



**BYLAWS OF THE COLUMBUS TREE SUBCOMMISSION
OF THE CITY OF COLUMBUS, OHIO**

The Columbus Tree Subcommittee of the City of Columbus, Ohio, hereinafter referred to as the ‘Subcommission’, constituted pursuant to City Code (“C.C.”) Chapter 912, hereby adopts these Bylaws to govern its proceedings in accordance with C.C. 121.05 and 912.12.

ARTICLE I. - NAME

The name of this Subcommittee shall be the **Columbus Tree Subcommittee**.

ARTICLE II. - PURPOSE AND DUTIES

Section 1.

- A. To act as an advisory Subcommittee to the Recreation and Parks Commission..
- B. The purpose of the Subcommittee is to carry out the duties as designated in Chapter 912 of the Columbus City Codes:
 - 1. To study the problems and determine the needs of the city of Columbus in connection with its tree planting program.
 - 2. To recommend to the Recreation and Parks Commission the type and kinds of trees to be planted in parks, public places and along city streets.
 - 3. To review and recommend to the Recreation and Parks Commission urban forestry-related city code and policies.

ARTICLE III. - MEMBERS

Section 1.

- A. Members of the Subcommittee shall be as required by the Columbus City Code, Section 912.12.
 - 1. The Columbus Tree Subcommittee, shall be composed of nine (9) members. Seven (7) of said members shall be appointed by the Mayor with the approval of Columbus City Council. The eighth member shall be the Director of Recreation and Parks or designee and the ninth member shall be the City Forester of the Recreation and Parks Department, both of whom shall serve as voting *ex-officio* members.

2. New members of the Sub Commission shall be appointed by the Mayor, with approval of Columbus City Council, to serve for the term of five (5) years and until their successors are appointed and qualified. When a vacancy occurs before the expiration of the appointed term, the Mayor shall, with the concurrence of Council, appoint a member to serve for the unexpired term.

3. All members of the Columbus Tree Subcommittee shall serve without compensation.

B. Attendance.

1. The Chairperson shall encourage regular and punctual attendance by each Subcommittee member. Except in the case of an unforeseen emergency, it shall be the duty of each Subcommittee member to attend every meeting, or to notify the Secretary or his/her designated staff person of the member's inability to attend and to do so in a timely manner.

C. Absenteeism.

1. The Mayor may remove any member who fails to attend any two regularly scheduled meetings in one year when such member does not notify the Secretary or his/her designated staff person in a timely manner of the member's inability to attend and without an excuse acceptable to a majority of the other members of the Subcommittee.

D. Expiration.

1. Subcommittee members may continue to serve after their term has expired until they have been reappointed or until a new member has been appointed.

2. Expiration of each term shall be on December 31 of the applicable year.

3. During the January meeting of each year, those members whose terms will be expiring in December will be asked if they would like to be submitted for re-appointment for another term. The Secretary will notify the Director of the Recreation and Parks Department of any vacancies or requests for reappointment.

E. Nominations

1. Whenever a vacancy exists, the Secretary shall notify the Director, who will then coordinate with the Mayor's Office to appoint new members.

ARTICLE IV. - ORGANIZATION OF SUBCOMMISSION; BYLAWS AND RULES

Section 1.

A. Per City Code Chapter 912 the Subcommittee shall be organized as follows:

1. The Subcommittee shall elect from its membership at its first meeting of each calendar year a Chairperson and Vice-Chairperson. The Secretary shall be an employee or representative of the Recreation and Parks Department. All secretarial supplies needed by the Secretary shall be supplied by the Recreation and Parks Department.
2. The Subcommittee shall meet bi-monthly at such time and place as it decides. The Subcommittee shall meet at special meetings as called by the Chairperson provided 24 hours written notice is given to each member.
3. The Columbus Tree Subcommittee shall adopt bylaws, rules and regulations that are not inconsistent with the provisions of the Columbus City Codes. A copy of the bylaws and rules shall be filed with the clerk of the City of Columbus.

B. Officers.

1. Officers of the Subcommittee shall consist of a Chairperson, who shall call to order and preside over all Subcommittee meetings, and a Vice-Chairperson. It shall be the duty of the Vice-Chairperson, in the absence of the Chairperson, to serve in his or her stead. In the absence of the Chairperson and the Vice-Chairperson, and with a voting quorum present, it shall be the immediate duty of the Secretary to call the meeting to order and preside until the election of a "Chairperson *Pro-tem*" is made from the members present. The officers shall be entitled to vote on all matters coming before the Subcommittee.
2. Such officers shall each hold office for one year or until a successor is elected. Election of officers shall be by simple majority vote of the members.
3. Should the office of Chairperson or Vice Chairperson become vacant, the Subcommittee shall elect a successor from its membership within the Subcommittee's next two regular meetings. The Subcommittee may elect an interim officer, if necessary.

C. Secretary

1. The Secretary may designate another person to serve as a proxy as deemed necessary.
2. In the event the Secretary, or his/her proxy, is not present at the appointed hour of the meeting, the Chairperson or Vice-Chairperson shall appoint a Commission member to serve as "Secretary *Pro-tem*". The "Secretary *Pro-tem*" shall perform the duties of the Secretary for this meeting. The "Secretary *Pro-tem*" shall develop the minutes of the meeting and give them to the Secretary in sufficient time before the next meeting for the required recording and publication.
3. The duties of the Secretary are as follows:

- a. Notify all members of the Subcommittee meetings at least forty-eight (48) hours before the prescribed time to convene by giving proper notice of the meetings by e-mail.
- b. Prepare an agenda for each meeting.
- c. Call the roll for attendance and voting purposes.
- d. Record the minutes of all meetings and have written copies for presentation to the Subcommittee prior to its next meeting.
- e. Prepare and maintain the records of the Subcommittee.
- f. Receive correspondence on behalf of the Subcommittee.
- g. Prepare correspondence as directed by the Subcommittee.
- h. Make arrangements for guests to attend the Subcommittee meetings.

