



**Seattle Urban Forestry Commission By-Laws**  
(Amended 10-4-17) to be discussed on 2-10-21

ARTICLE I  
Organization

Membership	Section 1	The Urban Forestry Commission (UFC) will be composed of thirteen (13) members appointed to serve for three (3) years beginning on April 1. Initial terms will be staggered as detailed in Section 3. The thirteen positions are: Position 1: Wildlife Biologist; Position 2: Urban Ecologist; Position 3: Natural Resource Agency or University Representative; Position 4: Hydrologist or Similar Professional; Position 5: Arborist; Position 6: Landscape Architect; Position 7: NGO Representative; Position 8: Development Community or Utility Representative; Position 9: Economist, Financial Analyst, Realtor or Similar Professional; and Position 10: A designated young adult position in accordance with Chapter 3.51 of the Seattle Municipal Code; Position 11: Environmental Justice representative; Position 12: Public Health representative; and Position 13: Community/Neighborhood representative. Persons appointed to Position ten shall serve for a one-year, non-renewable term. Ordinance 124671 provides more complete position descriptions.
Diversity	Section 2	<p>The UFC will strive to remove barriers to support membership from Seattle’s diverse communities.</p> <p>A standing Equity and Diversity Sub-committee will explore opportunities to diversify the UFC membership and identify ways to engage with the community, especially BIPOC communities, to welcome their participation in UFC business.</p>
Appointment	Section 2	Members in positions numbered 1, 3, 5, 7, 11, and 13 shall be appointed by a majority vote of the City Council. Individuals in positions 2, 4, 6, 8, and 12 shall be appointed by the Mayor, subject to confirmation by a majority vote of the City Council. Position 9 shall be appointed by a majority vote of the UFC members. Position 10 shall be appointed in the manner provided for in section 3.51.030 of the SMC. All positions shall be confirmed by majority vote of the City Council.
Terms	Section 3	For the initial (2009) round of appointments, the positions will be staggered: positions 1, 2, and 9 shall serve one-year terms, positions 4,5, and 6 shall serve two-year terms, and positions 3,7, seven, and 8 shall serve three-year terms. Positions 11, 12, and 13, created in 2017 shall serve for three-year terms. At the conclusion of the initial term of each appointment, all subsequent terms of each position shall be for three years. A UFC member whose term has expired shall continue to hold office until a successor has been appointed. No members shall serve more than two consecutive terms.

Attendance	Section 4	<p>Attendance at UFC meetings is expected. Commissioners are required to inform the Commission Coordinator and the Chair of an absence prior to the meeting. In the event of three or more unexcused absences in a year, the Chair can take appropriate action, including, but not limited to, recommending removal from the UFC.</p> <p>(Notification of an absence prior to the UFC meeting is necessary in order to ensure a quorum at UFC meetings).</p>
Removal	Section 5	<p>The Mayor may remove any appointed member in even numbered positions 2 through 12, subject to confirmation by majority of the City Council. City Council may remove any appointed member in odd numbered positions 1 through 11. Position 9 may be removed by a majority vote of Commissioners in positions 1 through 10.</p>
Compensation	Section 6	<p>Members receive no compensation for service on the UFC.</p>
Extension of time	Section 7	<p>Terms may be extended to accommodate scheduling and the confirmation of new UFC appointees.</p>
Vacancies	Section 8	<p>Vacancies will be filled for unexpired terms in a manner similar to the original appointment.</p>
Officers	Section 9	<p>A Chair and Vice-chair will be annually elected by vote. The Vice-chair may act in the position of the Chair when the Chair is not available or when the Chair delegates this role to the Vice-chair. If neither is available the role of the Chair can be delegated to another Commissioner.</p>
Duties of the Chair	Section 10	<p>The Chair shall exercise general supervision over the UFC’s business and affairs, performing all duties incidental to the office and those required by the Charter of the City of Seattle, law, ordinance, and these by-laws, as well as those duties that are properly delegated by the UFC.</p> <p>The Chair will preside at all meetings and have those powers generally assigned such an officer. The Chair will act as spokesperson for the Commission and as its representative at meetings with other organizations and committees unless such representation is otherwise authorized by the UFC. The Chair may, however, delegate to any UFC member performance of any duties imposed by this section. No pronouncement made as spokesperson or representative will obligate or commit the UFC except as provided by these by-laws or unless authorized by the UFC.</p> <p>Work with the UFC Coordinator in setting agendas, follow up briefings, and other administrative work.</p>
Sub-committees	Section 11	<p>The UFC, by resolution adopted by a majority of Commissioners, may designate or appoint one or more standing or ad-hoc Sub-committees, including an Executive Committee, each of which shall consist of two or more Commissioners and may include other individuals to provide specific expertise who are not Commissioners. Such individuals shall have appropriate qualifications and serve in an advisory capacity.</p>
Chair Ex-officio	Section 12	<p>The Chair serves ex-officio on all sub-committees.</p>

