



## **State of Hawai'i Urban and Community Forestry (U&CF) Advisory Council Guidelines**

### **AUTHORITY**

The Urban and Community Forestry (U&CF) program was authorized by the Cooperative Forestry Assistance Act of 1978, Title 16, Part 2105, Section 9, Public Law 95-313, 92 Stat. 365. This program was reauthorized in the Farm Bill and funding since has been provided to the USDA Forest Service for program implementation. The USDA Forest Service has allocated these funds to the Department of Land and Natural Resources, Division of Forestry & Wildlife (DOFAW/State Forester) since 1991 for statewide distribution. The Program requirements as identified in the Urban and Community Forestry Program Standards are: a Program Manager, volunteer partnership coordination, an advisory council (COUNCIL) and a program strategic plan. In Hawai'i this program is known as Kaulunani and the most recent plan can be found within the Hawai'i State-Wide Forest Action Plan (FAP).

### **PROGRAM OBJECTIVES**

The purpose of Kaulunani is to strengthen the capacity of communities to plan for, establish, manage and protect trees, forests, and green spaces across Hawai'i. We focus our efforts and resources on underserved and low-income communities as well as Native Hawaiians — the Indigenous people of Hawai'i. Through these actions and through supporting relationships among people and trees, this program provides social, economic, ecological, and health benefits to Hawaii's communities. It supports collaboration across governmental, private, non-profit, and community-based organizations to improve the biocultural well-being of communities and the ecosystems they inhabit.

### **URBAN AND COMMUNITY FORESTRY ADVISORY COUNCIL DUTIES**

1. Act in an advisory capacity to the State Forester and the State Urban Forester.
2. Provide guidance and direction for the Kaulunani program.
3. Review and recommend for approval to DOFAW, updates to the Kaulunani strategic plan in FAP (including assessments of urban and community forest resources, issues related to urban and community forests, spatially defined priority areas, strategies and partnerships) and any other documents related to the Federal U&CF program for which the COUNCIL advice is required.
4. Review and recommend for approval to DOFAW, projects, subgrants, and educational and marketing initiatives.
5. Review and consult on the annual Federal Program grant proposal, as well as other Federal or non federal funding opportunities as requested.

### **URBAN AND COMMUNITY FORESTRY ADVISORY MEMBER DUTIES**

1. Review and make recommendations on sub-grant and other competitive grant submissions.
2. Participate in strategic initiatives as identified by the strategic plan and FAP.
3. Promote the grant program and activities where appropriate.
4. Participate in other activities as Council determines.
5. Commit to a three year term.



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6. Attend quarterly meetings and participate in committee assignments.
7. Participate in other activities as needed.

### **GRANT REVIEW COMMITTEE DUTIES**

1. Prior to the Council's quarterly meetings, a grant review committee shall review and screen proposals to ensure conformance to the program.
2. At least three (3) council members must participate in the grant review.
3. The committee will present proposals to the Council and make recommendations based on proposal merits.

### **MEMBERSHIP/QUORUM**

1. The COUNCIL will consist of no more than 16 members including one from the USDA Forest Service and one from the DLNR Division of Forestry and Wildlife. Members should be as geographically and culturally diverse as practical.
2. Members of the COUNCIL shall be composed of representatives from as many of the following as practical while simultaneously seeking geographic distribution:
  - o University of Hawai'i Cooperative Extension/Research (CTAHR)
  - o County governments
  - o Urban forestry advocacy organizations
  - o Legal field
  - o Landscape architecture field
  - o Arborist field
  - o Utilities
  - o Environmental education field
  - o Plant nursery industries
  - o Cultural practitioners
  - o Fundraising, grant writing and public relations
  - o Mapping, GIS
  - o Urban Planning
  - o Health sector
  - o Complete Streets, walkable communities
  - o Climate Change
  - o Housing
  - o Transportation
  - o Indigenous Knowledge
  - o Native Hawaiian Communities
  - o Low Income/Marginalized Communities
  - o Other relevant interests as deemed appropriate by the COUNCIL
3. Members shall be volunteers, and will not be compensated for duties performed. The Program will pay for travel and per diem for all off-island meetings.



