

# Alaska Community Forest Council

## Bylaws

Adopted January 8, 1998

Amended: November 13, 1998  
March 12, 1999  
April 12, 1999  
November 10, 2000  
May 9, 2003  
November 12, 2009  
March 17, 2017

### ***Name and Affiliation:***

The name of the Corporation shall be the Alaska Community Forest Council, hereinafter referred to as the Council. The Council was formed in 1991 in response to the federal requirement for a citizen advisory group in the Urban and Community Forestry Section of the 1990 Farm Bill. The Council functions as the citizen advisory council to the State Forester for the Alaska Community Forest Program. The Council may affiliate with other organizations to achieve its mission and goals.

### ***Mission:***

The mission of the Alaska Community Forest Council is *promoting the benefits of local trees and forests to improve Alaskan communities*. The mission is accomplished through the following actions:

1. Promoting the planting, maintenance and management of trees and forests in Alaskan communities.
2. Encouraging public education and involvement in community forestry, in order to increase knowledge of, and appreciation for, the benefits of community trees and their management.
3. Encouraging and supporting outreach into Alaska's communities and neighborhoods to ensure that the Council is sensitive and responsive to the cultural, economic and geographic diversity of Alaskan communities.
4. Promoting and building effective partnerships among public agencies, industry, business, local governments, schools and volunteer groups.
5. Providing a forum for individuals, groups and organizations involved in urban and community forestry to share information so that the most beneficial and economical urban and community forestry policies and practices are identified.
6. Advocating for, and providing guidance and leadership on, appropriate urban and community forestry policies and programs, and reporting Council decisions to the State Forester, legislature and other entities and persons in positions to affect and influence urban and community forestry issues and policies in Alaska.
7. Providing public recognition and support for community forest achievements throughout the state.

***Membership:***

Council membership shall reflect the professional, geographic, cultural, ethnic, economic and community diversity in Alaska. To achieve geographic and cultural diversity on the Council, the voting membership shall strive for the following composition:

1. One member who either resides in or represents each of the following areas of the state
  - Municipality of Anchorage
  - Fairbanks North Star Borough
  - City and Borough of Juneau
  - South-central Alaska, not including Anchorage
  - Northern Alaska, not including Fairbanks
  - Southeast Alaska, not including Juneau
  - Western Alaska
2. Two members who are Alaska Native;
3. No less than three seats shall be held by members who live in a community of less than 10,000 in population;
4. If a member cannot be found to meet each of these categories, the Council may fill a seat with the candidate who most closely represents a category needed to achieve Council diversity.

***Membership classes:***

The Council shall consist of two classes of membership: voting members and program members. The Council shall consist of 15 *voting members* who provide the Council with valuable skills, expertise, experience or interests chosen by the Council. Voting member is the only class that may vote on matters before the Council and serve as an officer of the Council. The following seats shall be held by voting members:

Seat A. Arborist. One member who is actively working in the profession of arboriculture or who is actively affiliated with an arboriculture society or organization

Seat B. Forester. One member who is a professional forester actively working in the profession of forestry.

Seat C. Municipal planner. One member who is actively working, or has considerable experience, as a municipal planner.

Seat D. Landscape architect. One member who is actively working, or has considerable experience, as a landscape architect.

Seat E. Horticulture. One member who is involved in the day-to-day management of a nursery, greenhouse, or some aspect of the horticulture industry.

Seat F. Right-of-way or construction. One member with extensive experience in the right-of-way field or construction projects that impact vegetation.

Seat G. Small-community volunteer. One member who provides volunteer service to small communities (population less than 10,000).

Seat H. Community forestry or beautification. One member with community forestry or beautification project experience.

Seat I. Private industry or business. One member with considerable experience in private industry or business.

Seat J. Alaska Cooperative Extension. One member who is an employee of the Alaska Cooperative Extension in a field related to urban forestry.

Seats K through O. Five members will serve as members at large. Because the geographic vastness and high cost of travel in Alaska prevents funding all interest groups desired on the Council, these seats give the Council flexibility in selecting individuals from a range of possible interests and skills. The Council may select members at large in a way that provides the most qualified and diverse membership possible. These five seats may include:

- an elected official
- a member of the Alaska Municipal League
- a member of the Alaska Chamber of Commerce
- someone in the field of education or research
- a member of a garden club or beautification committee
- a member of a conservation organization and/or environmental group
- someone experienced in volunteer management
- a member of the media
- a member nominated by a Soil and Water Conservation District
- an employee of a municipal parks department
- a utility arborist
- Alaska Community Tree Steward

If a qualified member cannot be found to meet the requirements of each seat described above, the Council may fill a seat with the best candidate available who closely represents a category needed to achieve Council diversity.

