

Proposed Bylaws

Wake Forest University Campus Tree Advisory Committee

Office of Vice President for Administration

Bylaws

Approved by the Campus Tree Advisory Committee July 2011

ARTICLE I: NAME

The name of this organization shall be the Campus Tree Advisory Committee of Wake Forest University.

ARTICLE II: PURPOSE

The purpose of the Campus Tree Advisory Committee is to act as an advisory committee responsible for the review of proposed modifications to campus open space, undeveloped acreage and landscaping areas as regards arboreal issues to insure high aesthetic and functional quality and the sustainability of the campus landscape.

ARTICLE III: DUTIES AND RESPONSIBILITIES

The Campus Tree Advisory Committee shall make recommendations on issues related to campus tree care issues including but not limited to:

- A. Review and comment on the Campus Master Plan regarding arboreal issues related to proposed new construction, maintenance of existing landscapes, and renovation of existing structures;
- B. Make recommendations on tree maintenance according to campus policies outlined in the 2010 [Campus Tree Care Plan](#);
- C. Advise the Vice President on the positive and negative impacts regarding decisions of major changes before those changes are implemented,
- D. Review a list of satisfactory and desired species of trees;
- E. Encourage the use of an appropriate variety of trees in new plantings;
- F. Ensure that the university community is kept aware of major arboreal decisions and issues as outlined in the 2010 [Campus Tree Care Plan](#);
- G. Revisit the Campus Tree Care Plan every five years to maintain its relevancy

ARTICLE IV: MEMBERSHIP

Section 1-Representation: The Campus Tree Advisory Committee shall include one representative each from Landscaping Services, the Office of Sustainability, and Facilities Planning & Construction. One member will be appointed by the Faculty Senate

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and one member will be appointed by the Staff Advisory Council to represent the Wake Forest community at large. The final member will be a student representative, appointed by the Student Sustainability Council.

Section 2-Number of Members: The Campus Tree Advisory Committee shall consist of at least 6 voting members. Rotating members shall have a 3-year term of service with a renewal option at the end of their term with the exception of the student member, who will serve for one year. Terms correspond to the calendar year except for faculty and student terms, which correspond to the academic year with optional participation from May to August.

Ex Officio Members:

AVP for Facilities & Campus Services (chair)
Director of Landscaping Services
Advancement Representative: Director of Donor Services

Voting members:

Campus Arborist (standing member)
Office of Sustainability Representative (standing member)
Facilities Planning & Construction Representative (standing member)
Student Representative (rotating member)
Faculty Senate Representative (rotating member)
SAC Representative (rotating member)

Section 4-Campus Tree Advisory Committee Chair: The Associate Vice President of Facilities & Campus Services shall serve as the Campus Tree Advisory Committee Chair. The Chair shall facilitate the meetings and act as a liaison between the Office of the Vice President for Administration and the Campus Tree Advisory Committee. The Chair shall not vote unless the Chair's vote is needed to break a deadlock.

Section 5-Ex-Officio Members: The Senior Vice President for Finance & Administration shall appoint ex-officio members upon recommendation from the Campus Tree Advisory Committee. The ex-officio members shall be non-voting. The ex-officio members shall assist the members of the Campus Tree Advisory Committee with the review of technical, procedural, and implementation aspects of potential policies, program, or proposals for the design and implementation of new landscaping features.

The Senior Vice President for Finance & Administration shall consider all new appointments and re-appointments to the committee. There is no limit to the number of terms and individual may serve on the committee.

Section 6-Participation: Members are expected to attend all scheduled Campus Tree Advisory Committee meetings. A committee member who cannot attend a meeting may nonetheless submit his or her vote on any issue in advance of the meeting by written communication (including e-mail) to the Chair.**Section 7-Resignation:** Upon the

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resignation of any member of the Campus Tree Advisory Committee, a new member shall be appointed pursuant to this Article. The newly appointed Campus Tree Advisory Committee member shall complete the term of the resigned position.

ARTICLE V: MEETING GUIDELINES

Section 1-Quorum: A quorum of the Committee must be present for the conduct of a meeting. A quorum of the Campus Tree Advisory Committee consists of a majority of its voting members.

ARTICLE VI: MEETING TYPES

Section 1-Routine Meetings: The members of the Campus Tree Advisory Committee shall meet twice per semester. As appropriate, a meeting time and location will be adjusted to accommodate particular needs or circumstances of the members of the committee by a two-thirds majority vote. Meeting agendas will be distributed to members 3-days before each scheduled routine meeting

Section 2-Non-Public Sessions: The meetings of the Campus Tree Advisory Committee are not open to the public.

Section 3-Public Hearings: The Campus Tree Advisory Committee may hold a public hearing during which it accepts public testimony on a particular order or report or with respect to revisions to the Campus Tree Care Plan. The location, time and agenda of the public hearing shall be announced at least 30 days prior to the scheduled meeting date.

Section 4-Special Meetings: A minimum of one-third of the members of the Campus Tree Advisory Committee may request a special meeting (special meeting is a meeting that is held at a different time than routine meetings). Such a request for a special meeting shall be submitted to the Campus Tree Advisory Committee Chair. Upon receipt of the request the Chair shall schedule the meeting. The Chair shall provide the members of the Campus Tree Advisory Committee with notice of a special meeting. Such notice shall include the purpose, time and location of the meeting. Notice shall be provided no less than one week before the scheduled date of the special meeting. A quorum is required to conduct business at a special meeting.

ARTICLE VII: SUBCOMMITTEES

Subcommittees will be created as needed to address special circumstances and will be disbanded after the resolution of the issue. A simple majority vote of the Campus Tree Advisory Committee voting members is required to establish a subcommittee. Subcommittees may include non-members of the Campus Tree Advisory Committee in addition to representatives from the committee.

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ARTICLE VIII: CONDUCT AND RESPONSIBILITIES OF MEMBERS

Section 1-Behavior: Campus Tree Advisory Committee members (voting and ex-officio) shall conduct themselves in a professional and respectful manner during meetings and when representing the Committee at other times.

Section 2-Confidentiality: At times it is possible that matters discussed by the Committee are considered confidential. Such matters may include change in policies or internal disputes among members of the Campus Tree Advisory Committee. Matters identified as confidential will not be shared with non-committee members.

Section 3-Breaching Confidentiality: The members of the Campus Tree Advisory Committee, by two-thirds majority vote, can recommend the dismissal or resignation of a member of the Campus Tree Advisory Committee who breached the confidentiality of any matter identified as confidential.

ARTICLE IX: ANNUAL REPORT

Section 1-Annual Report: The Chair, with the input from committee members, shall complete an annual report that describes the activities and accomplishments of the previous year, a summary of recommendations forwarded to the Vice President for Administration and the Committee's proposed work for the upcoming year. Such a report shall be reviewed during the first routine meeting of the academic year.

ARTICLE X: MINUTES

Section 1-Minutes Recording: The Campus Tree Advisory Committee shall designate a committee member to record the minutes at each meeting.

Section 2-Approving Minutes: The minutes of each committee meeting will be submitted for approval by the members of the Campus Tree Advisory Committee.

ARTICLE XI: BYLAWS

Section 1-Adopting Rules and Bylaws: The Campus Tree Advisory Committee shall review these bylaws on an as-needed basis. The Campus Tree Advisory Committee may adopt revisions to these bylaws or add rules in implementation of the bylaws. Such revisions or rules shall be accumulated and restated on an annual basis. At this time, the revision and new rules will be put to vote by the entire committee. Revisions and new rules may be adopted by a majority vote. The revised bylaws will be submitted to the Vice President for Administration for final review and approval.