Act as body	Section 13	The UFC acts as a body in making its decisions and announcing them. No member may use agency letterhead or speak or act for the UFC without prior authorization from the Chair.
Address	Section 14	The physical address of the UFC shall be: Office of Sustainability and Environment City of Seattle  Mailing address: P.O. Box 94729 Seattle, WA 98124-4729  Street address: 700 Fifth Avenue, Suite 1868 Seattle, WA 98124

ARTICLE II  
Meetings

Public meetings	Section 1	All meetings of the UFC, except those at which personnel matters will be discussed, will be open to the public.
Meetings	Section 2	<p>Regular meetings of the UFC will be held on the first and second Wednesday of each month in a publicly accessible location that will be noted in the UFC website (provide link) The UFC will strive to provide a continued remote participation/call in option for the public and commissioners. In the event a change in location is necessary, effort will be made to inform the public in advance. Additional meetings may be scheduled as necessary. The City will make reasonable accommodation, upon request, for people with disabilities.</p> <p>Special meetings of the UFC may be held whenever and wherever the UFC may determine. The Chair may call such meetings. The Chair will issue such a call upon the request of seven (7) or more UFC members.</p> <p>Committee meetings will be held in City offices unless reason exists to hold them at another location. Meetings will be scheduled in advance by the Committee Chair. An agenda will be prepared at the direction of the Chair and in consultation with staff and its substance conveyed to all Commissioners.</p> <p>UFC meetings will comply with requirements of the Open Public Meetings Act (RCW 42.30).</p> <p>It shall not be a violation of the Open Public Meetings Act requirements for a majority of the UFC members to travel together or gather for purposes other than a regular meeting or a special meeting provided that take no action as defined in the Open Public Meetings Act.</p> <p>Commissioners may form subcommittees of fewer than six members to participate in discussions with City Departments without triggering Open Public Meetings Act.</p>

<p>Agenda and Notice for Public Meetings</p>	<p>Section 3</p>	<p>The Chair, with support from staff, will prepare an agenda for each public meeting, prior to the meeting. Additional agenda items may be proposed by any member of the UFC, subject to the approval of the Chair. However, during the meetings, the UFC may only change the agenda with consent of the majority of Commissioners present.</p> <p>Commissioner will receive notice and agendas prior to each scheduled UFC meeting.</p> <p>Staff will make reasonable effort to post all meeting notices, current agendas, and available documents noted in the agendas on the UFC website. Staff will maintain a list of interested members of the community and make reasonable effort to send advance notice of scheduled meetings to this list.</p> <p>The Chair may adjust for good and sufficient reason, the regular convening time of meetings and hearings as set forth in these by-laws. Reasonable effort will be made to advise, at least 24 hours in advance of adjusted convening time, each UFC member and the public.</p>
<p>Request for Advice from Council or Executive Branch</p>	<p>Section 4</p>	<p>Requests for a UF letter, analysis, advice, or recommendation from City Council or Executive Branch will be addressed to the entire UFC. Such requests shall receive priority for placement on the agenda.</p>
<p>Quorum</p>	<p>Section 5</p>	<p>A majority of the current members of the UFC constitute a quorum in UFC meetings. In committee meetings, the majority of all committee members are a quorum. Provided there is a quorum, a majority of those present are required to ratify a vote.</p>
<p>Voting</p>	<p>Section 6</p>	<p>Each UFC member is entitled to one vote. Provided a quorum is present at the meeting, all UFC action shall require a motion, a second, and a majority vote of members present.</p> <p>The UFC will strive for consensus. When consensus is not reached and an action is approved by majority vote, dissenting member(s) may submit a minority report to the Chair. The minority report will be forwarded to the Council, the Executive Branch, and the public along with any letter, analysis, advice, and recommendation or similar submitted by the UFC.</p>
<p>Committee meetings</p>	<p>Section 7</p>	<p>The UFC will offer opportunity for public comment for 15 minutes at regular UFC meetings. Members of the public who desire to speak may sign up on sheets provided by UFC Coordinator at the beginning of the meeting.</p>
<p>Public Comment</p>	<p>Section 8</p>	<p>Public comment can be offered at the beginning and/or the end of each meeting. Each speaker will be limited to three (3) minutes. If more than one member of the public from a particular group has requested to speak, the group must select one representative of the group to present the group's view. In such case, the group's representative will be allowed five (5) minutes to speak.</p> <p>The Chair will recognize those individuals who signed up to speak and will enforce the appropriate time limits. Speakers should preface their</p>

