

Tree and Forest Committee Guidelines

A. AUTHORITY

1. The Tree and Forest Committee shall have the following powers and duties as delegated by the Board of Selectmen:
 - a. The Tree and Forest Committee shall coordinate activities relating to trees and forests in the Town of Lanesborough.
 - b. The Tree and Forest Committee shall advise the Board of Selectmen on all tree and forest issues in the Town of Lanesborough.
 - c. Any funds raised by the Tree and Forest Committee to additionally support its function shall be properly accounted for and reported to the Town Accountant, as shall expenditures from the funds.
 - d. Additional ad hoc powers and duties may be requested by the Board of Selectmen and will be delegated in writing by the Board of Selectmen.

B. MEMBERSHIP

1. The Tree and Forest Committee shall consist of five (5) members appointed for three (3) year staggered terms.
2. The Tree and Forest Committee shall elect a Chairperson and Secretary at the first meeting held after the Annual Town Election. The officers shall serve until the next Annual Town Election.
3. Chairperson: The Chairperson shall preside at all Tree and Forest Committee meetings. The Chairperson shall have the responsibility of posting notices of meetings as required by law. In the absence of the Chairperson, the Tree and Forest Committee shall appoint an acting Chairperson. The Chairperson shall call for a vote on all motions that have been proposed and seconded. The Chairperson shall submit a summary report for inclusion in the Annual Town Report.
4. Secretary: The Secretary shall keep the Tree and Forest Committee's records of attendance, meeting Minutes, agendas and motions. The Secretary shall also process all correspondence required by the Tree and Forest Committee and will file meeting Minutes with the Town Clerk after Tree and Forest Committee approval. The Secretary will also maintain any necessary files and records of the Tree and Forest Committee.
5. When a member voluntarily vacates his/her position in the Tree and Forest Committee, the following procedures shall be followed:
 - a. The Tree and Forest Committee will make it known to the community and the Town Manager that a vacancy exists and thereby solicit interested parties.
 - b. A new member may be recommended by the remaining members of the Tree and Forest Committee and brought before the Board of Selectmen for an interview.
 - c. Should a Tree and Forest Committee member have more than six (6) absences within a consecutive 12 month period without cause, the Tree and Forest Committee Chair shall notify the Town Clerk, who shall mail a notice to the Tree and Forest Committee member stating that said member is considered to have vacated the position.

C. MEETINGS

1. The Tree and Forest Committee shall meet monthly or as needed. Meetings shall be run according to parliamentary rules of order. Additional meetings as required shall be scheduled by the Chairperson.
2. The Tree and Forest Committee shall give notice of any meeting for posting by the Town Clerk at least 48 Town Hall working hours prior to said meeting. All Tree and Forest Committee members will be individually notified by email or phone, also 48 hours prior to said meeting by the Chairperson.
3. All meetings of the Tree and Forest Committee shall follow Open Meeting laws.
4. The presence of three (3) members shall constitute a quorum. Endorsement of a motion requires a vote of at least three (3) members.