

Board Approval Date: 4.12.2023

Effective Date: 4.20.2023

Date of Last Review: 3.17.2023



Advisory Committees and Commissions shall have bylaws approved by the Minneapolis Park & Recreation Board (MPRB) Board of Commissioners. At a minimum, bylaws shall discuss election of officers, agenda setting, conflict resolution, member dismissal, meeting rules, and required trainings. These bylaws will be updated every 5 years.

### **Charge**

MPRB Board of Commissioners shall appoint members to advise the MPRB, the City of Minneapolis, and other agencies by making recommendations on important ongoing programs, services or specific policy matters. The charge of the Minneapolis Tree Advisory Commission (MTAC) is to advise on the enhancement of the Minneapolis urban forest and its long-term health. The goals are to coordinate issues related to trees across City jurisdictions; to evaluate issues related to trees; to report annually to the MPRB and City Council; and to explore new ways to acquire resources that increase support for urban forest establishment and management.

### **Commission Responsibilities**

1. Become knowledgeable about projects, programs or initiatives and contribute feedback based on informed perspectives on those projects, programs or initiatives.
2. Resident representatives shall represent their respective geographic areas.
3. Participate in a manner that promotes respectful civil discourse and enhances mutual understanding of all stakeholder viewpoints, and, through collaboration, advances efforts to achieve common goals and outcomes.
4. Direct requests for information to the designated staff liaison.
  - a. The Director of Forestry serves as the staff liaison for MTAC.
5. Be familiar with MPRB policies and procedures.
6. Make recommendations to the MPRB Board of Commissioners, the City Council, and the Mayor on programs, policies, visions, goals and principles affecting the urban forest.

### **Commission Formation and Dissolution**

MTAC was created in March 2004 by the MPRB. The Commission may only be dissolved through MPRB Board action after a public hearing.

### **Meeting Schedule**

MTAC shall meet at least six times per year online or in person, and meeting dates, times, and locations are to be posted online.

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**Membership**

There shall be 18 MTAC members. Seven resident representatives are appointed by the MPRB President and come from MPRB District 1, MPRB District 2, MPRB District 3, MPRB District 4, MPRB District 5, MPRB District 6, and Citywide or At-Large. Other members are: MPRB Commissioner, Mayor or designate, City Council member or designate, MPRB's Director of Forestry, City Public Works representative, City Tree Program Coordinator, Minneapolis Public Schools representative, Tree Care Professional representative, Minnesota Shade Tree Advisory Committee representative, Business / Development representative, and University of Minnesota representative.

**Appointment Process**

MPRB appointed members of the MTAC are appointed by the MPRB Board of Commissioners according to the charge and formation of the commission. Appointed positions are handled through the MPRB application process. Residents of Minneapolis can apply and volunteer to serve on MTAC by completing an application. Appointers will consider geographic representation, age, race, income and interest diversity during the selection process.

**Term of Appointment**

MTAC resident members serve two-year appointments with the ability to serve subsequent terms by reapplying. MTAC appointment rotations run from January of year one through December of year two. The Director of Forestry appoints the Tree Care Professional and Business / Development representatives.

**Compensation**

Serving as an MTAC member is voluntary. There shall be no compensation provided.

**Residency Requirement**

Residency is required of the seven resident representatives and the MPRB Commissioner.

**Election of Officers**

The officers of the MTAC shall be elected by the MTAC members and consist of a Chair or Co-Chairs & a Secretary as its officers. The Chair or Co-Chairs may ask members to participate in ad-hoc committees or be responsible for specific tasks.

**Agenda Setting**

Agendas are set in advance of the monthly meeting by the Chair or Co-Chairs and MPRB staff liaison.

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**Conflict Resolution**

A MTAC member, officer or employee of the MPRB shall not have an interest, directly or indirectly, in any purchase, sale, lease or contract to which the Board is a party. MTAC shall advise the MPRB Board of Commissioners and its President if any matter coming before the Board presents a potential conflict of interest. The MPRB Board of Commissioners may seek the advice of the MPRB attorney on how to disclose an actual conflict. All members are required to disclose conflicts of interest or other ethical conflicts through MPRB Conflict of Interest procedures. Attendees should observe and report when abusive language or actions emerge in public forums or meetings.

**Member Dismissal**

An appointed MTAC member may be dismissed by the President of the MPRB Board of Commissioners following consultation with the organization they represent. This may be done if an appointed member habitually violates meeting requirements, is found to have a conflict of interest as defined under this policy, or continually uses abusive language or conducts abusive actions in public forums or meetings. Dismissal by the President of the MPRB Board of Commissioners must be done with consultation of the appointer in the case of an MPRB Commissioner appointment or with other individuals or groups, or in consultation with the MPRB Executive Team in the case of a selection MTAC appointment. Dismissal decisions may be appealed and will be determined by the MPRB Standards and Conduct Committee.

**Resignation**

Appointed MTAC members may resign by notifying MPRB staff and/or their appointer, after which the appointer will select an alternate to serve on the Commission.

**Meeting Rules**

1. All meetings shall be open to the public and the public will be notified according to the Community Engagement Policy.
2. Commission meeting minutes will be recorded and made available to the public.
3. Expectations for all proceedings are that participants will engage in respectful civil discourse to enhance mutual understanding and promote collaborative decision making.
4. Voting Requirements:
  - a. MTAC members are expected to attend a majority of all scheduled meetings in order to ensure full, fair, and informed participation and decision making. Ideally, consensus is the preferred form of decision making.

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**Minneapolis**  
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- b. When a vote is appropriate or necessary, participating MTAC members in attendance are eligible to vote. Voting results are determined by majority rule of eligible members present at the meeting.
- c. All MTAC members are voting members.

**Required Trainings**

MTAC members shall engage in onboarding training provided by the MPRB and be familiar with MPRB policies and procedures. All MTAC members shall attend an introductory training on the MPRB, ethics, and racial equity based on the structure of the MTAC and how it meets.