

## BYLAWS OF THE GWINNETT COUNTY TREE ADVISORY COMMITTEE

### SECTION 1. PURPOSE, DUTIES, AND RESPONSIBILITIES.

The purpose, duties, and responsibilities of the Gwinnett County Tree Advisory Committee shall be to:

- (1) Advise the Board of Commissioners and the Department of Planning and Development (hereinafter referred to as the “department”) about issues and matters of concern regarding the preservation and replacement of trees;
- (2) Assist the department in the interpretation and implementation of the Buffer, Landscape and Tree Ordinance;
- (3) Review proposed new regulations and amendments to the Buffer, Landscape and Tree Ordinance and advise the department and the Board of Commissioners about their impact and effectiveness;
- (4) Establish educational and other programs to encourage proper management and maintenance of trees in the unincorporated areas of the County.
- (5) Carry out such studies or investigations regarding trees and the land development process as the Board of Commissioners may request from time-to-time.

### SECTION 2. DEFINITIONS.

The following words or terms are hereby defined:

Committee: The Gwinnett County Tree Advisory Committee.

County: Gwinnett County, Georgia.

Department: The Department of Planning & Development.

Director: The director of the Department of Planning & Development or the director’s designee.

### SECTION 3. OFFICERS.

The officers of the committee shall be elected annually. Election shall be by a majority vote of all members of the committee. The term of office for each officer shall begin immediately upon election. An officer shall serve until relieved of the officer’s duties or until the officer voluntarily steps down. In the event of an extended absence of either office, the committee may appoint either a temporary chairman or vice-chairman to fill the office until the return of the absent officer or until the expiration of the officer’s term of office, whichever comes first.

#### 3.1. CHAIRMAN.

The chairman shall be elected for a term of one (1) year. The chairman shall preside at all

meetings and shall have all duties conferred by Roberts Rules of Order on such officers. The chairman shall decide all points of order and procedures subject to the rules of these bylaws, Section 1-5029 of the Code of Ordinances, Gwinnett County, Georgia and Roberts Rules of Order. The committee, by adoption of these bylaws, grants the chairman the privilege of initiating motions and the privilege of voting on all matters before the committee. These same privileges shall be extended to the vice-chairman, temporary chairman or vice-chairman when acting in the absence of the chairman.

3.2. VICE-CHAIRMAN.

The vice-chairman shall be elected for a term of one (1) year. The vice-chairman shall act as the chairman in his or her absence. When acting as chairman, the vice-chairman shall have the same powers, duties and privileges as the chairman.

SECTION 4. ADMINISTRATIVE SUPPORT.

The department shall provide administrative and technical support to the committee. The director shall provide such technical, secretarial and other support services as the committee may reasonably require in the conduct of its business. This includes the maintenance of minutes and records, the preparation of an agenda for all meetings, the providing of notice of all meetings, attendance to the correspondence of the committee, and other services which may be required. It shall further be the responsibility of the director to notify the committee of any actions taken by any other administrative body regarding any actions, related actions or recommendations made by the committee and the outcome thereof.

SECTION 5. AGENDA AND MINUTES.

The chairman, in conjunction with the director, shall determine the meeting agenda. Members of the committee may request the addition of agenda items by contacting either the chairman or the director at least seven (7) calendar days prior to a meeting. All matters to be considered and/or acted upon by the committee shall appear on the agenda.

SECTION 6. MEETINGS.

Meetings shall be determined as follows:

6.1. REGULAR MEETINGS

Regular meetings of the Committee shall be the 1st Monday of each month, at the call of the chairman, at the call of the Board of Commissioners, at the call of the director, or any such other times as the committee may determine. Meetings shall be called as needed and no less than once a year.

6.2. SPECIAL CALLED MEETINGS.

The chairman or a majority of the committee may call a special meeting at any time with three (3) calendar days notice. Business other than the specific stated purpose shall not occur at a special called meeting.

SECTION 7. ORDER OF BUSINESS AT MEETINGS.

