

## **Michigan Urban & Community Forestry Council: Policies & Procedures**

**Name:** The name of this organization shall be "Michigan Urban & Community Forestry Council"

**Mission:** To work toward improving Michigan's urban and community forests by disseminating information and education and through collaborating with partners, and leveraging resources to support community efforts statewide.

### **Purpose:**

1. The Council shall advise the Michigan Department of Natural Resources (DNR) via the State Forester and the Urban and Community Forestry Program (hereinafter referred to as the State) on the best strategies and actions to preserve, protect, and enhance Michigan's urban and community forests.
2. The Council shall advise and assist the State in developing, implementing, monitoring and revising the statewide Forest Action Plan as needed.
3. The Council shall act as an open forum, resource and catalyst for discussion and knowledge transfer among practitioners, researchers and volunteers about urban and community forestry issues.

### **Goals:**

1. The Council shall actively seek out, educate and engage individuals and organizations throughout Michigan on issues related to urban and community forestry.
2. The Council shall identify and leverage resources that promote the understanding, appreciation and practice of urban and community forestry in Michigan.
3. The Council shall develop strategies to ensure the dissemination of information about urban and community forestry issues to decision makers, practitioners, educators and other interested parties throughout Michigan.
4. The Council shall identify and secure partnership and funding opportunities that advance statewide Urban and Community Forestry program goals.

### **Council Officers:**

1. The Council officers shall be the Chair, Vice-Chair and Secretary.
2. The Chair and Vice Chair shall be elected annually by the Council.
3. The Vice-Chair shall assist the chair in all duties and preside in the Chair's absence.
4. The Chair, with assistance of the Vice-Chair, shall:
  - Set the agenda for each meeting of the Council. Any Council member may submit additional agenda items;
  - Preside over Council meetings;
  - Serve as spokesperson for the Council;
  - Establish ad hoc committees and appoint/accept participants to such committees with approval of the Council; and
  - Supervise preparation of reports or documents containing Council advice on urban and community forestry matters, subject to approval of the Council.
5. The role of Secretary shall be permanently assigned to the State Urban Forestry Coordinator. The Secretary shall keep minutes, maintain records of attendance and make reports as directed by the Council.  
\*Additionally, the Chair may be requested to represent the Council on the DNR's Forest Management Advisory Committee.

### **Membership:**

1. The Council shall be composed of at least 9 and no more than 17 voting members.
2. The Council shall seek membership to include diverse representation across geographic, cultural, and organizational backgrounds.

3. Council membership shall include individuals from public, private, and educational and non-profit sectors with varied backgrounds and appropriate expertise (e.g. Arboriculture Society of Michigan, licensed landscape architect, Michigan State University Extension, community college, K-12 education, utility, commercial arboriculture, conservation district or nature center, municipal forestry in both small and large communities, urban planner, volunteer, etc).
4. The council will annually review its membership composition to continue to improve representation from varied sectors, backgrounds, and appropriate expertise.
5. The term of a Council member shall be 3 years. Council members may be reappointed and serve consecutive terms.
6. No member of the Council other than the Chair or the Secretary (State Urban Forestry Coordinator) may speak in the name of the Council or act in its behalf without prior authorization of the Council or its officers.
7. 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.
8. Vacancies on the Council shall be filled at the direction of the ad hoc nominating committee.
9. Voting members who do not attend at least one meeting annually may be considered inactive and replaced on the Council.

**Committees:** Committees of the Council may be formed/disbanded by the Council Chair on an ad hoc basis to serve needs of the Council that shall arise.

1. Committee membership may be made up of Council and non-Council members.
2. Each committee shall appoint and be represented at full Council meetings by a Chair.
3. Committees shall meet on an as need basis.

**Meetings:**

1. The Council shall, at a minimum, meet on a semi-annual basis (Spring/Fall).
2. Meeting dates are determined by the Chair.
3. Fifty-one (51%) of the appointed voting members of the Council shall represent a quorum.
4. All meetings shall be open to the public

**Compensation:**

1. All members of the Council shall serve on a voluntary basis and receive no financial compensation or reimbursement for their time.
2. Travel/meal expenses of Council members may be reimbursed at rates approved for state employees as funds are available.

**Policy & Procedure Adoption:**

1. These policies and procedures shall be adopted when approved by a majority of the members of the Council.
2. Amendments shall be made as needed and approved by a majority of the Council.