		<p>remarks by stating their first and last names, where they live, and where they work. Public comments made at meetings must be related to the issues on the agenda for that meeting.</p> <p>Written comments will also be accepted and should be directed to UFC Coordinator at the Office of Sustainability &amp; Environment (OSE).</p> <p>The Chair has the right to exercise discretion in the implementation of this section.</p>
Protocols	Section 9	The UFC shall adopt Protocols to guide the Commission's and the Commission's Coordinator work.

**ARTICLE III**  
Records, publications, and reports

Records	Section 1	All records of the UFC will be open to public inspection.
Annual report	Section 2	<p>The UFC Chair or their designee will annually report to the Mayor and City Council outlining the UFC's goals and objectives, and progress toward achieving them; describing its programs and the amount of business transacted.</p> <p>Members of the UFC will be given an opportunity to review the draft of the annual report.</p>
Sub-committee work	Section 3	The Equity and Diversity Sub-committee will provide an annual briefing of activities to the full UFC.
Minutes	Section 4	<p>Minutes of all regular UFC public meetings will be promptly recorded, maintained, posted on the UFC website, available for public inspection, and shared with the UFC mailing list via the UFC bulletin.</p> <p>Meeting minutes will list the members present and consist primarily of a summary of discussion and record of action taken. Minutes in draft form for any particular meeting will be forwarded to each UFC member prior to the subsequent meeting for appraisal and action/adoption at such subsequent meeting.</p>

**ARTICLE IV**  
Adoption and revision of By-laws

Adoption	Section 1	The UFC will adopt these by-laws for the conduct of its business. Copies of such by-laws shall be made available for public inspection.
Rules	Section 2	The rules contained in Robert's Rules of Order Newly Revised will govern this UFC in all cases to which they are applicable and in which they are not inconsistent with these by-laws.
Revision	Section 3	These by-laws, as adopted by the UFC, may be revised or amended at any regular meeting by a vote of at least two-thirds (2/3) of the members of the UFC, provided that notification of such proposed revision or amendment had been made to Commissioners thirty (30) days prior to vote.

ARTICLE V  
Ethics

City Code of Ethics	Section 1	The UFC complies with the provisions of the Seattle Ethics code.
Expectations	Section 2	Commissioners shall conduct themselves in a manner consistent with the <a href="#">Seattle Code of Ethics</a> which is appended to these bylaws. This includes behaving in a civil manner towards each other, staff, and members of the public.  Any conflict arising between members of the UFC will be resolved internally.

ARTICLE VI  
Commission protocols

Coordinator protocols	Section 1	The Seattle Office of Sustainability & Environment’s Urban Forestry Advisor will serve as the UFC Coordinator.  The Coordinator will follow the Coordinator Protocols adopted by the Commission on 1-13-21 (enclosed)
Briefing and letter writing guidelines	Section 2	The UFC will utilize the briefing and letter writing guidelines adopted on 4-8-2020 (enclosed)

**Coordinator Protocols**  
Adopted on January 13, 2021

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 25 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 Forestry Core Team, Urban Forest Interdepartmental Team (IDT), City department staff, and other relevant organizations to schedule Commission briefings.

