

University of Hawai`i at Manoa Landscape Committee

By-Laws

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A. Landscape Committee Charge

The Landscape Committee (LC) functions in a advisory capacity to the Vice Chancellor for Administration, Finance and Operations through a designee, the Auxiliary and Facilities Officer, with fundamental charges of recommending policy and advising on all aspects relating to plans, proposals, projects and activities in all areas of the University of Hawai`i at Manoa (UHM) campus outdoor environment. Landscape Committee members collectively employ a wide range of academic expertise to be certain that high quality is maintain in all aspects of the outdoor environment and provides oversight, assessment and evaluation of all activities that impact this environment.

Specific activities include:

- Serving as the primary advocate for the campus of the University of Hawai`i at Manoa
- Promoting an attractive and appropriate campus environment that encourages and fosters positive academic and social interactions
- Evaluating and encouraging the functional and aesthetic organization of outdoor spaces and all they include
- Reviewing existing practices and plans for landscape modifications to assure the appropriateness of the design, maintenance of the long-term health of the plants, and the overall development of a landscape that is appropriate to the role and function of a major research university
- Fostering the adoption of landscape practices that are water and energy efficient
- Developing projects that maintain the historic and educational landscaping features of the campus

To the extent possible, the Landscape Committee will act through the development of policies and plans. The committee will help ensure that all developments involving the campus landscape are carried out in accordance with these policies and plans.

B. Membership

The Landscape Committee is comprised of representatives of the administration, faculty, students, and professional staff from the University of Hawai`i at Manoa. Some members are appointed because of their technical expertise or administrative responsibilities. Others serve as representative of the campus as a whole.

The activities of the Landscape Committee must balance the need for operational effectiveness with the need for comprehensiveness required when considering the wide range of activities specified by its charge.

The Landscape Committee itself is kept small so that it can operate efficiently. The LC is supported by a set of standing subcommittees that have coherent sets of activities and which invite the participation of a wider spectrum of campus representation.

The Landscape Committee includes the following membership

- 6 faculty members
- 1 graduate student
- 1 representative from Facilities Planning & Management
- the UHM Campus Landscape Architect
- the designated representative from the office of the Vice Chancellor for Administration, Finance and Operations
- 1 retired faculty member

Each member of the Landscape Committee serves on one or more Standing Subcommittees. Standing Subcommittee membership also includes members that are appointed to fill specific needs and interests.

C. Appointment of Members

The Landscape Committee consists of a mixture of members who represent administrative departments and those who represent faculty and student constituencies. Administrative members serve as long as they are employed in a relevant department position. The UHM Administration will designate these professional members of the committee. Other LC members serve fixed terms and be appointed by relevant organizations.

- The faculty members on the Landscape Committee shall be appointed by the University of Hawaii at Manoa Faculty Senate Executive Committee (SEC). Appointments are to be made taking into consideration the member's academic specialization, interests and

experience. The Landscape Committee will provide the SEC a list of suggested candidates for appointment prior to the end of each academic year.

- The retired faculty member will be provided on an annual basis by the UHM Association of Retired Faculty Members. A representative will be requested at the start of each academic year.
- The graduate student member shall be appointed by the Graduate Student Organization (GSO) at the start of each academic year.

Standing Subcommittee members, aside from those members who are on the Landscape Committee, are appointed by the Landscape Committee.

D. Appointment Term of the Members & Organization of the Committee

Faculty members serve three-year staggered terms with the appointment term usually commencing at the start of the Fall semester. Faculty members may serve two consecutive terms and are eligible for re-appointment after a three-year hiatus.

The graduate representative serves a one year term and may be re-appointed an unlimited number of times. The retired faculty member representative may serve an unlimited number of consecutive terms.

Selecting a Landscape Committee chair is the first item of business at the start of each academic year. Nominations of LC members come from the Landscape Committee as a whole. The representative of the Building and Grounds, the UHM Campus Landscape Architect and the representative for the Vice Chancellor for Administration, Finance and Operations are not eligible for chairing the Landscape Committee. Voting on the nominations is by secret ballot.

The Landscape Committee shall appoint members to Standing Subcommittees for one year fixed terms. Standing Subcommittee members may be reappointed. There are no term limits for Standing Subcommittee appointments. LC members may serve on multiple Standing Subcommittees and all such committees must have at least one LC member.

E. Meetings

The Landscape Committee shall meet as and when necessary but at least once each semester. Meetings are called by the Committee chair.

Minutes summarizing the Landscape Committee recommendations shall be available to all members of the Landscape Committee, the Standing Subcommittees, and the University community.

