

Seattle Urban Forestry Commission Protocols

Draft 5-11-15

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):

General Commission support

- The Coordinator will spend up to 20 hours per month to support the Commission with the following tasks:
 - o Produce, in coordination with the Commission chair, meeting agendas.
 - o Interface with City departments and other relevant organizations to schedule Commission briefings.
 - o Provide computer and projector to facilitate presentations during Commission meetings.
 - o Request relevant supporting materials and make copies available to Commissioners.
 - o Record Commission meetings and produce meeting summaries, for review and approval by the Commission.
 - o Manage and update the Commission's website.
 - o Post meeting materials on the Commission website.
 - o Coordinate internal and external Commission communications as to comply with Open Public Meetings Act.
 - o Coordinate tours, trainings, or other Commission activities.
 - o Coordinate internal and external Commission communications as to comply with Open Public Meetings Act.

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

Commission communications/recommendations

- The Coordinator will:
 - o Produce draft Commission communications and letters of recommendation when assigned by the Commission.
 - o Distribute hard and electronic copies of the Commission's communications.
 - o Email any draft recommendations to all Commissioners prior to the full Commission discussion. Post draft documents on the Commission's website only after the content has been vetted and discussed during a full Commission meeting.
- 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.**