Town of Washington Grove

(Version 3.0 9 June 2021)

Guidelines of Forestry and Beautification Committee

1. Mission

The trees and shrubs in Washington Grove are integral to the town and to the historic nature of its "camp" setting and designation as a "town within a forest." Consisting of volunteer members, the Forestry and Beautification Committee oversees the health and maintenance of trees, shrubs and the general appearance of Town land in the residential area of town, but not the East and West Woods. The Committee provides recommendations to the Council Liaison for Forestry regarding selection and placement of new trees for planting each year, health needs, and landscape plans in our public areas. The Committee supervises installation of new trees, shrubs, and herbaceous plants and sponsors work days for cleaning and pruning in public areas as well as serving as a resource for the Town and Town residents.

2. Committee Structure

The committee consists of the Chair and Vice Chair or 2 Co-Chairs, a Secretary, and regular members. A Chair may assume the role of Secretary if necessary. All committee members are voting members.

- The Chair(s) are responsible for keeping a record of the committee membership and communicating it to the Town Clerk as needed, generating the agenda and the notice of the meeting, scheduling the meeting, running the meeting, assigning tasks to members, and drafting various communication materials including for the town newsletter, the website, town meeting presentations, etc. In addition to the above administrative duties the Chair(s) will also keep records of trees planted with health monitored for a minimum of two years after installation. The Chair(s) are responsible for liaising with other town committees, with residents impacted by our work, and with public utilities who impact our work. The agenda will be sent to the Town Office and Web Master for posting at least a day prior to a scheduled meeting. The Chairs are free to delegate any of these tasks to other members. By Resolution 2020-03 the Chair of the Forestry & Beautification Committee is also one of the three members of the Memorials Committee.
- The Secretary is responsible for generating the meeting minutes and organizing and
- archiving various committee documents. Approved meeting minutes will also be sent to the Town office and the Town web master for posting.

- The Council Liaison is a voting member of the Committee and provides a communication channel between the committee and Town Council. The Council liaison follows provisions determined by the Town Council for budget preparation and expenditures. As a member of the Town Council, the liaison cannot be committee chair.

3. Membership

The committee welcomes new members while wishing to ensure that its members are truly interested in its goals.

One can become a member of the committee upon attending a 2nd out of 6 consecutive meetings and expressing desire to do so. At that time, a current committee member will offer to further explain the functions of the committee, discuss past actions of the committee, and committee plans. Such an introduction should include a tour of the parts of Town for which the Committee is responsible and inspection of trees of special interest. In turn, the new member should have the opportunity to express particular interest and expertise in any of the functions of the committee.

Membership will lapse for any member who misses 6 consecutive meetings. Reinstatement will occur upon attending the 2nd out of 6 consecutive meetings.

4. Meetings

The committee meets monthly during the spring and fall planting seasons, typically March, April, May, September, October, and November. Additional meetings may be added upon agreement of the committee.

The Committee Chair and Secretary are elected annually at the first meeting of the year by the majority of those present. At the November meeting, the committee will discuss expenditures to date and projected expenses for the remainder of the fiscal year.

A quorum (> 50% of committee members) is not required to hold a meeting, but is required to pass a motion. Committee decisions are made first by pursuing a consensus among the committee members. If a consensus is not reached, and a quorum is present, then an open vote is required to approve an introduced and seconded motion. A majority vote of those attending the meeting is necessary to pass a motion.

5. Conduct of the Committee Members

Committee members are expected to be respectful and courteous to each other and to allow each participant a fair opportunity to contribute. While participating in Washington Grove committee activities, all participants shall act in accordance with all applicable laws, the Washington Grove Town Charter, and the Washington Grove Code of Ordinances.

6. Modifications to Bylaws

These guidelines can be amended by majority vote of the committee members present at a meeting in which there is quorum.