

**Seattle Urban Forestry Commission**  
**By-Laws (Amended 7-1-2015) Amended 10-4-17**

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ARTICLE I

Organization

Membership	Sec. 1	The Urban Forestry Commission 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.
Appointment	Sec. 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 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. No Commission member shall serve more than two consecutive terms.
Terms	Sec. 3	For the initial 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 Commission 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	Sec. 4	Attendance at Commission meetings is expected. Commissioners are required to inform the Office of Sustainability and Environment (OSE) 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 Commission.  (Notification of an absence prior to the Commission meeting is necessary in order to ensure a quorum at Commission meetings).
Removal	Sec. 5	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.

Compensation	Sec. 6	Members receive no compensation for service on the Urban Forestry Commission.
Extension of Time	Sec. 7	Terms may be extended to accommodate scheduling and the confirmation of new Commission appointees.
Vacancies	Sec. 8	Vacancies will be filled for unexpired terms in a manner similar to the original appointment.
Officers	Sec. 9	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.
Duties of Chair	Sec. 10	<p>The Chair shall exercise general supervision over the Commission'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 Commission.</p> <p>S/he will preside at all meetings and have those powers generally assigned such an officer. S/he 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 Commission. The Chair may, however, delegate to any Commission member performance of any duties imposed by this section. No pronouncement made as spokesperson or representative will obligate or commit the Commission except as provided by these by-laws or unless authorized by the Commission.</p>
Committees	Sec. 11	The Commission, by resolution adopted by a majority of Commissioners, may designate or appoint one or more standing or ad-hoc committees, 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.
Chair Ex-officio	Sec. 12	The Chair serves ex-officio on all committees.
Act as Body	Sec. 13	The Commission acts as a body in making its decisions and announcing them. No member may use agency letterhead or speak or act for the Commission without prior authorization from the Chair.
Address	Sec. 14	<p>The address of the Commission shall be:</p> <p>Office of Sustainability and Environment City of Seattle</p> <p>Mailing Address: P.O. Box 94729 Seattle, WA 98124-4729</p> <p>Street Address: 700 Fifth Avenue, Suite 1868 Seattle, WA 98124</p>

ARTICLE II

Meetings

Public Meetings	Sec. 1	<p>All meetings of the Urban Forestry Commission, except those at which personnel matters will be discussed, will be open to the public.</p>
Meetings	Sec. 2	<p>Regular meetings of the Commission will be held on the first and second Wednesday of each month in the Seattle Municipal Tower (room locations may vary). 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 Commission may be held whenever and wherever the Commission may determine. The Chair may call such meetings. The Chair will issue such a call upon the request of seven (7) or more Commission 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>Commission 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 Commission 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 five members to participate in discussions with City Departments without triggering Open Public Meetings Act.</p>
Agenda and Notice for Public Meetings	Sec. 3	<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 Commission, subject to the approval of the Chair. However, during the meetings, the Commission may only change the agenda with consent of the majority of Commission members present.</p> <p>Commission members will receive notice and agendas prior to each scheduled Commission meeting.</p> <p>Staff will make reasonable effort to post all meeting notices, current agendas, and available documents noted in the agendas on the Commission 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 Commission member and the public.</p>
Request for Advice from Council or Executive Branch	Sec. 4	<p>Requests for a Commission letter, analysis, advice, or recommendation from City Council or Executive Branch will be addressed to the entire Commission. Such requests shall receive priority for placement on the agenda.</p>

Quorum	Sec. 5	A majority of the current members of the Commission constitute a quorum in Commission 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.
Voting	Sec. 6	<p>Each Commission member is entitled to one vote. Provided a quorum is present at the meeting, all Commission action shall require a motion, a second, and a majority vote of members present.</p> <p>The Commission 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 Commission.</p>
Committee Meetings	Sec. 7	The Commission will offer opportunity for public comment for 15 minutes at regular Commission meetings. Members of the public who desire to speak may sign up on sheets provided by Commission staff at the beginning of the meeting.
Public Comment	Sec. 8	<p>Public comment can be offered at the beginning and/or the end of each meeting. Public comment can be offered at the beginning and/or 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 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. Written comments will also be accepted and should be directed to Commission staff 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	Sec. 9	The Commission shall adopt Protocols to guide the Commission's and the Commission's Coordinator work.

### ARTICLE III

#### Records, Publications, and Reports

Records	Sec. 1	All records of the Commission will be open to public inspection.
Annual Report	Sec. 2	<p>The Commission Chair or their designee will annually report to the Mayor and City Council outlining the Commission's goals and objectives, and progress toward achieving them; describing its programs and the amount of business transacted.</p> <p>Members of the Commission will be given an opportunity to review the draft of the annual report.</p>
Minutes	Sec. 3	Minutes of all regular Commission public meetings will be promptly recorded, maintained, posted on the Commission website, and available for public inspection.

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 Commission member prior to the subsequent meeting for appraisal and action/adoption at such subsequent meeting.

ARTICLE IV

Adoption and Revision of By-Laws

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

ARTICLE V

Ethics

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| City Code of Ethics | Sec. 1 | The Urban Forestry Commission complies with the provisions of the Seattle Ethics code.<br><br>Commissioners shall conduct themselves in a manner consistent with the Seattle Ethics code which is appended to these bylaws. |
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ARTICLE VI

Coordinator Protocols

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| Urban Forestry Commission Coordinator Protocols | Sec. 1 | The Seattle Office of Sustainability & Environment Urban Forestry Advisor will serve as the Urban Forestry Commission Coordinator.<br><br>The Coordinator will follow the Coordinator Protocols adopted by the Commission on 7-1-2015 (enclosed) |
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# Seattle Urban Forestry Commission Coordinator Protocols

Adopted 7-1-2015

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 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.**