidence.

##### 2. Time Restrictions

Persons speaking before the Committee shall be limited to five(5) minutes for non-agenda items, and ten(10) minutes for agenda items, and may be invited to continue for an additional period of five (5) minutes by the Chair.

## 6. Procedure

### A. Order of Business

1. Roll call
2. Brief Announcements from Chair and Committee Members
3. Approval of minutes of prior meetings
4. Public Comments on Non-Agenda Items
5. Unfinished Business and Subcommittee Reports
6. New Business
7. Council Liaison Report
8. Agenda Items for the Next Meeting
9. Adjournment

## B. Motions

### 1. Making Motions

Upon review of the full public record on a request and due deliberation among the members of the Urban Forestry Committee, any Committee Member may move or second a motion. A second shall be required for each motion. A motion shall die in the absence of a second. Discussion of the motion should not take place until it has been seconded and the Chair has stated the motion and called for discussion.

### 2. Withdrawing a Motion

When a motion has been made but not yet stated by the Chair, whether or not it has been seconded, it can be withdrawn or modified by the mover.

If the mover wishes to modify his/her motion, he/she should specify the modification. Any member may suggest that the mover withdraw or modify his/her motion, but only the mover may withdraw it.

If a motion is modified before being stated by the Chair, the second may withdraw his/her second.

After the Chair states a motion, it is the property of the Committee. It can be withdrawn or modified at any time before voting by a majority vote to withdraw or modify.

### 3. Amendments



All amendments must relate to the same subject as the original motion, resolution, proposition or ordinance. All amendments to the main motion require a second. If any amendment be offered, the question shall be first upon the amendment.

#### 4. Friendly Amendments

A Committee Member may make a friendly amendment without a formal motion with unanimous consent of the members present. Typically, such motions are appropriate to add clarity or to address an issue previously discussed but inadvertently neglected by the maker of the motion.

### C. Debate

Members shall be recognized by the Chair for input or questions in rotation, making effort to give all Committee members equal input. Second testimony by a Committee Member shall wait until all Committee members have had an opportunity to speak.

### D. Voting

Voting shall be done by voice vote. Voting results on all motions, excepting minutes, shall be forwarded as recommendations to the City Council.

#### 1. Minutes Approval

The Chair shall ask the Committee if they have had the opportunity to read the minutes and if there are any additions or corrections. Upon hearing from the Committee, the Chair shall declare the minutes approved either as presented or as amended. If the Committee has not had an opportunity to review the minutes, approval shall be postponed to the next regular meeting.

#### 2. Tie Votes

If a motion regarding any matter before the Committee receives an equal number of affirmative and negative votes the motion fails. A motion to reconsider a motion that has resulted in a tie vote can be made by any regular member at a future meeting when five voting members are present.

#### 3. No Vote unless Present

No member of the Committee shall vote on any question unless the member is present when the vote is taken and when the result is

announced. No member shall give his/her proxy to any persons whomsoever.

## **7. Documents of the Committee**

A. Any and all materials submitted to the Urban Forestry Committee regarding a request shall be entered into the public record by the Chair by indicating that the material is “accepted for the record.”

B. All notices, agendas, requests, agency or consultant letters or reports, staff reports, minutes of meetings, and resolutions of record shall constitute the documents of the Urban Forestry Committee and shall be indexed as public record.

## **8. Amendment of Bylaws**

Adopted Bylaws may be amended at any regular meeting by a vote of the majority of the entire membership; or if the amendment was submitted in writing at the previous meeting, then they may be amended by a two-thirds vote of those voting, a quorum being present.

## **9. Maintaining of Bylaws - Copies to be Furnished**

The secretary shall maintain a copy of these Bylaws, and all subsequent amendments thereto, and shall furnish an up-to-date copy to each member of the Committee in a form convenient for reference.