

**ARTICLES OF ASSOCIATION
OF THE
WASHINGTON COMMUNITY FORESTRY COUNCIL**
(AMENDED 1/26/1995, 10/26/1995, 2/3/1999, 8/4/1999, and 2 / 14 / 2006)

ARTICLE I

Name and Affiliation

Section 1. The name of this association is the *Washington Community Forestry Council* hereinafter referred to as the Council. The address of the Council shall be the offices of the Department of Natural Resources, Resource Protection Division, 1111 Washington Street Southeast - MS: 47037, Olympia, Washington 98504-7037.

Section 2. The Council is commissioned by the Washington State Department of Natural Resources and may affiliate with other organizations, as the Council from time to time deems necessary to achieve the purposes stated in Article II.

ARTICLE II

Purpose and Duty

Section 1. The purpose of the Council shall be:

- A. To advise the Commissioner of Public Lands and Department of Natural Resources staff on its policies and programs related to community and urban forestry.
- B. To provide a statewide vision that enhances and heightens the awareness of forest and associated natural resource management in community and urban areas.
- C. To promote public awareness and education of community and urban forestry issues.
- D. To provide leadership on community and urban forestry issues.
- E. To provide information for people in the field of, and with an interest in community and urban forestry.
- F. To cultivate cooperation among all sectors involved in community and urban forestry.
- G. To advise the Legislature and the people of the State of Washington on the best ways to preserve, protect, expand, and improve Washington's community and urban forests.
- H. To promote and enhance the implementation of the Urban and Community Forestry program's strategic plan.

Section 2. The Council shall cultivate cooperation among parties interested in community and urban forestry matters, to the ends that duplication and inefficiency are avoided and that the most beneficial and economical urban forestry policies are adopted.

ARTICLE III

Membership

Section 1. Membership on the Council shall be open to any organization, society, association, business, public agency, group, professional or citizen having an interest in community and urban forestry.

Section 2. Members may be appointed to serve on committees, encouraged to attend all meetings of the Council, and to support and participate in achieving the functions, purposes and duties of the Council.

Section 3. No member of the Council, other than Officers of the Council, may speak in the name of the Council or act in its behalf without the prior authorization of the Council or its Officers.

ARTICLE IV

Composition of the Council

Section 1. The Council shall be composed of not less than fifteen (15), not more than twenty one (21) members. The Council will seek to ensure that a balance of statewide representation is achieved in recruiting and nominating members for appointment by the Commissioner and State Forester to the Council.

The Council shall be composed of not more than one member serving as a representative from each of the following organizations:

- Washington State Department of Natural Resources,
- United States Forest Service,
- College of Forest Resources at the University of Washington,
- Washington State University Extension,
- Washington State Nursery and Landscape Association,
- Washington State Department of Transportation,
- Washington Association of Landscape Professionals,
- Association of Washington Cities (AWC),
- Washington State Association of Counties (WSAC),
- Washington State Recreation and Park Association (WRPA),
- Pacific NW Chapter of the International Society of Arboriculture.

The Council shall also be composed of not more than one member serving as an individual from each of the following categories:

- urban forest manager or municipal arborist,
- private sector or commercial arborist,
- public or private utility arborist,
- non-profit/volunteer or environmental youth conservation,
- elected official not representing AWC or WSAC,
- registered Landscape Architect,
- state, county, city or local agency concerned with conservation or education,
- public or private land development, urban planning, economic development or similar profession,
- academic institution with an expertise in urban and community forestry issues.

If the Council is unable to find sufficient nominees from the specific organizations and individual categories listed above, or if necessary to balance the representation of the Council in accordance with Article II, the Commissioner and State Forester may appoint up to four members-at-large.

Section 2. Members of the Council shall serve terms of three years, except as noted in Section 3 of this Article. In the fourth quarter of each fiscal year the Commissioner of Public Lands and the State Forester shall appoint up to seven members to the Council for terms to begin at the commencement of the next fiscal year. Except as provided in Section 3 of this Article, an individual Council member may be appointed for no more than 2 consecutive full terms. Initial appointment to complete an unexpired term of another duly-appointed member shall not be considered part of the term limit as defined by this Article.

Section 3. The representatives of the Washington Department of Natural Resources and United States Forest Service may serve an unlimited number of terms. Other organizations listed in Section 1 of this Article may have representatives appointed to the Council for unlimited terms. These organizations will be asked to submit names to fill new appointments and any unexpired terms representing their organizations. Individuals appointed to represent organizations will not be prohibited from serving more than 2 consecutive terms, though the organizations are encouraged to submit names of other individuals to serve as their representatives to further the term limit goals listed in Section 2 of this Article.

Section 4. Absence, without prior notification to the Secretary, from two consecutive Council meetings, or absence from four Council meetings in any twelve month period shall constitute automatic resignation from the Council. Failure to attend a special emergency meetings shall not constitute and absence under this Article.

Section 5. The Commissioner of Public Lands and the State Forester shall appoint any unexpired term of a Council member should the position become vacant by resignation, death, or expulsion.

ARTICLE V

Officers

Section 1. The Council officers shall be the Chair, Vice Chair, and Secretary of the Council.

Section 2. The Chair and Vice Chair shall each serve terms of one year. The appointed representative of the Department of Natural Resources shall serve as the Secretary of the Council.

