

**BYLAWS FOR  
CITY OF PIERRE  
ARBOR BOARD  
ADOPTED MARCH 4, 2008**

**Article I. Name**

The name of this board is the City of Pierre Arbor Board.

**Article II. Purpose, Authority, Duties, and Termination**

- A. The purpose and authority of the Arbor Board is to act as an advisory group to the Mayor and Commission regarding the planting and care of trees in the City of Pierre.
- B. The Arbor Board shall have such other powers and duties as may be referred to it by Ordinance, Resolution or by the Mayor.
- C. Specific duties of the Arbor Board include:
1. Educate and advise the public about community forestry issues.
  2. Conduct tree planting and care workshops for the public.
  3. Influence tree management and planting in the City of Pierre.
  4. Organize and present Tree City USA programs.
  5. Organize and supervise the Arbor Day tree planting.
  6. Influence management of the Pierre Native Plant Arboretum.
  7. Conduct an annual tour of the Arboretum.
  8. Prepare tree planting, care and ordinance recommendations for presentation to the Mayor and City Commission.

**Article III. Membership and Term**

- A. The Mayor of the City of Pierre shall appoint six (6) members to the Arbor Board.
- B. The initial terms shall be from one (1) to three (3) years, inclusive, with all subsequent appointments being for three (3) years. Appointments shall be made and expire on the first day of January of any given year.
- C. Appointments to fill vacancies shall be as in the case of other appointments for the unexpired term of the member whose term became vacant.
- D. Upon the failure of any member to attend three consecutive meetings, the Arbor Board may recommend termination of that appointment to the governing body, and the governing body may remove the incumbent from the Arbor Board and declare the position vacant, to be filled in the manner of a regular appointment.

#### **Article IV. Officers and Staffing**

A. Officers. The officers consist of a chair, vice-chair and secretary who shall be selected by the Arbor Board membership and who shall serve at the pleasure of the membership.

B. Chair. The chair shall have general supervisory and directional powers over the Arbor Board. The chair shall preside at all Arbor Board meetings and, in consultation with support staff, set the agendas and notify the Arbor Board of all meeting times and place. The chair shall also be an ex-officio member of all subcommittees and shall be the sole spokesperson for the Arbor Board unless this responsibility is delegated to support staff.

C. Vice Chair. The vice chair shall execute all powers of the chair in the absence of the chair.

D. Secretary. The secretary shall keep minutes of said meetings.

E. Staff. The City of Pierre will provide staff support to the Arbor Board to the extent that the budget permits.

#### **Article V. Organizational Procedures**

A. The Arbor Board, as soon as practical after the initial appointments, shall organize by election of a Chair, Secretary and such other officers as it deems appropriate. It shall adopt rules and regulations governing its proceedings and shall meet at such times as it shall determine. All meetings shall be open to the public. The agenda and minutes of the Arbor Board shall be posted on the City of Pierre web page.

B. Fifty percent of the voting membership of the Arbor Board shall constitute a quorum.

C. These bylaws may be repealed or amended, or new bylaws may be adopted by a majority vote of the City of Pierre on its own initiative, or upon a recommendation from the Arbor Board.

D. The parliamentary authority for the Arbor Board is *Robert's Rules of Order Revised*, except where superseded by these bylaws or local, state, or federal law.

The above said Bylaws were presented and adopted by the City Commission of Pierre on March 4, 2008.