

**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.**

Seattle Urban Forestry Commission

Letter Drafting Process Guide

March 2020

DRAFT

A. Presenter Prompts:

Guests presenting to the UFC should be asked to consider the following as part of their presentation or discussion:

When requesting a presentation/briefing, the UFC will clearly state their interest in the subject and expectations. This will make UFC staff's job at enticing people to prepare briefings/presentations to the UFC.

City of Seattle Staff:

- What has **changed** since last visit? (If presented on this prior)
- What **impact** has the previous visit to **the UFC** had on the work? (If presented on this prior)
- What **challenges** do trees and vegetation face related to this work?
- What **successes** have trees and vegetation have related to this work?
- What **future opportunities** exist for trees and vegetation related to this work?

External Guest:

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

Meeting minutes to specifically reference these prompts, if presenter addresses them. UFC to then compile highlights for Annual Report.

B. Post Presentation Discussion:

Immediately following the presentations, the UFC should spend 5-10 mins debriefing. Each Commissioner will be provided 1 minute for comment or the opportunity to pass.

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
- Any other brief feedback or reactions

Once all Commissioners interested in responding have done so, the UFC to outline immediate actions based on the groups feedback:

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

C. Letter Writing Process:

- If follow-up is a letter (thank you, recognition, and/or recommendations), the lead and support will work craft draft materials.
- Draft letter will then go to Sarah (or subsequent volunteer for the role), for proofread and general formatting. Sarah will then send to Sandra. 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).
- Letter will then go before UFC for discussion, when ready.
- UFC to consider approving letters based on their content and policy recommendations.
- Letters may go back to Sandra, Chair, and initial authors for copy editing following vote, with assurances of no change in intent.