

City of San Diego Community Forest Advisory Board Bylaws,
September 2025

Article I Statement of Purpose

The Community Forest Advisory Board [the Board] is a Municipal Code-created advisory body to the Mayor and City Council of the City of San Diego advising on policy issues relating to urban forestry. The Board's duties include suggesting mechanisms that establish and maintain a healthy urban forest for City residents and visitors.

The Urban Forestry Program plans, installs, maintains, and protects trees on City property and within the City's public right of ways. These programs are administered by the Departments of Transportation, Parks and Recreation, City Planning, Development Services, Engineering & Capital Projects, Public Utilities, and other departments that the Mayor designates. The City Forester or other designee set by the Mayor's office shall be the liaison of the Board with City staff.

Article II Duties and Functions

Pursuant to the provisions of Chapter 2, Article 6, Division 05 of the Municipal Code, the Board shall:

- (a) Provide advice and recommendations directly to the Mayor *and* City Council on all policy issues relating to urban forestry;
- (b) Advocate and formulate proactive urban forestry policies, ordinances, and guidelines;
- (c) Prepare and recommend a comprehensive urban forestry master plan and conduct a tree inventory;
- (d) Review and comment on the coordination, implementation, and compliance of urban forestry related policies and programs;
- (e) Network with other City-lead boards, agencies, and/or community residents;
- (f) Act as a general information resource and promote volunteerism in urban forestry;
- (g) Review and comment on the implementation and compliance with urban forestry policies and programs.
- (h) Promote and seek funding for the establishment and sustaining of an urban forestry program.
- (i) Promote and foster a strong sense of community through urban forestry

Article III Membership

The Board is comprised of thirteen members, who serve without compensation. All members shall be appointed by the Mayor and confirmed by the City Council. The Mayor shall appoint nine members, one member from nominations submitted by each Councilmember to represent their district. Additionally, the Mayor shall appoint four members who shall be any of the following, licensed landscape architect; certified arborist; urban forester; horticulturist/nursery industry representative; representative from a non-profit organization or governmental agency involved with forestry; or an artist. The members shall serve three-year terms, and each member shall serve until a successor is duly appointed and confirmed.

The members shall be appointed such that the terms of not more than five members shall expire in any year. The expiration date of all terms shall be December 31. On or after February 15 of each year, the Board shall select a Chair from among its members. Any vacancy shall be filled for the unexpired term of the member whose place becomes vacant.

The Board may recommend to the City Council that the number and representation of the Board be changed, and the City Council may revise Chapter 2, Article 6, Division 05 of the Municipal Code to change the composition.

Article IV Standards of Conduct

In accepting the Oath of Office, members of the Board shall maintain the highest standards of professional and personal conduct. They shall support the mission, goals and objectives of the Board, advise the Mayor and the City Council, uphold all laws and regulations, and refrain from using their membership on the Board to secure special advantage or benefit for themselves or others. Board members shall treat all fellow members, as well as members of the public, with courtesy, respect, objectivity and fairness. Members shall refrain from engaging in activities which could result in a conflict of interest or reflect in a derogatory manner on the City.

All Board members shall comply with the City of San Diego's Code of Conduct for Boards and Commissions by signing and acknowledging this document.

Article V Termination of Membership

The membership of any Board member shall terminate upon the occurrence of any of the following events:

- (a) Resignation or death of the member,
- (b) Expiration of the membership term and a successor is duly appointed and confirmed by City Council, or
- (c) Board recommendation to the Mayor and City Council for the removal of a member, and a City Council vote to approve the recommendation.

Article VI *Meeting of Members*

Section 1. *Place of Meetings*- Meetings of members of the Board shall be held at any place within the City of San Diego designated by the Board liaison in coordination with the Chair. The meeting place should have adequate resources and acceptable access to the Board, the public, and staff. Meetings are currently held in person. Video conferencing may be utilized as technology and the Brown Act allow.

