

Operating Guidelines of the Keystone 10 Million Trees Partnership

Article I. Name and Purpose

Section 1: The name of the partnership shall be the Keystone 10 Million Trees Partnership

Section 2: The Keystone 10 Million Trees Partnership is a collaborative effort of national, regional, state and local agencies, conservation organizations, outdoors enthusiasts, businesses, and citizens committed to improving Pennsylvania's communities, economy, and ecology by planting 10 million trees throughout the Commonwealth by 2025.

Section 3: The Chesapeake Bay Foundation has committed to providing financial, logistical and staff support for the facilitation of the Keystone 10 Million Trees Partnership.

Article II. Membership

Section 1: In order to become a partner of the Keystone 10 Million Trees Partnership, potential partners must meet the following requirements:

- Have headquarters or activities located within Pennsylvania
- Have interest in supporting conservation practices
- Commit to signing the partner application and agreeing to the brand usage guide (Exhibit A) and operating guidelines
(<http://www.tenmilliontrees.org/partners/internal/partner-application.html>)

Section 2: Member expectations:

- Commitment to promote the Keystone 10 Million Trees Partnership
 - Adding Keystone 10 Million Trees Partnership logo to website (if allowed)
 - Sharing supplied documents to landowners and other potential partners as appropriate
 - Adhering to logo use policy (see Exhibit A)
 - Utilizing tools in 'Online Partner Toolkit' as appropriate
(<http://www.tenmilliontrees.org/partners/internal/share.html>)
- Follow up on landowner inquiries referred from the partnership, or defer back to the partnership if unable to meet landowner request, within 15 business days
- Consider/Respond/Share: sign on letters, action alerts, and decision maker meetings
- Commit to logging your tree planting volunteer request a minimum of one month prior to planting AND record final planting numbers within a month of the tree planting if the trees were provided by the partnership as discussed in Article VII, below.
- Commitment to confidentiality of Keystone 10 Million Trees Partnership conversations, correspondence and statement drafts as discussed in Article VI, below.

Article III. Governance Structure

Section 1: The governing structure of the Keystone 10 Million Trees Partnership is as follows:

- A. Keystone 10 Million Trees Partnership Advisory Workgroup
- B. Other Workgroups
 - a. Planting Workgroup (exists within PA Department of Conservation & Natural Resources Riparian Forest Buffer Advisory Committee)
 - b. Grower-Supply Workgroup
 - c. Messaging Workgroup
 - d. Mine Land Workgroup
 - e. And other workgroups that may be established as necessary

Section 2: Powers and Duties of Keystone 10 Million Trees Partnership Advisory Workgroup:

- a. Hold regular meetings as referenced in Article IV, Section 1
- b. Partner Code of Conduct review as referenced in Article VII
- c. Suggest and vote upon amendments to the operating guidelines as referenced in Article IX
- d. Give guidance as needed to other workgroups

Article IV. Regular Meetings

Section 1: Regular meetings of the Advisory Workgroup will be held via conference call, with in-person option, bi-annually and on an ad hoc basis as needed. An availability survey will be sent at least 2 weeks prior to the meeting. A quorum for a meeting of the Advisory Workgroup shall consist of at least 50% of the membership of the Advisory Workgroup. For items related to operating guidelines an advance remote voting option will be available. Workgroup members may abstain from voting.

Section 2: Meetings of Planting, Grower-Supply, Messaging, Mine Land, and other workgroups that may be established, will be held bi-annually and on an ad hoc basis as needed.

Section 3: Once annually the Keystone 10 Million Trees Partnership will hold an in-person two-day partner meeting (typically in January or February). Attendance at the annual meeting is not a requirement but is encouraged. A separate partner gathering may be held in the summer months.

Article V. Policy Commenting Process

The Keystone 10 Million Trees Partnership will be mindful of the partnership Operating Guidelines in emphasizing the many voices of its partners. External communications by the Keystone 10 Million Trees Partnership and its members will be guided by the advice and expert input of partners but may not necessarily imply endorsement by all partners.

Article VI. Confidentiality

Confidentiality is important for this Partnership to create a community of trust within the Partnership for open expression of ideas and communication. While remaining in compliance with any applicable Pennsylvania or Federal laws, the Keystone 10 Million Trees Partnership members shall not discuss or disclose information about the Keystone 10 Million Trees Partnership or its activities to any person or entity unless such information is already a matter of public knowledge; or the disclosure of such information is in furtherance of the Keystone 10 Million Trees Partnership purposes, or can reasonably be expected to benefit the Keystone 10 Million Trees Partnership. Keystone 10 Million Trees Partnership members shall use discretion and good business judgement in discussing the affairs of Keystone 10 Million Trees Partnership with third parties.

Article VII. Code of Conduct

Collaboration is important for this Partnership to create a community of trust within the Partnership so that partners can rely on one another towards mutual success. Keystone 10 Million Trees Partnership members shall act with integrity, comply with all applicable Pennsylvania and Federal laws and regulations, and treat one another with respect and dignity. Members working together in similar regions are encouraged to communicate and collaborate to maximize their efforts to achieve tree planting goals and to minimize duplication of landowner outreach. Members should ensure that, as far as reasonably practicable, its activities, services, and funders minimize any detrimental effects upon the environment. Members should uphold all internationally recognized human rights wherever operations are located and seek to increase diversity, equity, inclusion and justice. Partners will keep their policies and actions generally consistent with those of the partnership. If a partner holds a position or intends to act at cross-purposes to the partnership's work, the partner will disclose this difference and offer to explore reconciliation, and if irreconcilable, offer its resignation from the partnership. Partners will keep any partnership disputes civil and internal. Partners will be discrete in discussing partnership deliberations outside of the Keystone 10 Million Trees Partnership settings.

Members should expect and encourage others to promptly bring any suspected or actual breaches of the code of conduct to the Keystone 10 Million Trees Partnership and any member of its Advisory Workgroup. Keystone 10 Million Trees Partnership reserves the right to conduct inquiries into suspected breaches of code of conduct. All breaches will be brought to the Advisory Workgroup for review and for its consideration of partner removal. The Advisory Workgroup has the authority to vote to remove a partner as per the guidelines of Article IV. Section 1.

Article VIII. Tree Count

Any trees provided by the Keystone 10 Million Trees Partnership to any partners are *expected* to be logged in the GIS Tree Tracker within a month of the tree planting. When logging the trees in the GIS Tree Tracker, all partners will have the option to report their tree counts to the Pennsylvania Department of Environmental Protection (PA DEP) via the PracticeKeeper and/or Field Docs integration. The Keystone 10 Million Trees Partnership recognizes that trees provided to partners may not be the sole funding source for that planting and partners have the *option* to recognize all funding sources within their reporting for transparency and accuracy.



Partners have the *option* but are highly encouraged to log trees that are not provided by the Keystone 10 Million Trees partnership. This option allows partners to count their tree planting work towards the shared goals of the Keystone 10 Million Trees Partnership.

Article IX. Amendments

Section 1: Keystone 10 Million Trees Partnership Advisory Workgroup can make amendments to the Keystone 10 Million Trees Partnership operating guidelines as per the guidelines of Article IV. Section 1. Amendments recommended by any Keystone 10 Million Trees Partner must be brought before the Advisory Workgroup at a meeting prior to being voted. The amendments will then be voted upon at the subsequent meeting.

These operating guidelines were approved by a survey of the Keystone 10 Million Trees Partnership Advisory Workgroup on March 20, 2020.