

Seattle Urban Forestry Commission Coordinator Protocols

Adopted 4-1-2020

The Urban Forestry Commission's (UFC) 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 UFC and UFC Coordinator (Coordinator):

I. General Commission support

The Coordinator will spend up to 25 hours per month supporting the UFC with the following tasks:

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

II. City department coordination

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

1. Keep City departments abreast of UFC issue development.
2. Ensure City departments have an opportunity to brief the UFC on issues that impact their urban forestry work.
3. Engage City departments to review and comment on draft UFC recommendations before they are voted on by the UFC, 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 UFC and City departments.

III. Commission communications/recommendations

The Coordinator will:

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