The Standing Subcommittees will meet when their duties require, but at least once each semester. Minutes from each Standing Subcommittee meeting will be submitted to the Landscape Committee.

F. Subcommittee Structure

The Landscape Committee will accomplish much of its work through standing subcommittees. Standing Subcommittee membership consists of members of the Landscape Committee and members from Buildings and Grounds Management (BGM), UHM faculty and students, and volunteers who have particular expertise. The goal is to have Standing Subcommittee memberships that will be of assistance to the work of the subcommittee. The charges to the Standing Subcommittees listed below are intended to show the general scope of activities for each subcommittee. The Landscape Committee will expand and alter these charges as needs and opportunities are recognized.

Standing Subcommittee adopt their own organization and procedures.

The Landscape Committee Standing Subcommittees are:

1. Landscape Policies and Plans Subcommittee

This subcommittee advocates for a planning process that includes all issues relating to landscaping, and develops and monitors a series of policies and plans, including

- the Landscape Master Plan (within the campus Long-Range Development Plan)
- the Tree Relocation Policy
- the Species Preservation and Expansion Policy
- the Sense of Place, Aesthetic Quality, and Social Fabric Policy
- the Site Improvements Standards and Guidelines

2. Management and Risk Assessment Subcommittee

This subcommittee has the primary responsibility to assist Buildings and Grounds Management (BGM) in the following areas.

- the Tree Risk Management Plan

- campus tree assessment
- assessment and management plans for special campus gardens
- emergency landscape maintenance planning
- landscaping aspects of all campus security and safety plans

3. Project Review and Coordination Subcommittee

This subcommittee reviews and comments on all projects proposed for the UHM campus, even when landscaping is not the primary focus of the project proposal. This includes the following activities.

- the Adopt-a-landscape program
- all Buildings and Grounds Management projects
- all contractor proposed changes and modifications to the campus landscape and the buildings that affect the landscaping, view planes, environmental characteristics or any other aspect that potentially impacts the external environment of the campus
- any other project or activity that changes the character of any part of the campus landscape

4. Long-Range Planning Subcommittee

This subcommittee works on the development of the campus Long-Range Development plan and other projects that require long periods to develop and implement. This includes the following activities.

- overview and contribute to the UHM Long-Range Development Plan
- develop proposals for the renovation of areas of the campus landscape with particular attention to sustainability, low-cost maintenance, historic preservation, aesthetic qualities, and other important features that characterize the role of landscaping in an academic environment
- create opportunities for the use and modification of the campus landscape in support of other aspects of campus life, such as academic programs, recreational activities, outreach program, and memorial recognition

5. Communications Subcommittee

This subcommittee maintains the records of the Landscape Committee and communicates the plans, problems, and opportunities to the campus community, administration, and the general public. Activities include the following.

- maintain the policies, inventories, plans and other documents of the Landscape Committee
- maintain the records of the Memorial, Heritage, and Exceptional Tree programs
- maintain the records of the campus Art Program
- create and maintain a web site that provides access to the records of the Landscape Committee
- initiate programs that disseminate information about the activities, plans, history, and other aspects of the campus landscape

6. *Ad hoc* subcommittees

The Landscape Committee will form *ad hoc* subcommittees for specific projects and activities, as needed.

G. Voting

All members of the Landscape Committee are eligible to vote.

Roll call voting and/or by ballots will be requested by the Chair of the Landscape Committee and shall be decided by majority votes provided that there is a quorum. No designation of proxy shall be allowed, but members may cast absentee votes in writing, addressed to the Landscape Committee Chair, on specific issues.

Requests for a secret ballot vote on a specific issue can be made by any Landscape Committee member. A simple majority vote by secret ballot will cause the vote on the issue to be made by secret ballot.

H. Quorum

A quorum consists of two-thirds of the voting members of the Landscape Committee. Business is conducted according to the procedures outlined in the latest unabridged edition of Robert's Rules of Order, except as otherwise stated in this document.

I. Amendments

The Bylaws may be amended by a minimum vote of two-thirds of the Landscape Committee, and endorsed by the Vice Chancellor for Administration, Finance and Operations, and the University of Hawai`i at Manoa Faculty Senate Executive Committee.

J. Conflict of Interest

Members of the Landscape Committee shall comply with the provisions of the Bylaws and are subject to the standards of conduct pertaining to disclosures and or related matters. Members of the Landscape Committee who have or have declared a conflict of interest shall reclude themselves and shall refrain from participating in the consideration of the proposed matter. Those members shall not vote nor be present during the Landscape Committee deliberations and at the time of vote.