

**NOTICE OF PROPOSED AMENDMENT TO THE BYLAWS OF  
THE SAN FRANCISCO URBAN FORESTRY COUNCIL  
TO BE ACTED UPON AT THE REGULAR MEETING OF JULY 24, 2009, 8:30 A.M.  
CITY HALL, ROOM 400**

This notice is issued pursuant to Article XI – Amendment of Bylaws of the San Francisco Urban Forestry Council requiring circulation of proposed amendments in writing to all Council Members and noticed to the public at least ten (10) days prior to such meeting. The Urban Forestry Council will discuss and vote on amending Article III – Urban Forestry Council to add the Council’s Attendance Policy adopted on December 8, 2006 and amend Section 5: Excused Absences and Section 6: Absence from State to read as follows.

**Section 5: ~~Excused Absences~~ Attendance Policy**

~~If a Council member provides prior notification of absence from Council and Committee meetings to the Chair of the Council, then such absence is considered an excused absence. If the Chair or Council staff receives no prior notice, then the minutes shall note that the absence is unexcused. Regular attendance at Urban Forestry Council meetings is critical to the Council’s ongoing success. If a Council Member misses more than three (3) meetings of the full Council or three (3) committee meetings per calendar year, whether those absences are excused or unexcused, then upon a vote of the Council, the Council Chair may ask the appointing authority to remove the member and appoint a replacement member.~~

**Purpose**

The following policy is designed to establish minimum attendance standards for appointed members of the Urban Forestry Council and its Committees. In the event of any conflict between any provision of this policy and any provision of a **Mayoral or Board of Supervisors resolution, policy, ordinance** City ordinance or other applicable law (collectively, “Laws”) governing the Urban Forestry Council that establish more stringent attendance requirements for members of the Urban Forestry Council, the conflicting provision of such Laws shall govern.

**Attendance Requirements**

Except in the event of a notified absence (defined below), each member of the Urban Forestry Council is expected to attend each regular or special meeting of the Urban Forestry Council. The Urban Forestry Council secretary or clerk (“Secretary”) shall maintain a record of members’ attendance.

**Notified Absences**

A member’s absence shall constitute a “notified absence” where the member, in advance of the meeting, informs the Secretary of the Urban Forestry Council or other person whom the Urban Forestry Council has designated that the member will be absent. An absence due to

unforeseen circumstances such as illness or emergency shall also qualify as a notified absence where the member reports such absence to the Secretary of the Urban Forestry Council as soon as reasonably possible. The Secretary of the Urban Forestry Council shall record as non-notified all absences involving neither advance notice nor unforeseen circumstances.

### **Absence from the State**

Any member of the Council who plans to be absent from the State of California for an extended period shall notify the Chair of the Council.

### **Report to the Appointing Authority**

The Secretary of the Urban Forestry Council shall report all instances of non-notified absences as well as any instance of three consecutive absences of a member from regular meetings in a fiscal year to the member's appointing authority.

### **Annual Attendance Report**

At the end of each fiscal year, the Secretary of the Urban Forestry Council shall submit a written report to the appointing authorities of the Urban Forestry Council's membership detailing each Urban Forestry Council member's attendance at all meetings of the Urban Forestry Council for that fiscal year.

### **~~Section 6: Absence from the State~~**

~~Any member of the Council who plans to be absent from the State of California for an extended period shall notify the Chair of the Council.~~

This is to certify that the above notice was issued and posted on July 8, 2009.

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Monica Fish, Commission Secretary