*Program members* are representatives of any agency that implements or is closely affiliated with the Alaska Community Forest Program. This includes US Forest Service State and Private Forestry staff and Alaska DNR - Division of Forestry, Community Forest staff. Program members do not vote on matters before the Council and do not serve as officers.

***Selection of voting members:***

Applicants for open Council seats shall be solicited from individuals and organizations interested in community forestry and from the general public. Open seats are defined as those seats whose terms of office have expired. The application period shall be the month of April for seats that become vacant on June 30. Notice of the vacancy and the application procedures shall be made in statewide newspapers. The public notice shall contain a description of the responsibilities, term of office to be filled, and a statement describing qualifications, skills and interests desired by the Council. In addition to the public notice, the nominating committee may seek out qualified applicants.

The nominating committee shall review all applications and present a nomination slate to the Council by the regular meeting in May. The Council shall review the nominations and select one person for each open seat by majority vote. New Council members will begin their terms on July 1 and end their terms on June 30 of their third or final year.

***Terms of office:***

All voting members serve three-year terms, which expire at the end of the designated fiscal year. A Council member who wishes to serve a second term must apply through the same process as that of someone applying for a first term. A member may not serve more than two full consecutive terms in any one seat of the Council.

Expiration Year	#	Seat
2002, 2005, etc.	A	Arborist
2001, 2004, etc.	B	Forester
2001, 2004, etc.	C	Municipal Planner
2000, 2003, etc.	D	Landscape Architect
2001, 2004, etc.	E	Horticulture
2000, 2003, etc.	F	Right-of-way or construction
2002, 2005, etc.	G	Small community volunteer
2000, 2003, etc.	H	Community forestry or beautification
2002, 2005, etc.	I	Private industry or business
2000, 2003, etc.	J	Alaska Cooperative Extension
2002, 2005, etc.	K	Member-at-large
2001, 2004, etc.	L	Member-at-large
2002, 2005, etc.	M	Member-at-large
2001, 2004, etc.	N	Member-at-large
2000, 2003, etc.	O	Member-at-large

***Termination and vacancies:***

Any voting member can terminate membership by giving written notice to the chair. The chair can terminate membership of any voting member who has two unexcused absences from regular Council meetings during a fiscal year or when the Steering Committee determines that a member will not be able to fulfill the duties of a Council member. All other members may terminate membership by giving written or verbal notice to the chair. A vacant seat is defined as a seat that has become vacant before the term of office has expired. In the event of simultaneous resignations or removals of three or more members, the Council shall provide for a public selection process for filling vacant seats. Those Council members so appointed will serve for the remaining portion of the un-expired term, or for a term designated by the Council, whichever is shorter.

***Officers:***

Council officers shall be a chair, vice-chair, secretary, and treasurer. The Council may establish other officers it deems appropriate. These will be elected and serve the same terms as other officers.

*Duties of the Chair.* The chair shall:

- a) Preside over all Council meetings and serve as ex-officio member of all committees of the Council.
- b) Prepare the agenda for each meeting and coordinate distribution of the agenda by program members at least 10 days prior to the regular meeting date whenever possible.
- c) Appoint members to committees or task forces established by the Council.
- d) Serve as spokesperson for the Council on issues on which the Council has adopted a position.
- e) Oversee preparation of Council reports containing the Council's advice or recommendations on community forestry matters, which are subject in each case to the approval of the Council.
- f) Perform other duties incidental to the position of chair as may be authorized by the Council and requested from time to time.

*Duties of the vice-chair.* In the absence of the chair, or in the event of the chair's inability or refusal to act, the vice-chair shall perform the duties of the chair, subject to the same powers and restrictions upon the chair. The vice-chair may perform other duties delegated by the chair with the approval of the Council. The vice-chair is also responsible for providing new members with orientation regarding

Council Bylaws, roles and responsibilities of DNR staff and Council members, meeting procedures, and the organization and administration of the Alaska Community Forest Program.

*Duties of the secretary.* The secretary shall keep all records and minutes (except those kept by the Treasurer), shall keep a roll of members, and perform other duties as needed. Minutes shall be provided to members within 30 days of a meeting.

*Duties of the treasurer.* The treasurer shall keep one or more bank accounts, keep complete records, write checks as needed, and check all requests for payment for correctness. No payments are to be made that are not the legitimate expenditures of the Corporation. A yearly audit will be conducted before the end of the fiscal year by at least two voting members not authorized to sign checks.