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4. COUNCIL meetings shall be held quarterly as practical. Council meetings may be held by videoconference or telephone conference when determined most practical. The Chair of the Council and/or DOFAW Administrator may call additional meetings when necessary with at least six working days notice.
5. Each Council member shall serve a three (3) year term and terms shall be staggered to ensure a minimal introduction and departure of members at any given time. Members may reapply for a seat on the Council once their term has expired.
6. The Council shall make an effort to advertise vacancies in a variety of locations to attract as diverse a group as possible. Interested parties shall submit an application to the Council's designated representative upon request. Membership applications shall be reviewed by a Council subcommittee constituted for such purpose, after which recommendations will be given to the Council for final approval.
7. All voting shall be in person. Council recommendations shall be formalized by a simple majority of a quorum of the voting members. Voting may be allowed for videoconference or telephone conference meetings, provided that those voting fully participate in the discussion.
8. A majority of the total number of members at the current time shall constitute a quorum at any meeting. If a quorum is not met, the meeting may proceed providing there are no agenda items that require a vote. All items requiring a vote must be postponed until a quorum is available. Items that require a vote include sub recipient grants, final endorsement of a strategic plan, and membership.
9. Vacancies for the position of the chairperson shall be filled by a majority vote of the Council at the end of the current chairperson's two-year term.
10. A member may serve as chair for no more than two consecutive terms.

### Membership Committee

11. The Council is to select a committee to fill Council vacancies. Their tasks include:
  - a. Reviewing the needs of the Council based on Council representation as identified in item 2 above
  - b. Identifying current members who will be rotating off the Council
  - c. Identifying any other expected vacancies
  - d. Looking at expertise the Council lacks.

### Filling Council Positions

1. Council vacancies will be publicly announced
2. Current Council members are to advise staff if they will be reapplying for a Council position.
3. Applications will be reviewed by an Ad Hoc Membership Committee, and recommendations of the Committee voted on at Council meetings.



## **State of Hawai'i**

### **Urban and Community Forestry (U&CF) Advisory Council**

### **Guidelines**

#### **MEETINGS**

1. The Council will meet quarterly at a time and place recommended by the Kaulunani Program Coordinator and the Council Chair.
2. Meeting locations shall rotate around the Hawaiian Islands, as funding and logistical challenges permit.
3. Meeting agendas shall consist of items pertinent to the Program and FAP priorities and shall be reviewed by the Council Chair and the DOFAW Representative prior to distribution (a minimum of six calendar days in advance).
4. Special meetings may be held at the request of the Chair and/or the DOFAW Administrator.

#### **GOVERNANCE**

1. Unless otherwise directed by resolution by the Council, the conduct of the meeting shall be governed by the latest edition of Robert's Rules of Order.
2. Minutes of previous meetings shall be reviewed and approved at the beginning of each meeting.
3. Approved minutes shall be posted on the Kaulunani website.

#### **COUNCIL ATTENDANCE AT MEETINGS**

1. A Council member shall attend at least two meetings within the previous twelve (12) month period to be in good standing.
2. If a Council member misses two (2) meetings within a calendar year that member will receive a letter recognizing the absences. If a Council member misses a third meeting the Council Chair and/or DOFAW Administrator may ask that member to resign from the Council.

#### **PUBLIC ATTENDANCE AT MEETINGS**

1. Council meetings are open to the public.
2. Reasonable attempts will be made to accommodate those with special needs or arrangements upon request.
3. Public individuals or private entities interested in attending a Council meeting to present proposals or make statements shall submit a request at least one week prior to the scheduled meeting with the Kaulunani Program Manager.
4. Presentations, statements or other participation in the Council meeting by the public or other non-voting members shall only be with the approval of a majority of the voting members present. All presentations or statements shall be restricted to less than 2 minutes unless otherwise explicitly approved by the Council Chair prior to the meeting.
5. Members of the public shall attend at their own expense.



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### COUNCIL TERMINATION

1. The COUNCIL shall not be terminated, unless the Federal Urban Forestry Program is terminated.



Desiree Page, Chairperson, Kaulunani Advisory Council

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