



Bristol Tree Forum Aims & Constitution

Our aims are to:

- ① Provide a forum to encourage community engagement in Bristol's urban tree management decisions.
- ① Promote the importance and value of Bristol's urban trees.
- ① Work to increase tree canopy cover in Bristol through better protection of existing trees and planting new ones.

1. Membership and Representation

- 1.1 **Members:** Membership of Bristol Tree Forum (BTF) will be open to any Bristol resident who, or Bristol-based Community group (Group) or Bristol-based organisations (Organisation) (such as the Bristol Parks Forum, the Civic Society, the Avon Wildlife Trust, FoAT and VOSCUR) which, supports BTF's aims.
- 1.2 **Becoming a member:** BTF welcomes new members who meet the terms of Section 1.1. They will cease to be members if they no longer meet these terms.
- 1.3 **Representatives:** Groups and Organisations may nominate one person to act as the lead representative in BTF and attend its meetings.
- 1.4 **Groups:** Groups do not need to have a constitution or any other formal organisation. It need only show that it is committed to being open and accessible to all, inclusive and to ensuring that its meetings are run in an inclusive, friendly and accessible way.
- 1.5 **Equal Opportunities:** BTF is committed to being accessible and inclusive to all who support BTF's aim and to ensuring that its meetings are run in an inclusive, friendly and accessible way.
- 1.6 **Voting:** Individual members, and Group and Organisation representatives will have one vote.
- 1.7 **BCC councillors:** BCC Councillors may not act as the spokesperson for a Group or Organisation member. Councillors are welcome to attend BTF meetings and may be invited to attend for specific purposes in relation to the agenda. Councillors do not have a vote.
- 1.8 **Council officers:** Council Officers are welcome to attend BTF meetings and may be invited to attend for specific purposes in relation to the agenda. Council Officers



may not be members of BTF.

2. Leadership

- 2.1 **Chair:** BTF will elect a Chair and a Vice Chair by simple majority vote at each Annual General Meeting (AGM). The Chair will represent BTF membership in a formal capacity when appropriate and ensure BTF meets the other terms set out in this constitution.
- 2.2 **Vice Chair:** The Vice Chair will act in the absence of the Chair.
- 2.3 **Committee:** Up to six Committee Members may be appointed at any onetime. In addition to the Chair and vice-Chair, a secretary and treasurer will be members of the committee. Committee Members will be elected at AGMs where there will also be a vote on the committee roles required. If new roles are required or vacancies occur between AGMs, Committee Members may be elected at any BTF meeting to serve until the next AGM. If the need arises the Committee can also agree to create new roles and appoint new Committee Members between meetings with endorsement being asked for at the next AGM.
- 2.4 **Eligibility:** Chair, Vice Chair and members of the committee will be members (as defined in Section 1) of BTF. At no time will both the Chair and Vice Chair be members from the same member Group or Organisation.
- 2.5 **Representing BTF:** The Chair the Vice Chair and Committee members may respond on behalf of BTF on any issue where BTF is consulted or asked for its views, or where a public statement is appropriate. Before responding the Chair, Vice Chair or Committee member will, if practicable, refer the issue to a meeting of the Committee. If time constraints make this impossible they will consult with other Committee Members consider views previously expressed by BTF and carry out any further consultation with members that that is possible in the time available before responding.
- 2.6 **Bank Accounts:** The Bristol Tree Forum will operate bank account(s) in the name of 'Bristol Tree Forum' as deemed necessary by the Treasurer. The Chair and Treasurer will be the authorised signatories for all bank accounts. All bank accounts will require one of the authorised signatories to sign all cheques and/or authorisation by one of the authorised signatories for any electronic withdrawal. Only the Treasurer is permitted to hold a debit card on behalf of the Bristol Tree Forum.

3. Organisation and style

- 3.1 **Prioritisation:** Members will use the agreed objectives of BTF to help prioritise



BTF's forward programme.

- 3.2 **Frequency:** The BTF Committee will meet at least four times and there will be an AGM, in each calendar year. Additional meetings may be added to the programme as necessary. The minutes of committee meetings and the AGM will be placed on the BTF website.
- 3.3 **Right to attend:** A BTF member may attend any and all meetings.
- 3.4 **Style of meetings:** Apart from the AGM, BTF agendas as a general rule will include an 'Open Access' item and a 'Learning' item.
- 3.5 **Access agenda:** This item will allow time for members to raise any issue which they would like BTF to address, but which is outside the agreed forward agenda/programme.
- 3.6 **Learning agenda:** This item will cover a particular theme where members have agreed they would like to know more. It will most likely be delivered by a council officer and/or guest speaker.
- 3.7 **Notice:** BTF members will be given at least seven days' notice of planned meeting dates, meeting venues and agendas. Members wishing to raise an item should, ideally, give the Chair 48 hours' notice of the issue they wish raised.
- 3.8 **Working Groups:** Meetings may set up Working Groups. A Working Group, comprising three or four members, will examine a particular subject at the request of the main meeting in more detail. It may meet as often as necessary before reporting back. Working Groups will not have any decision-making powers but will report back to the main group as soon as practicable.
- 3.9 **Promotion:** In order that the activities of BTF are promoted as widely as appropriate, a dedicated website and other any social media accounts as may be appropriate will be established and maintained.
- 3.10 **Website/Email Updates:** Between meetings the Committee will keep members up to date via the Tree Forum website and email updates. Forum members are also encouraged to give their views on current issues to the Committee between meetings, so that the Chair can take these views into account when responding to enquiries or issuing statements.

**Amended and agreed by Bristol Tree Forum
06 December 2021
City Hall, College Green, Bristol**