Section 2. *Notice of Meetings*- The agenda shall be posted on the City's website and an email notice sent to every Board member not less than 72 hours before the meeting. The notice shall state the place, date, and hour of the meeting, any matters which the Chair intends to present for action by the members, and the general nature of any other items on the agenda. A written notice shall be posted at the meeting location, not less than 72 hours before the meeting.

Section 3. *Quorum*- At all Board meetings, a majority of the Board positions. Including vacant positions, and not less than seven, shall constitute a quorum.

Section 4. *Attendance*- It shall be assumed that Board members will attend each meeting. Request for excused absence shall be sent by email message to the Chair or Board liaison no less than 7 calendar days before the meeting. Board members shall send an email to the Chair or Board liaison, at least 24 hours before the meeting, if unexpected medical condition or other extenuating circumstances prevents meeting attendance.

Section 5. *Cancellation of Meetings*- If the excused and unexpected absence of Board members is projected to result in less than a quorum, the Chair or Board liaison shall cancel the meeting and inform all members at their official email addresses. This notice shall inform Board members, City staff, and the public, to the extent possible, at least 24 hours in advance.

Article VII *Voting*

Section 1. *Eligibility to Vote*- Persons entitled to vote at any Board meeting shall be limited to those persons qualifying for membership under Article III of these bylaws.

Section 2. *Manner of Casting Votes*- Voting shall be by voice or show of hands, unless a written ballot is demanded by any voting member before the voting begins. In cases involving a written ballot, the Chair shall appoint three voting members as inspectors of voting to verify the validity of any ballot and to count the votes. Decisions taken by the Board shall be by majority vote.

Section 3. *Proxies*- Voting in all instances shall be in person and not by proxy or *in absentia*.

Section 4. *Non-Member Observers*- Subject to the discretion of the Chair, interested members of the public attending the meeting may speak at Board meetings for typically two minutes per item, but this time can be adjusted by the Chair. Non-member observers may not pass out materials to the board but may give materials to the Chair who will distribute at the Chair's discretion.

Article VIII *Officers*

Section 1. The officers of the Board shall consist of a Chair, a Vice-Chair, and a Secretary voted on by the Board *on or after February 15*. The Vice-Chair shall perform the duties and responsibilities that may be delegated by the Chair. In the absence or disability of the Chair, the Vice-Chair shall perform the Chair's duties. Normally the Vice-Chair becomes the Chair and the Secretary becomes the Vice-Chair. When an officer position becomes vacant, the officers move up to fill the void and the board selects a new Secretary. The Secretary shall take notes and provide them to the Board liaison who prepares the final draft for the Board.

Section 2. The Chair, who shall preside at all Board meetings, shall set the agenda in consultation with the Board liaison, the time and place of such meetings, and provide a timely written notice thereof pursuant to the provisions of Article VI, Section 2 of these bylaws. *The Chair shall have the responsibility of ensuring that* staff members assigned by the Office of the Mayor shall keep a complete record of all meetings and Board activities and reports.

Section 3. An Executive Committee consisting of the Chair, Vice-Chair and the Secretary shall be responsible for preparing and submitting an annual report of the Board's activities to the Office of the Mayor of San Diego. This annual report shall be submitted during the month of March after Board comment and approval.

Article IX *Committees*

At the discretion of the Chair, one or more ad hoc committees may be established to perform ongoing or occasional tasks as necessary. Members should be willing to accept assignments and participate in committees. Committees may include members of the public but must contain fewer board members than a quorum. An ad hoc committee example would be a group formed to review and recommend changes to the bylaws.

Article X *Parliamentary Procedure*

Except in case of emergency, all board meetings shall be governed by the latest revised edition of *Robert's Rules of Order*.

Article XI *Amendments*

These bylaws shall be reviewed annually or as deemed necessary by the Chair. They may be amended at any regular meeting of the Board by a majority vote of those present, provided such proposed amendments are circulated in writing to all Board members *at least ten (10) calendar days* prior to such a meeting. Bylaw review can be initiated at any time by a majority vote of the Board at a regular Board meeting.