

## **BOARDS, COMMISSIONS, COMMITTEES**

### **PART 5 19-500 TREE COMMISSION**

#### **19-501 Purpose**

The purpose of the Tree Commission shall be to:

1. Advise the Board of Supervisors on actions it might take for maintaining, improving and increasing the urban forest across Fairfax County.
2. Report annually on the administration and implementation of ordinances, policy and programs regarding:
  - A. Tree preservation and planting requirements in the Code of Ordinances and the Public Facilities Manual.
  - B. County agencies' design, installation and maintenance of natural landscapes pursuant to the Board of Supervisor's Natural Landscaping Policy.
  - C. Activities of public and private agencies to promote tree planting and care on private property.
3. Recommend to the Board of Supervisors improvements to the Fairfax County Tree Action Plan as appropriate.
4. Represent the Board of Supervisors in the Community of Practice established in accordance with the Fairfax County Tree Action Plan.
5. Provide outreach on behalf of the Board of Supervisors to private organizations and county citizens regarding the benefits of maintaining, improving and increasing Fairfax County's urban forest.

#### **19-502 Authority and Establishment**

The Tree Commission was established in conformance with an action adopted by the Board of Supervisors on June 18, 1973 and amended on July 30, 1973, which action became effective on August 1, 1973. The Tree Commission heretofore established shall continue as the Tree Commission for the purpose of this Ordinance, and the duration of the Tree Commission shall be determinable by the Board of Supervisors.

The official title of this commission shall be the 'Fairfax County Tree Commission'.

#### **19-503 Membership**

1. The Tree Commission members shall be appointed by the Board of Supervisors and shall be composed of fifteen (15) members. Ten (10) of the members shall be citizens of the County chosen by the Chair and other members of the Board of Supervisors. Five (5) of the members shall be representatives from the following offices and agencies: Fairfax County Environmental Quality Advisory Council; Northern Virginia Soil and Water Conservation District; Fairfax County Park Authority; Department of Extension and Continuing Education of Fairfax County; and Virginia Department of Forestry.

2. Citizen members shall be appointed to serve for a term of three (3) years or until their successor has been appointed. An appointment to fill a vacancy shall be only for the unexpired portion of the term. Members may be reappointed to succeed themselves.
3. If a member is absent for three (3) consecutive meetings without sufficient cause, a letter will be sent to the appointing supervisor or organization asking for replacement of that member.
4. The removal or resignation or withdrawal of any or all members of the Tree Commission shall not result in the dissolution of the Tree Commission.

#### **19-504 Officers**

1. The officers of the Tree Commission shall be Chairperson and Vice-Chairperson and such other officers that the Tree Commission shall from time to time elect.
2. The Tree Commission shall elect its officers once each year or on the occasion of withdrawal of an officer from his post. An annual election meeting shall be held as soon as appropriate after regular annual appointments are made.
3. The duties of the officers shall be in general those defined in Robert's Rules of Order, modified as required to fit the purpose of the Tree Commission as documented in its Bylaws.

#### **19-505 Meetings**

1. Meetings of the Tree Commission shall be called by the Chairperson as needed or upon the request of three (3) or more members. Meetings shall be held at a time and place to be designated by the Chairperson.
2. Meetings of the Tree Commission shall be advertised as required by the Virginia Freedom of Information Act and open to the public.
3. Proceedings of the Tree Commission shall be in accordance with Robert's Rules of Order modified as required to fit the purpose of the Tree Commission as documented in its Bylaws.

#### **19-506 Records**

The Tree Commission shall keep records of all its proceedings, and such records shall be made available upon request for public inspection.

#### **19-507 Powers and Duties**

1. The Tree Commission shall have the power to do any lawful acts or things reasonably necessary to carry out its purposes.
2. The Tree Commission shall develop and disseminate technical information for professional groups, developers, and citizens and shall strive to inform the general

public of the provisions of applicable ordinances, Board policies, and chapters of the Public Facilities Manual.

3. The Tree Commission shall assist the Urban Forest Management Division in the development and maintenance of the ordinances, the policies listed in purpose section of these bylaws, and allied documents which provide guidance for persons involved in planting, preserving, protecting or replacing trees and other components of healthy forests and natural vegetation.
4. The Tree Commission shall present an annual report to the County Executive and Board of Supervisors, such report to include:
  - A. A description of activities conducted.
  - B. A report of activities ongoing and forecast.
  - C. An evaluation of the experience of the administration and implementation of the provisions set forth in applicable ordinances, Board policies, and chapters of the Public Facilities Manual, to include: an appraisal of the strength and comprehensiveness of the provisions; recommendations to improve implementation; and judgment as to how it is being interpreted by the public and by those affected by the requirements of these provisions.
5. The Tree Commission shall be furnished working facilities as provided by the County Executive. Where required, the Tree Commission shall be provided assistance from other County offices.
6. The Tree Commission may divide itself into ad hoc committees as the Chairperson may direct or the Tree Commission may resolve, and such ad hoc committees may acquire additional assistance from any sources as required to perform assignments so long as they are consistent with the provisions of applicable ordinances, Board policies, and chapters of the Public Facilities Manual.
7. The Tree Commission may enact bylaws as may be required to aid in its efficient operation and such bylaws shall be incorporated by reference in this Part.