

## **Tree Code Oversight Advisory Committee**

### **DRAFT - Operating Guidelines and Meeting Protocols**

This committee represents a diverse group of individuals with different expertise, skills, and viewpoints. As such, committee members are expected to listen carefully and consider the range of local and citywide needs and goals. Committee recommendations should represent a broad base of collective wisdom about what will best serve our city and the local neighborhoods.

#### **Role of the Committee:**

- Provide community oversight, monitoring and review of tree code project implementation
- Assess and provide feedback on what is and is not working related to project implementation, potentially leading to recommendations for code and/or administrative rules refinement
- Provide Commissioner Fritz, Development Services (BDS) and Parks (PP&R) staff with input and recommendations during the outreach, education and implementation, and monitoring phases of the tree project
- Work with the Urban Forestry Commission to guide outreach by the Urban Forestry Commission subcommittee.

#### **Role of Tree Code Project Staff:**

- Provide administrative and logistical support at meetings
- Draft agenda for review by Committee co-chairs
- Provide guidance on Code, City policy, etc.
- Share tree code and zoning implementation information and data with the Committee for review and preparation of recommendations
- Receive Committee and public feedback, identify issues and sort information into two categories: minor adjustment to code or implementation practices vs. systemic problems
- Track issues and resolve questions between meetings
- Facilitate and support decision-making by the Oversight Advisory Committee
- Assist with development and presentation of the 2016 report to City Council

#### **Membership**

Commissioner Fritz shall select 10-14 members who reflect the diversity of the City. Members will include representatives of the Development Review Advisory Committee, Urban Forestry Commission and at-large members.

#### **Committee co-chairs:**

Committee members will approve two members to serve as committee co-chairs. The co-chairs shall:

- Work in a collaborative manner with the City’s project manager, co-chair and all members of committee to achieve the committee’s purpose and produce required deliverables
- Serve as a resource to members between meetings to ensure issues of concern can be discussed with staff in advance of the next meeting
- Meet with staff in advance of committee meetings to agree on agenda topics and prepare for the meeting
- Respectfully moderate meetings, apply agreed-upon ground rules and promote an atmosphere where all voices can be heard

**Committee Products:**

- Report to Portland City Council in early 2016
- Recommendations to project staff to resolve ongoing implementation issues related to:
  - Code or zoning changes that must be addressed by City Council
  - Implementation policy
  - Outreach and education tactics

**Process to Develop Recommendations**

The Oversight Committee will work to reach agreement on advice and recommendations. The group will use a consensus process that respects the perspectives and contributions of all members. Whenever possible, the group will forward recommendations that are supported by the full group. If full agreement is not possible, the Oversight Committee will use a simple majority vote to finalize recommendations. In the case of a majority vote, minority reports will be accepted and submitted along with the Oversight Committee recommendation.

The suggestions, advice, and recommendations of the Oversight Committee will be provided to Commissioner Fritz, project staff, the Director of Portland Parks & Recreation, and the Director of Development Services for consideration. Final decisions will be made by Commissioner Fritz.

**Quorum**

A quorum shall consist of two-thirds of the members for the purpose of decision-making. For example, a committee of 12 permanent members will have 8 members present to make formal recommendations.

**Committee Meeting Ground Rules**

- Arrive on time and be prepared for the meeting topics.
- Follow the topics and time set by the agenda.
- Listen carefully and speak honestly.
- Respect the views and opinions of others.
- Keep an open mind.
- Critique issues, not people or organizations.
- Allow everyone the opportunity to speak once before speaking twice.

- Use discussion to clarify information, not advocate for positions.
- Consider the needs and concerns of the local community and the larger city.
- Copy Mike Hayakawa, Tree Code Project Manager and Patti Howard, Commissioner Fritz' Policy Advisor, on any between-meeting communications related to Committee business to ensure they are included in the public record.
- Use Committee meetings to consider and finalize recommendations of the Committee; no decision-making to occur by email.
- Members will notify Mike Hayakawa of all requests for information from the media.

**Public Communications:**

- A City-sponsored web page on the Trees website will be created and used to make publicly available the Committee schedule, agendas and materials.
- Each agenda will include up to 10 minutes for public comment on the issues of discussion.

**Committee timeline:**

The Committee will conclude its tasks by Dec. 31, 2015.

- Formation, orientation and training: Fall 2014 – Feb. 2015
- Exploration of implementation issues and recommendations: March – October, 2015
- Drafting and approval of report to Council: November – December, 2015