

Draft Urban Forestry Commission Community Agreement Guidelines – August 2023 Draft:

- Acknowledge our shared goals of doing a good job and making a positive and lasting contribution to the urban forest, the community, and the City.
- Listen with intent to understand and learn, rather than to respond. Encourage asking questions respectfully, focusing on issues rather than individuals.
- Be compassionate and treat each other with dignity and care. Be mindful of the impacts we can have and sensitive to the potential trauma experience of others.
- Support discourse and be willing to experience and share discomfort and disagreement. Expect and accept non-closure.
- Actively create a safe space to give and receive feedback to the speaker and the listener.
- Honor different perspectives and channel them into creative and informed solutions.
- Know when to take space and know when to make space to ensure all voices are heard.
- Respectfully “call in” each other and share the responsibility of adhering to these guidelines.
- Make space for all communication styles and perspectives, and for people to share their stories. This allows us to be truly inclusive and allows everyone to show up as their authentic selves.
- Promote respect by actively halting abusive, threatening, or discriminatory language or behavior, keeping in mind that expression styles vary between individuals, cultures, and communities.

Commissioner Duties:

- Come to the meeting prepared.
- Agree to follow meeting facilitation and point of order.
- Agree to adhere to neutral time limits on a topic.
- Be respectful of time and the agenda as we all have a fiduciary duty to get our work done.
- Make space for community in meetings and considering email input, while providing time to get the work done.
- Periodically review and update Community Agreement Guidelines to reflect the evolving UFC culture, needs, and priorities.
- Work with staff to develop respectful, productive protocols to raise, address, resolve conflicts between or among commissioners and/or staff.

Suggested Learning Resources:

- Creating a safe meeting space in meetings (Video)
- The C.A.R.E.S. Framework for Trust in the Workplace (Video Playlist)
- UFC onboarding materials