ARTICLE VI – SUBCOMMISSION MEETINGS

Section 1.

- A. The Subcommittee shall meet bi-monthly at such time and place as it decides.
- B. The Subcommittee may adjust meeting dates as required by members and attending Recreation and Parks staff.
- C. Notice of a regular meeting shall be published in the City Bulletin prior to the regular meeting.
- D. Special meetings may be called by the Chairperson provided that all required public notice is provided and members receive notification at least 48 hours in advance.
- E. The first meeting of each calendar year shall be the Subcommittee’s organizational meeting, including discussion of term expirations and potential nominees. Inclusion of guest speakers may be permitted only if time allows.

Section 2.

- A. Generally, all meetings shall be conducted in conformity with Robert's Rules of Order, Newly Revised, except as otherwise provided in these rules and regulations or as amended by the Subcommittee. In the event the Subcommittee’s procedures of parliamentary procedure are disputed, Robert's Rules of Order shall govern except as provided for above. Robert's Rules of Order shall form the basis for all parliamentary action. One copy of Robert's Rules of Order shall be maintained by the Secretary.
- B. A quorum for the Subcommittee shall consist of fifty (50) percent plus one of current voting members, which shall also be the minimum number permitted to conduct official business.
- C. The concurring vote of a quorum shall be necessary to reverse any action authorized by Chapter 912 or any previous votes of the Subcommittee.
- D. All meetings convened for official action must have a quorum present. In the absence of a quorum, the Secretary shall establish a new date for a meeting to consider official actions pending.

E. If a quorum is not present, discussion may be had regarding matters of general concern to the Subcommittee, but official action requiring a vote may not be taken.

F. All matters to be considered by the Subcommittee for official action are to be decided upon by an affirmative voice vote, with a majority vote of the voting members in attendance needed to affirm action.

G. Proceedings of the Subcommittee may be recorded by electronic means at the discretion of the Subcommittee. Such electronic recordings and transcriptions of the recordings, if any, shall be the exclusive property of the City. Records shall be kept in accordance with all pertinent record retention laws.

H. A record of the Subcommittee's proceedings shall be maintained by the Secretary, or his/her designee, for the Recreation and Parks Department.

I. All attempts will be made to keep the meeting on schedule and not exceed one hour.

Section 3.

The order of business for the Subcommittee meeting shall be at the discretion of the Secretary. However, the agenda for each meeting may include:

A. Roll call by the Secretary.

B. Approval of the minutes of the last meeting by vote as applicable.

C. Presentation of any Recreation and Parks Department reports from the Secretary or City Forester.

D. Discussion of matters of old business, if any.

E. Discussion of matters of new business, if any.

F. Open discussion by Subcommittee and discussion of matters of mutual interest; meet with guests allowing up to three (3) minutes of speaking time per person, as time allows.

G. Adjournment of the meeting.

Section 4.

A. All meetings of the Subcommittee shall be open to the public. The Chairperson may limit the number of persons who may speak regarding any agenda item to not fewer than three persons for and three persons against such item and, in addition, may limit the amount of time each may speak to three minutes per person or, in the alternative, may limit the total amount of time for support of an agenda item to nine minutes and the total amount of time for opposition to an agenda item to nine minutes. A spokesperson, if any, which represents the subject area shall have first opportunity to speak following the applicant's presentation and staff's report. Subsequent speakers may indicate concurrence with, or opposition to, the previous statements and bring up new, non-repetitive matter.

B. The Subcommittee may table an agenda item at any time. From time to time, the Subcommittee may hear special requests from members of the public and may make recommendations to the Commission or Department of Recreation and Parks.

ARTICLE VII. - SUSPENSION OR AMENDMENT OF RULES

Section 1.

The rules and regulations set forth in the Bylaws may be suspended in part, or in full, only upon the affirmative vote of a simple majority of those voting members present.

Section 2.

The rules and regulations set forth in the Bylaws may be amended from time to time by a majority vote of the Subcommittee. Such amendment shall be effective on the tenth calendar day after it is promulgated by publication in the City Bulletin pursuant to C.C. 121.05.

ARTICLE VIII. - CERTIFICATION

Section 1.

Immediately upon adoption, these rules and regulations shall be certified by the Director and attested to by the Chairperson and a certified copy thereof shall be submitted to the City Clerk for filing and publication in the City Bulletin within twenty (20) calendar days thereafter in accordance with C.C. 121.05.

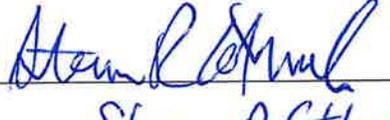
ADOPTED this day of January 14, 2026

S/ 
Print Name: Bernita Reese
Director

S/ 
Print Name: Steven R. Cothrel
Chairperson

I hereby certify that the foregoing is a true and exact copy of the rules and regulations as amended by resolution of the Columbus Tree Subcommittee of the City of Columbus, Ohio, at its regular meeting held on 1/14/2026 [date], following a public hearing for which public notice was given in the regular manner and at which a quorum was present.

S/ 
Print Name: Bernita A Reese
Director

S/ 
Print Name: Steven R. Cothrel
Chairperson