The normal order of business at meetings shall be:

- 7.1. Determination of a quorum.
- 7.2. Approval of minutes from previous meetings.
- 7.3. Adoption of the agenda.  
The chairman shall be authorized to change the order of the agenda or matters appearing on the agenda for meetings during the meeting if, in the chairman's judgment, time and purpose may be served.
- 7.4. Discussion and voting on matters that have had actions or recommendations continued from a previous meeting.
- 7.5. New business.
- 7.6. Adjournment.

#### SECTION 8. RULES OF PROCEDURES FOR MEETING.

The rules of procedure of meetings are as follows:

- 8.1. The chairman shall call the matter for discussion before the committee.
- 8.2. The chairman shall then call parties in interest who shall have privilege on the floor after identifying themselves by name, address, and affiliation with any business or organization which would be relative to the matter being considered.
- 8.3. The chairman shall then call for questions from the committee to the proponents or opponents immediately after their individual presentation.
- 8.4. The chairman shall then call for discussion of the matter by the committee and the voting thereon.
- 8.5. The committee may table a vote on a specific matter to a specified future date and time.

#### SECTION 9. NOTICE OF MEETINGS.

The director shall notify all committee members of each regularly scheduled meeting at least seven (7) calendar days preceding such meeting through the delivery of a written agenda which shall include all details on matters to be considered and staff recommendations, where applicable.

The director shall notify all committee members of the cancellation of any regularly scheduled meeting through the delivery of a written notice of cancellation or by telephone.

#### SECTION 10. CANCELLATION OF MEETINGS.

In the event that there is a lack of business to be discussed and/or voted upon at a future meeting, the chairman, the director, or a majority of the committee may cancel the meeting in question.

#### SECTION 11. QUORUM.

A quorum shall consist of five (5) committee members and a majority vote of those present constituting a quorum shall be sufficient to decide all matters which come before the committee.

#### SECTION 12. VOTING.

A committee member who is part of a quorum of the committee during the consideration of any matter but not participating in the discussion or vote on a specific matter because of a conflict of interest shall be considered present for quorum purposes but absent from the voting on that specific matter. A majority vote of a quorum of the committee members is required for approval of all motions. A tie vote shall be deemed as a denial of the motion. A motion that fails by a majority vote shall not be deemed as approval of the opposite position and a new motion must be made to approve the opposite position, with any amendments and conditions.

#### SECTION 13. ABSENCES.

It is the responsibility of each member to inform the chairman when and for what reason a member will be absent from a meeting. In the event that a member is absent from more than 50% of meetings held in a calendar year, the chairman shall contact said member to determine whether the committee should seek a permanent replacement by informing the Board of Commissioners of the situation.

#### SECTION 14. COMMITTEES.

The chairman may appoint, with the concurrence of the committee, various standing and temporary committees to further the purposes of the committee. Such committees may include members of the staff of various county departments, residents and business owners of the county and other individuals whose background and knowledge may be of a benefit to the committee in accomplishing its goals. The purpose of committees shall be to make detailed investigations, studies and recommendations to the committee as instructed pertaining to matters or classes of matters falling within its purview. The chairman or vice-chairman shall be an ex-officio member of all committees.

#### SECTION 15. ASSISTANCE OF OTHER DEPARTMENTS.

The committee may draw upon the resources and knowledge of all county departments, boards and authorities as deemed necessary for the fulfillment of its purposes, duties and responsibilities. County staff shall, upon request, furnish to the committee all such information requested that it may reasonably require, to the extent available and within a reasonable period of time.

#### SECTION 16. ROBERTS RULES OF ORDER.

In the event that a conflict occurs between the rules and procedures of these bylaws and Roberts Rules of Order, the rules and procedures of these bylaws shall prevail. In all other procedural questions, Roberts Rules of Order shall apply.

#### SECTION 17. ENABLING ORDINANCE.

In the event that a conflict occurs between these bylaws and Article IV, Sections 86-70 through 86-74 of the Code of Ordinances, Gwinnett County, Georgia, the provisions of Article IV, Sections 86-70 through 86-74 of the Code of Ordinances, Gwinnett County, Georgia shall apply.

SECTION 18. AMENDMENTS.

These bylaws may be amended by a majority vote of the committee.

These bylaws are hereby amended the 9<sup>th</sup> day of January 2012.

SECTION 19. ADOPTION.

These bylaws are hereby adopted the 26<sup>th</sup> day of January, 2000.