



Spokane Human Rights Commission

Wednesday, August 5, 2020

5:30 PM-7:00 PM

+1-408-418-9388

Access code: 146 693 5343

TIMES GIVEN ARE AN ESTIMATE AND ARE SUBJECT TO CHANGE

Public Comment Period:

5:30 - 5:40 Public Comment (3 minutes each). Citizens are invited to address the Commission on any topic not on the agenda.

Commission Briefing Session:

5:40 - 5:45 A. Roll Call & Approve the [July 1, 2020 minutes](#) Chair Kissler

Standing Update(s):

5:30 – 5:40	• Pro Choice Washington Request for Endorsement Presentation	Gabbi Nazari
5:40 – 6:00	• City of Spokane Housing Action Plan Presentation	Maren Murphy
6:00 – 6:10	• Summary of LGBTQ+ Ally Training Courageous Conversation	Commissioner Moore
6:10 – 6:15	• Summary of LGBTQ+ Ally Training Courageous Conversation	Chair Kissler
6:15 – 6:20	• City of Spokane Diversity Strategic Plan	Chair Kissler
6:20 - 6:25	• Day of Healing Update	Commissioner Hernandez
6:25 – 6:40	• OCR Exploratory Task Force Update - Chair Kissler <ul style="list-style-type: none">○ Survey○ Meeting with Police Ombudsman re: complaint handling○ Open position for Commissioner○ Staffing need	Chair Kissler
6:40 – 6:45	• Human Rights Awards Update	Commissioner Harrison
6:45 – 6:50	• Formation of Subcommittees (Civic Impact, Outreach, and Stability Planning)	Chair Kissler
6:50 – 6:55	• Bylaw Updates (see attached proposed changes) <ul style="list-style-type: none">○ Statements from the chair○ Candidate review process○ 24 vs. 48 hour meeting notice?	Commissioner Riley

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Council Briefing Center in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6363, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or msteinolfson@spokanecity.org. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

6:55 – 7:00

- Youth Commissioner Vacancy Update
- FY20-21 Workplan Review
- FY20 Budget Review
 - Translation of SHRC webpages
 - Banner replacements
 - Business cards

Chair Kissler

Adjournment

- 1) Next Human Rights Commission meeting is scheduled for **September 2, 2020**

The password for City of Spokane Guest Wireless access has been changed:

Username: COS Guest Password: YjYYnt2B

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Spokane Human Rights Commission

July 1, 2020

Meeting Minutes

Meeting called to order at 5:36

Public Comment

Commission Briefing Session:

1. Roll Call and Approved the June 3, 2020 Minutes:
 - a. Commission Members Present: Lance Kissler, Earl Moore, Hayley Harrison, John Lemus, Lorna Hernandez, Jac Archer
 - b. Commission Members Absent: Councilmember Betsy Wilkerson, Aaron Riley
 - c. Staff Members Present: Melissa Morrison

2. Quorum: Yes

Discussion Items

1. New Commissioner Appointment
 - a. Welcome to new Commissioner Hernandez. Gave brief update on July 8th event which is a community Day of Healing.
2. Commissioner Appointment Update
 - a. Commissioner Archer confirmed there were not other criminal charges or behavior related to the restraining order. Chair Kissler made a motion to reaffirm the appointment, moved by Vice Chair Lemus and seconded by Commissioner Harrison. Commissioner Moore abstained. Motion passed with 4 yays.
3. Identifying Youth Candidates
 - a. Mayor Woodward is interested in having youth serve in At-Large position. Youth is defined as a person who is under age 18, ideally target age range 16 - 17.
4. Acknowledgement of No-Li Donation
 - a. Chair Kissler and Commissioner Harrison will draft a salutation to present to No-Li Brewery. No-Li Brewery issued a special equality pint glasses with proceeds benefiting SHRC. No-Li will send \$1000 check to cover costs for Human Rights Awards, additional translations materials or replace banner. Chair Kissler acknowledged and thanked No-Li Brewery for support.
5. Tenants Union Resolution
 - a. Chair Kissler was contacted by Terri Anderson who informed of time line changes legislation and requested to table to future meeting.
6. Courageous Conversation Update
 - a. Commissioner Moore had lengthy conversation with Nick Franco with plan for presentation and community conversation. Commissioner Moore will continue to follow up for planning.

