

BYLAWS
of the
IOWA URBAN AND COMMUNITY FORESTRY COUNCIL

Article I : Name

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

Article II : Purpose and Goals

1. The purpose of the council is to advise the Iowa State Forester and council member organizations on the best ways to preserve, protect, expand and improve Iowa's urban and community forest resources, as authorized by Iowa Statute.
2. The council shall advise the State Forester to develop, implement, monitor and revise a state urban forestry plan.
3. The council shall advise the State Forester on activities to further the understanding, appreciation and practice of urban forestry in Iowa.

Article III : Membership

1. The council shall be composed of at least thirty (30) appointed, voting members and two (2) ex-officio, non-voting members as follows:

- 1 member from the Iowa Arborist Association
- 1 member from the Iowa Department of Transportation
- 1 member from the Iowa Chapter of the American Society of Landscape Architects
- 1 member from the Iowa Association of County Conservation Boards
- 1 member from the Iowa Association of County Conservation Board Employees
- 1 member from Iowa State University, Forestry Department
- 1 member from Iowa State University, Horticulture Department
- 1 member from Trees Forever
- 1 member from Iowa State University Extension Service
- 1 member from the Iowa Horticultural Society-IDALS
- 1 member from the Iowa Soil and Water Conservation Districts
- 1 member from the Iowa Nursery and Landscape Association
- 1 educator
- 1 member of the Iowa Chapter, Society of American Foresters
- 1 municipal arborist representing a community of less than 50,000 population
- 1 municipal arborist representing a community of more than 50,000 population
- 1 member from the Iowa Arboretum
- 1 member of the Iowa Parks and Recreation Association

8 members at large to represent volunteer, service or environmental groups; home builders/developers; city planners; the media; forest health specialists and interested Iowa citizens.

- 1 regional USFS representative, ex-officio, non-voting
- 1 Iowa DNR Urban Forestry Coordinator, ex-officio, non-voting
- 1 representative from Natural Resources Conservation Service
- 1 member Iowa Natural Heritage Foundation

2. The State Forester shall appoint the initial members of the Council to staggered terms of one, two or three years, as follows: ten members to one-year terms, ten members to two-year terms, and ten members to three-year terms.
3. The term of a Council member shall be 3 years. The number of terms any member can serve is unlimited.
4. A member of the Council may attend the meetings of the Council, vote upon questions which are considered by the Council and serve on and vote in committees established by the Council.
5. No member 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.
6. Vacancies in the Council will be filled for the remainder of that term by appointment by the State Forester.
7. The council has the flexibility to expand membership beyond the 30 original voting members upon approval of the State Forester.

Article IV : Officers

1. The Council officers shall be the Chair, Vice-Chair, Recording Secretary and Secretary. The Chair, or Vice-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.
2. The Chair, Vice-Chair and Recording Secretary shall each serve terms of two years.
3. The Chair, Vice-Chair and Recording Secretary shall be elected from the Council by a majority vote of the Council members present at the first meeting of the calendar year.
4. The Chair, with the advice and assistance of the Vice-Chair, shall:
 - ❖ Set the agenda for each meeting of the Council. Additional agenda items may be submitted by any Council member.
 - ❖ Appoint members of ad hoc committees and assign duties to such committees with approval of the Council.
 - ❖ Serve as spokesperson for the Council.
 - ❖ Supervise preparation of reports containing Council advice on urban forestry matters, subject to approval by the Council.
 - ❖ Do such things as may be authorized or requested from time to time by a vote of the Council.
5. The Recording Secretary shall keep minutes of all Council meetings and maintain records

of attendance at all meetings, safeguard all documents and make reports as directed by the council.

6. The Urban Forestry Coordinator shall serve as Secretary and maintain and support administrative functions for the Council.

Article V : Meetings

1. The Council shall meet at least quarterly, on dates determined by the Chair. Thirty percent (30%) of the voting members of the Council shall represent a quorum.
2. The Council shall plan and conduct an annual urban forestry awards luncheon with the purpose of recognizing the positive efforts and accomplishments of communities throughout the state.
3. All meetings shall be open to the public.

Article VI : Publications

1. The Council shall issue an annual report to the State Forester in October of each year.
2. The Council from time to time may issue additional publications that are consistent with the purposes and goals of the Council.

Article VII : Committees

1. The standing committees of the Council shall be:

- ❖ Annual Recognition Luncheon

The annual Recognition committee shall arrange for the facilities and plan the program of the Annual Recognition Luncheon.

- ❖ Nominating

The Nominating committee shall bi-annually prepare a slate of nominees for election to designated offices of the Council. This committee shall annually recommend a list of potential members for review, approval and appointment by the State Forester.

❖ **Communication**

The Communication committee shall oversee the production of Council documents, including newsletters and communications, and shall be responsible for reviewing the documents and communications of other agencies and groups to assure accuracy and consistency.

2. The Chair, with the approval of the Council may appoint or discontinue ad hoc committees as the Chair deems necessary to achieve the objectives of the Council.

❖ The Chair of an Ad Hoc committee must be a member of the Council.

❖ Council membership is required of other members of Ad Hoc committees.

Articles VIII : Compensation of Members

1. All members of the Council and its committees shall serve without compensation.

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 shall be deemed adopted when approved by a majority of the members of the Iowa Urban and Community Forestry Council either in attendance at the meeting upon which a vote on these Bylaws is requested or by mail ballot.
2. These Bylaws may be amended by a two-thirds affirmative vote of the Council members attending a meeting or returning mail ballots provided that written notice of the proposed amendment has been mailed to the Council membership at least thirty (30) days prior to the deadline for balloting.