

Seattle Urban Forestry Commission Coordinator Protocols

Draft 6-10-15

The Urban Forestry Commission's (Commission) mandate is to advise the Mayor and City Council concerning the establishment of policy and regulations governing the protection, management, and conservation of trees and vegetation in the City of Seattle

The following protocols will guide the work of the Commission and Commission Coordinator (Coordinator):

I. General Commission support

The Coordinator will spend up to 20 hours per month to support the Commission with the following tasks:

1. Produce, in coordination with the Commission chair, meeting agendas.
2. Produce, at the Commission's request, initial drafts for letters of recommendation, Annual Report, annual work Plan, or other Commission documents.
3. Interface with City's Urban Forest Interdepartmental Team (IDT), City department staff, and other relevant organizations to schedule Commission briefings.
4. Provide computer and projector to facilitate presentations during Commission meetings.
5. Request relevant supporting materials and make copies available to Commissioners.
6. Record Commission meetings and produce meeting summaries, for review and approval by the Commission.
7. Manage and update the Commission's website.
8. Post meeting materials on the Commission website.
9. Coordinate internal and external Commission communications as to comply with Open Public Meetings Act.
10. Coordinate tours, trainings, or other Commission activities.
11. Coordinate internal and external Commission communications as to comply with Open Public Meetings Act.
12. Organize the annual Urban Forestry Commission/Urban Forest Interdepartmental Team working meeting.
13. Run recruitment processes for Commission members in coordination with City Council and Mayor's Office staff.
14. Facilitate meetings with the Mayor and Councilmembers.

II. City department coordination

Departments will be encouraged to brief the Commission on their urban forestry work and discuss issues and potential recommendations. The Coordinator will:

1. Keep City departments abreast of Commission issue development.
2. Ensure City departments have an opportunity to brief the Commission on issues that impact their urban forestry work.
3. Provide opportunity for City departments to review and comment on draft Commission recommendations before they are voted on the Commission.
4. Facilitate ongoing communication between the Commission and City departments.

III. Commission communications/recommendations

The Coordinator will:

5. Produce draft Commission communications and letters of recommendation when assigned by the Commission.
6. Distribute hard and electronic copies of the Commission's communications.
7. All draft recommendations will include the following disclaimer at the top of the document:

**MATERIAL PREPARED FOR DISCUSSION BY THE URBAN FORESTRY COMMISSION.
THIS DELIBERATIVE DOCUMENT DOES NOT REFLECT THE OPINION OF THE URBAN FORESTRY
COMMISSION AND MAY OR MAY NOT MOVE FORWARD TO VOTE.**