Section 3. Duties and Powers

A. It shall be the duty of the Chair to preside at all Council annual, regular, and special meetings, vote in case of a tie, set meeting agendas, enforce due observance of these Articles,

make available to members rules governing the conduct of the Council, call emergency Council meetings when necessary, appoint all committees for which no provisions have been made by these Articles, serve as an ex-officio member of all committees, review reports containing the Council's advice on urban forestry matters (subject in each case to approval by the Council), serve as spokesperson for the Council on issues where the Council has adopted positions, be responsible to the Council at all times, and accept and carry out any instructions given him/her by the Council.

B. It shall be the duty of the Vice Chair to perform the duties of the Chair in the event of his/her absence, and assume other duties as assigned by the Chair or Council.

C. It shall be the duty of the Secretary to maintain records of attendance and business transacted at all meetings, make arrangements for Council meetings, and present in writing the minutes of previous meetings to members and other interested parties.

ARTICLE VI

Nominations and Elections

Section 1. At least one hundred twenty (120) days prior to the Annual Meeting, the Chair shall appoint at least two members of the Council to serve as the Nominations Committee. The Nominations Committee will nominate candidates for appointment to the Council for three-year terms to begin at the commencement of the next fiscal year. The Secretary of the Council shall chair the Nominating Committee. The list of recommended nominees, as approved by majority vote of the Council at the last Council meeting of each year, shall be submitted to the Commissioner of Public Lands and the State Forester for their consideration for appointment.

Section 2. The newly appointed Council member(s) shall be announced at the Annual Meeting.

Section 3. The Chair and the Vice Chair shall be elected from the Council by majority vote at the first duly held Council meeting of each fiscal year. Candidates for the Chair and Vice-Chair positions will be nominated at the last Council meeting of each year.

ARTICLE VII

Committees

Section 1. The Council may create or discontinue standing and ad-hoc committees of the Council excluding the Nominations Committee in order to support the functions, purposes and duties of the Council as established in these Articles.

Section 2. The Chair, with the approval of the Council, may appoint or dismiss individuals on standing and ad hoc committees, as necessary to support the functions, purposes and duties of the Council as established in these Articles.

ARTICLE VIII

Meetings

Section 1. The Council shall meet at least once each year. The Annual Meeting shall be held during the month of February at a time and place agreeable to the Council. Notice of the meeting along with the proposed agenda shall be sent to all members sixty days before the Annual Meeting. A quorum for the Annual Meeting shall consist of the majority of the currently appointed Council members.

Section 2. At the last Council meeting of each year, the Council will establish and adopt the regular meeting schedule for the upcoming year, including the date of the next Annual Meeting. The Council shall establish the regular schedule as it deems necessary to support the functions, purposes and duties of the Council as established in these Articles. A majority of the currently appointed Council constitute a quorum at any meeting. Council members must be present to vote as there will be no vote by proxy. The Secretary, in consultation with the Chair, shall send the Council an agenda at least three weeks in advance of each meeting. Additional items for discussion must be submitted to the Chair and Secretary at least two weeks prior to the meeting. Meeting time and place must be published at least 30 days prior to the meeting.

Section 3. Special emergency meetings may be called, if deemed necessary, by the Chair or any four members of the Council. Meeting time and place for a special emergency meeting must be published at least 10 days prior to the meeting.

ARTICLE IX

Fiscal Year

Section 1. The fiscal year of the Council shall be from January 1 to December 31 of each year.

ARTICLE X

Reimbursement of Members

Section 1. All members of the Council shall serve on a voluntary basis. Council members may be reimbursed for directly related expenses in attending meetings of the Council, and for conferences or training programs on behalf of the Council in accordance with the currently adopted State Administrative and Accounting Manual issued by the Office of Financial Management as authorized by the Commissioner and State Forester

ARTICLE XI

Amendments

Section 1. The Articles of Association may be amended by a two-thirds affirmative vote of the

Council members present at a duly-held Annual Meeting.

Section 2. Written notice of the proposed amendment shall be sent to the Council members at least 30 days prior to the Annual Meeting.

Section 3. Nothing in these Articles of Association shall prevent the Council from adopting and altering operating policies and resolutions from time to time that are not inconsistent with these Articles of Association.

Section 4. The Council may, by majority vote at any meeting recommend expansion or revision of its membership categories as defined in Article IV in order to support the functions, purposes and duties of the Council as established in these Articles. The revision of membership as defined in Article IV is exempt from to the conditions of Sections 1 and 2 of this Article. Such action by the Council shall be subject to the concurrence of the Commissioner of Public Lands and the State Forester, and shall be formally incorporated into these Articles at the next Annual Meeting as provided in Sections 1 and 2 of this Article.

ARTICLE XII

Ratification

Section 1. These Articles of Association were ratified at the first meeting of the Interim Washington State Community and Urban Forest Council by unanimous vote of those members present on January 25, 1991.

Section 2. Amendments to these Articles of Association shall be in effect immediately upon ratification. Ratification includes adoption by the Council with concurrence of the Commissioner of Public Lands and the State Forester.

These Articles of Association, as amended are hereby adopted by the Washington Community Forestry Council this _____ day of _____, 2006.

Chair
Washington Community Forestry Council

Secretary
Washington Community Forestry Council

Doug Sutherland
Commissioner of Public Lands

Pat McElroy
State Forester

Date of Concurrence

Date of Concurrence