***Officer election and vacancy:***

Officers shall be elected by a majority vote of the Council and shall serve a one-year term. Officers shall be elected at the last Council meeting of the fiscal year, following election of new members. Terms of office shall begin the first day of the new fiscal year. Any vacancy in an office shall be filled by a majority vote of the Council for the remainder of the un-expired term. An officer with 30 days of written notification may be removed from office by a majority vote at a regularly scheduled meeting. An officer may voluntarily resign at any time by submitting a written resignation to the Council. Chair and Vice Chair Officers shall not serve more than two consecutive terms in the same office. Secretary and Treasurer shall be able to serve more than two consecutive terms in the same office by majority vote.

***Meetings:***

The public shall be notified of the time and place of all Council meetings, which are open to the general public. The Council shall hold regular meetings on the second Friday of August, November, March, and May, unless a two-thirds majority of the Council votes to change the meeting date. Such a vote must be taken at least 30 days before the regular meeting date and the proposed new date. An item of business not on the agenda may be added only when there are six affirmative votes to do so.

*Special meetings* of the Council may be called by the chair or at the request of five or more Council Member. A notice and an agenda shall be provided to each Council member at least seven days before a special meeting.

*Committee or task force meetings* may be called by the chair of the committee/task force.

The Council shall seek to arrive at decisions through a consensus process. The chair is responsible for summarizing the matter that needs a decision, or delegating this summary presentation to another individual. The chair shall facilitate the discussion or delegate facilitation to another member when necessary. At the end of discussion, the chair will summarize the Council decision to ensure agreement. Any voting member may request a vote on any matter before the Council. Voting shall follow the provisions of these bylaws and usual parliamentary rules provided in Robert's Rules of Orders. Elections of officers and amendments to the bylaws shall always be matters requiring a vote of the Council. DNR Staff shall provide the chair and vice-chair with a copy of Robert's Rules.

The Council shall express its decisions by motion, resolution or by directing the chair to provide a letter stating the Council's position or decision on matters before the Council. Council members may at any time express their concerns and positions to the entire Council in writing.

The Council may establish procedures regarding matters and decisions before the Council whenever it deems necessary. Council procedures will be approved by a majority vote of the Council and will be signed by the chair and vice-chair upon adoption.

***Meeting Quorum:***

A simple majority of the Council must be present at a meeting in order to conduct Council business. Unless otherwise provided by these bylaws, a majority vote of the members present shall carry a motion of the Council. However, in no instance will a motion carry if there are less than six affirmative votes. Participation by telephone is considered valid attendance and can be used when establishing a quorum.

Each voting member is entitled to vote and shall have the right to do so in person or by an agent authorized by a written proxy executed by the member and filed with the chair or vice-chair of the Council. No proxy shall be valid for more than one meeting of the Council and each proxy will specify the extent of its authority.

***Public information:***

Official reports or publications of the Council may be issued only if approved by the Council. Any member of the Council may provide a written statement of his/her views on the subject of the publication within 21 days of Council approval. All written statements received in accordance with this section shall be published and distributed with the approved report or publication.

***Committees:***

All Council committees shall consist of at least three voting members approved by a majority vote of the Council. The Council may establish and dissolve ad hoc committees by motion or resolution whenever necessary. Each committee chair shall be appointed by the Council Chair. Standing committees of the Council are:

- a) *Steering Committee.* The purpose of the steering committee is to provide the State Forester and Staff with access to the Council for advice, recommendations and information between regular meetings. The steering committee shall consist of the officers of the Council. The steering committee shall make interim recommendations that provide for the efficient delivery of the community forestry program. The steering committee does not have the authority to make major policy or grant decisions, amend bylaws, seat Council members or operate as, or replace the Council. The actions of the steering committee shall be reported to the Council at regular Council meetings.
- b) *Nominating Committee.* The nominating committee shall review and recommend applications from the public. A nomination slate shall be presented to the Council by the May meeting.
- c) *Grant Administration Committee.* The purpose of the grant committee is to advise the Council and DNR Staff on development of grant criteria and to implement the review and management of grants. The duties of the Grant Committee will be shared by all Council members unless a special Ad-Hoc committee is formed to perform those duties. Any grant applied for, or received by the Council shall be approved by the Council by majority vote

***Fiscal year:***

The fiscal year shall be from July 1 - June 30.

***Amendments:***

Bylaws may be amended at any regular meeting of the Council. Bylaws shall be amended by an affirmative vote of two-thirds of the voting members. The text of the proposed amendment shall be provided to all voting members at least 30 days before the meeting at which it will be presented for vote.