



Rules of Procedure

Tree Board

Hillsborough, North Carolina

1. Purpose

To establish procedures for organizing the business of the Hillsborough Tree Board, hereafter termed "Tree Board."

2. General Rules

The Tree Board shall be governed by the terms of the Hillsborough Code of Ordinances as they may be amended or revised. For procedures not covered by these rules, the Board shall follow the rules contained in the current edition of Robert's Rules of Order.

3. Jurisdiction

The Tree Board's jurisdiction shall be on town-owned public property and rights-of-way within the town and on municipally owned property wherever located (hereinafter named "town trees") as governed by the Hillsborough Code of Ordinances.

4. Members, Officers and Duties

- A. *Chair.* A chair shall be elected by a majority of the membership of the Tree Board from among its regular members. The chair's term of office shall be two years and/or until a successor is elected, beginning in October. The chair shall be eligible for re-election. The chair shall preside at the Committee meetings. In order to address the Committee, a member shall be recognized by the chair. The chair shall have the following powers:
1. To review rules of conduct for member and the public;
 2. To determine whether a speaker has gone beyond reasonable time limits and standards of courtesy in his/her remarks and to entertain and rule on objections from other members on this ground;
 3. To entertain and answer questions of parliamentary law or procedure;
 4. To call a brief recess at any time;
 5. To adjourn in an emergency.
- B. *Vice Chair.* A vice chair shall be elected by the Tree Board from among its regular members in the same manner and for the same term as the chair. The vice chair shall preside in the absence of the chair, and at such times shall have the same

powers and duties as the chair.

- C. *Secretary.* A town employee designated by the Board of Commissioners of the Town of Hillsborough shall serve as secretary. The secretary, subject to the direction of the chair and the Tree Board, shall keep all records, shall prepare all correspondence of the Board for the signature of the chair, shall arrange for all required public notices, shall notify Board members of pending meetings and their agenda, shall notify parties to cases before the Board of its decision on such cases, and shall generally supervise the clerical work of the Board. The secretary shall keep in a permanent volume the summary minutes of every meeting of the Board. These shall show the record of all important facts pertaining to each meeting and hearing, every resolution or upon the final determination of any question, indicating the names of members absent or failing to vote. Copies of all correspondence and other documents pertaining to the Tree Board shall be maintained in chronological order by the secretary in a separate file.
- D. *Archivist.* An Archivist shall be elected by the Tree Board in the same manner and for the same time as the chair. The Archivist is responsible to keep complete files of Tree Board press releases and publications.
- E. *Subcommittees.* Subcommittees may be established by the Tree Board, provided that the subcommittee does not meet quorum, to carry out Tree Board related work on a particular topic outside of the regular Tree Board meetings. Subcommittees will report to the Tree Board their progress at the regularly scheduled public Tree Board meetings .

5. **Rules of Conduct for Members**

- A. Faithful attendance at all meetings of the Board and conscientious performance of the duties required of members of the Board shall be considered a prerequisite of continuing membership on the Board. “If an appointee, during a 12-month period beginning on the date of appointment, has unexcused absences which constitute more than 25 percent of the committee meetings which he or she is required to attend pursuant to his or her appointment, he or she is obligated to resign” (Hillsborough Code of Ordinances, Section 2-32 (h)).

The Board of Commissioners may declare a vacancy on the Tree Board because of a member’s non-attendance. Two (2) unapproved absences during a six-month period shall constitute grounds for replacement.

Absence due to sickness, death of an immediate family member or similar reason shall be considered approved absences and shall not affect the member’s status.

- B. The tenure of office shall be three (3) years with the right to be reappointed for a second full term. A member may be appointed for a second successive term, but after two (2) consecutive terms a member shall be ineligible for reappointment until one calendar year has elapsed from the date of completion of the second term.

- C. No Board member shall represent the Tree Board unless authorized by the board.

6. Meetings

- A. *Regular Meetings.* Regular meetings of the Tree Board shall be held on the 3rd Wednesday of each month at 9:00 AM in the Town Barn at the Hillsborough Town Hall; provided that meetings may be held at any other convenient locations in Hillsborough if directed by the Chair or Secretary in advance of the meeting and noticed to the public.
- B. *Cancellation of Meetings.* Whenever there is no business for the Board's consideration, or whenever a quorum will not be available, the Chair may dispense with a regular meeting by given written or oral notice to all members not less than 24 hours prior to the time set for the meeting.
- C. *Quorum.* A quorum to consider routine administrative matters shall consist of four members of the Board.
- D. *Voting.* In all other matters the vote of a majority of the members present and voting shall decide issues before the Board.
- E. *Conduct of Meetings.* All meetings shall be open to the public. The order of business at regular meeting shall be as follows:
 - 1. Roll call;
 - 2. Discussion/adjustment of agenda;
 - 3. Approval of minutes of previous meeting;
 - 4. Administrative reports;
 - 5. Committee reports;
 - 6. Unfinished business;
 - 7. New business; and
 - 8. Informal discussion and public comment.
- F. *Agenda.* The Secretary will provide a written agenda detailing the items to be discussed and supporting information to members and the public at the time meeting notice is also made.

7. Amendments

- A. These rules may, within the limits allowed by law, be amended at any time by an affirmative vote of not less than four (4) members of the Tree Board, provided that such amendments be presented in writing at a regular meeting at which the vote is taken.