



**Urban Forestry Commission  
Coordinator Protocols**

Adopted on January 13, 2021

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 Forestry Core Team, Urban Forest Interdepartmental Team (IDT), City department staff, and other relevant organizations to schedule Commission briefings.
4. Provide computer and projector, or other technology, to facilitate presentations during Commission meetings.
5. Request relevant supporting materials and make electronic and/or hard copies available to Commissioners.
6. Record Commission meetings and produce meeting summaries, for review and adoption by the Commission.
7. Support Commission efforts to incorporate the City's Race and Social Justice Initiative principles into its work.
8. Manage and update the Commission's website, including posting meeting materials and recordings.
9. Ensure meetings and meeting materials are accessible based on Americans with Disabilities Act (ADA) requirements.
10. Coordinate internal and external Commission communications as to comply with Open Public Meetings Act.
11. Coordinate tours, trainings, or other Commission activities.
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's Office 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. Engage City departments to review and comment on draft Commission recommendations before they are voted on by the Commission, 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 Commission and City departments.

## **III. Commission communications/recommendations**

The Coordinator will:

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