**Urban Forestry Commission**
**Briefing coordination and letter drafting guide**
Adopted on April 8, 2020

## 1. Presenter Prompts:

Purpose: The purpose of these prompts is to help clarify the intent of briefings and give 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 to 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:
  o Was the presenter asked by UFC to give a briefing on a topic? (clarify whether or not has presented before).
  o Is this a new topic? If so, what lead to the need/creation of it?
  o 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:
      o What challenges are there related to this work?
      o What successes are there related to this work?
      o What future opportunities exist for protecting and expanding the urban forest related to this work?
  o 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.
  o 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.
  o How does the topic affect the city's policy or regulations for the urban forest?

1.2. External to City Guests:
  o All of the above, plus:
  o 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:

- o Highlights specifically related to the prompts
- o Ideas for follow-up actions or recommendations
- o Their willingness to work on follow-up and possibly draft a letter
- o Any other brief feedback or reactions

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

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

**3. Letter drafting process:**

- o If follow-up is a letter (thank you, recognition, and/or recommendations), the lead and supporter will work to produce draft materials.
- o 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).
- o Letters will then go before UFC for discussion, when ready.
- o The UFC will consider approving letters based on their content and policy recommendations.
- o Letters may go back to the UFC Coordinator, Chair, and initial authors for copy editing following vote, with assurances of no change in intent.