

Bylaws of the Sanford Trails and Urban Forestry Committee As Amended February 2023)

Article 1 Purpose

The Committee's mission is to develop, maintain, and promote a comprehensive system of trails connecting a wide variety of users to our city's natural and cultural areas for outdoor recreation, exercise, and transportation and to oversee the city's forest property, promote good forestry management, and educate the community about the importance of our trees and forests.

Article 2 Composition of the Committee

The Committee shall consist of no more than 13 voting members appointed by the City Council and sworn in by the City Clerk. Members must be qualified to vote in Sanford-Springvale. The City Director of Parks and Recreation shall be a non-voting ex officio member of the committee. Every effort shall be made to ensure that the membership of the committee reflects the interests of all trail users. In addition, the committee shall encourage the participation of volunteers interested in helping improve the city's trails and forests.

Article 3 Terms of Office

The terms for the voting members of the committee shall be three years, renewable through reappointment by the City Council. When any member has missed 3 consecutive meetings without an excused absence, the Committee will request that the City Council remove the person as a member of the Committee. An excused absence is when the member has notified the Chair, Vice Chair, or Parks and Recreation Director by email or phone of the expected absence before the meeting.

Article 4 Officers

The officers of the committee shall be a chair, a vice chair, and a secretary. The Director of Parks and Recreation shall serve as the committee's Treasurer. The chair shall set the agenda and preside over meetings. The vice chair shall act in the absence of the chair. The secretary shall take minutes of the meetings and see that they are distributed. Officer's terms of office shall be one year, renewable.

Article 5 Meetings and a Quorum

The committee shall meet monthly, generally on the third Monday of the month, or at different times at the call of the chair. All meetings are open to the volunteer members and any other interested members of the public. An annual meeting of the Committee shall be held in January for (1) election of officers, (2) adoption of the Committee's budget and (3) receipt of an annual written report on the committee's activities to be presented by the chair. Meetings may take place either in person or electronically.

Members participating electronically shall have their votes counted. A quorum shall be a simple majority of the voting members of the committee.

Article 6 Sub-Committees

Sub-Committees shall be established at the discretion of the chair subject to approval by the committee.

Article 7 Finances

The officers of the committee in conjunction with the Treasurer shall develop a proposed budget for the year and present it to the committee for approval at the January Annual Meeting.

Article 8 Amendments

Amendments to these Bylaws may be proposed by the officers of the committee or any voting member at any time. Enactment of proposed Bylaw amendments require (1) 30 days notice to the committee (2) a quorum at the meeting to adopt the changes, and (3) a two thirds vote of all voting members of the committee in attendance. Amendments to the Bylaws must be approved by the City Council.

February 2023