

City of Newburyport Tree Commission

Meeting and Operational Guidelines

At least ten Commission meetings are scheduled annually.

Meetings are publicly posted with the City Clerk consistent with Massachusetts Open Meeting Laws.

No later than the December meeting each year, the Chair will appoint a Nominating Committee of up to three Voting Members to submit a list of Voting Members for election as officers of the Commission. Anyone serving on the Committee must agree to not seek nomination to a position. At the January meeting each year the Commission will elect a Chair and Vice Chair. In addition to those recommended by the Nominating Committee individuals may be nominated from the floor. Voting members may self-nominate. An officer's term commences at the close of the meeting at which they were elected.

A majority of the seven voting members, including, when appropriate, an authorized Alternate, constitutes a quorum. The Tree Warden is an ex officio member of the Commission, and as such, is not a voting member nor counted toward the quorum.

All Commission actions require an affirmative vote of a majority, at least four, of the Commissioners present and voting. When a vote is unanimous the specific votes of members will not be recorded in the Minutes. If the vote is not unanimous, specific votes will be recorded.

Commission Alternates may attend meetings and sit with the other members of the Commission. Alternates may participate in discussions, but may not vote unless they have been designated by the Chair to replace a voting member who is absent or who recuses him or herself for any reason.

The Chair will preside. In the absence of the Chair the Vice Chair will preside.

Once attendance has been taken, there will be an opportunity for residents to address the Commission on matters of interest to them within the scope and responsibility of the Tree Commission followed by a review and vote on the Minutes of the previous meeting, reports from the Commission Treasurer, the Tree Warden, and Commission Committees.

Members, at the beginning of the meeting, may request the addition of an item for consideration under New Business. If approved by a majority vote the item will be added to the agenda.

Members of the general public will be seated in the audience and may be recognized by the Chair to speak to an issue. All dialogue is through the Chair. Members of the public must sign in on a list provided by the Commission and state their name and address prior to speaking.

Approved: June 13, 2013, Revised January 8, 2015, Revised January 12, 2017