4. Provide computer and projector, or other technology, to facilitate presentations during Commission meetings.
5. Request relevant supporting materials and make electronic and/or hard copies available to Commissioners.
6. Record Commission meetings and produce meeting summaries, for review and adoption by the Commission.
7. Support Commission efforts to incorporate the City's Race and Social Justice Initiative principles into its work.
8. Manage and update the Commission's website, including posting meeting materials and recordings.
9. Ensure meetings and meeting materials are accessible based on Americans with Disabilities Act (ADA) requirements.
10. Coordinate internal and external Commission communications as to comply with Open Public Meetings Act.
11. Coordinate tours, trainings, or other Commission activities.
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's Office 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. Engage City departments to review and comment on draft Commission recommendations before they are voted on by the Commission, if possible, considering timing circumstances that might require a fast-tracked adoption of a recommendation. The intent is to promote dialogue and partnership with City departments.
4. Facilitate ongoing communication between the Commission and City departments.

## **III. Commission communications/recommendations**

The Coordinator will:

1. Produce draft Commission communications and letters of recommendation when assigned by the Commission.
2. Distribute hard and electronic copies of the Commission's communications.
3. 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.**

## Briefing coordination and letter drafting guidelines

Adopted on April 8, 2020, discussed on 1-13-21

### 1. Presenter Prompts:

Purpose: The purpose of these prompts is to help clarify the intent of briefings and give Urban Forestry Commission (UFC) discussion some structure. The purpose is not to give strict guidelines on presentation but rather, share some ideas of how the presentation may be useful to both guests and the UFC. When requesting a presentation/briefing, the UFC will clearly state their interest in the subject and expectations. This will assist the UFC Coordinator in enticing people to prepare briefings/presentations to the UFC.

Procedure: Prior to the briefing, as part of the introduction, the UFC coordinator will clarify who requested the briefing. Meeting minutes will specifically reference these prompts, if presenter addresses them. UFC will then compile highlights for inclusion in the Annual Report.

Prompt Suggestions: Guests briefing the UFC will be asked to consider the following as part of their presentation or discussion:

#### 1.1. City of Seattle Staff:

- Was the presenter asked by UFC to give a briefing on a topic? (clarify whether or not has presented before).
- Is this a new topic? If so, what lead to the need/creation of it?
- How does this work relate to the protection and enhancement of Seattle's urban forest and environment, including trees, vegetation, and wildlife? Regarding the urban forest:
  - What challenges are there related to this work?
  - What successes are there related to this work?
  - What future opportunities exist for protecting and expanding the urban forest related to this work?
- If this is a continued effort, what has changed since last year (or last visit if presented prior) regarding the topic? Changes can include new guidelines, staffing levels, budget levels, scope of work, etc.
- What impact has the UFC input had on the work? A challenge to this is understanding what documents and briefings have occurred prior to this. Changes in staff may result in institutional knowledge loss.
- How does the topic affect the City's policy or regulations for the urban forest?
- How has this effort incorporated the City's Race and Social Justice Initiative goals?

#### 1.2. External to City Guests:

- All of the above, plus:
- How could the UFC help?

### 2. **Post-presentation discussion:**



Immediately following the briefing, the UFC will spend about 10 minutes debriefing. Each Commissioner will have the opportunity to either comment or pass. If discussion exceeds the allotted time, additional time can be reserved at a later meeting for continued discussion if warranted. Commissioners will be asked to consider:

- Highlights specifically related to the prompts
- Ideas for follow-up actions or recommendations
- Their willingness to work on follow-up and possibly draft a letter
- Any other brief feedback or reactions
- Include questions to support the discussion:
  - What voices were not heard/represented? Equity impacts of this work.

Once all Commissioners interested in responding have done so, the UFC will outline immediate actions based on the group's feedback:

- A lead and a supporter for follow-up will be identified. (Chair will fill either role, if no volunteers)
- A rough timeline for UFC members to bring follow up materials before UFC will be outlined.

### **3. Letter drafting process:**

- If follow-up is a letter (thank you, recognition, and/or recommendations), the lead and supporter will work to produce draft materials.
- Draft letters will then go to the Vice-Chair (or subsequent volunteer(s) for the role), for proofread and general formatting. Vice-Chair will work with the author to come to agreement on edits and will then send to UFC Coordinator for distribution to the UFC and to find time on the agenda to discuss. All of this will take place ahead of time in such a way that it allows documents to be posted at least a week prior to the UFC discussing (to comply with Open Public Meetings Act).
- Letters will then go before UFC for discussion, when ready.
- The UFC will consider approving letters based on their content and policy recommendations.
- Letters may go back to the UFC Coordinator, Chair, and initial authors for copy editing following vote, with assurances of no change in intent.