7. Human Rights Award Update

- a. Commissioner Harrison updated commission on Human Rights Awards and requested nominations be submitted timely. Commissioner Harrison will provide further update later in the month. Chair Kissler will link to nomination form on Facebook.

8. OCR Task Force Update

- a. Chair Kissler met with Mayor Woodward and discussed OCR and OCR Taskforce. Chair Kissler will follow up with Office of Police Ombuds and find where there are gaps and where an OCR could meet needs.

9. Budget Update

- a. Budget not changed since last meeting. Chair Kissler waiting for update from Brian Coddington regarding translation and budget does not reflect costs. Budget does not show No-Li Donation yet.
- b. Motion made to replace banners and order new business cards through city reprographics.

10. Workplan Review

- a. Focus on developing resource flyers for members of the community. Commissioner Harrison volunteered to lead project.
- b. Vice Chair Lemus would like to develop cross training on leadership positions and long range planning.
- c. Commissioner Archer would like to lead on informing council and administration regarding community issues. Commissioner Archer proposed a regular schedule of conversations with councilmembers.

11. Bylaws Update

- a. Chair Kissler proposed two bylaw updates
 - i. Mayor's Office requested commissioner reach out to the administration a few months prior to appointment expiration for re-appointment
 - ii. Developing a formal process on how reviews and interviews are conducted for interested commissioners.
 - iii. Commissioner Archer requested an on boarding manual for new commissioners on role and responsibilities.

The Next Human Rights Commission Meeting scheduled August 5, 2020. Meeting adjourned at 6:59 pm.

Account 0020-30830-18900-54999-99999

Date	Budget	Expenditures	Balance	Comments	FMS	Amt cleared FMS
1/1/2020	\$2,500.00		\$2,500.00	Initial Budget		
1/28/2020		\$752.73	\$1,747.27	Note Cards & Business Cards	x	\$752.73
3/24/2020		\$122.51	\$1,624.76	Mojo Print -- Table Throw	x	\$122.51
			\$1,624.76			
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\$2,500.00	\$875.24	\$1,624.76 Available Amount	\$875.24
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\$1,624.76	\$0.00	Unposted Amount
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The City of Spokane

Diversity Strategic Plan

One Vision. One Plan. Multicultural Voices.

2019—2022



Prepared and Authored By
*SJC Cultural Consultant & Associates, LLC
sjc.culturalconsultant@gmail.com

Summary:

“We have a long history of fighting for equality in Spokane.”

AHANA Board Member

The City of Spokane is located in Eastern Washington, approximately 90 miles south of the Canadian border. According to the U.S. census, the majority of Spokane’s population is white, approximately 85%. However, Spokane is a city with a growing multicultural population. With a history steeped in Native American culture the Kalispel, Spokane and Coeur d’Alene Tribes, and the Confederated Tribes of the Colville Reservation are indigenous people in the region. Spokane is home to the 7th largest urban Indian/ Alaskan Native population in the country.

A thriving Lesbian, Gay, Bisexual, Transgender and Questioning (LGBTQ) community contributes to the diverse populace. The Hispanic/Latino population is the largest multicultural group in the city at 6.2%. There is also a growing international presence from Russia, Ukraine and the Marshall Islands. (Sowa, 2012).

Embracing Vision 2020, the City of Spokane, is proudly telling the story of its natural beauty and sustainability, cooperative partnerships, cutting edge healthcare service, abundant resources and quality higher education offerings. City leadership focused on a Safer, Smarter, Healthier Spokane. (Greater Spokane, INC.)



Under the leadership of City of Spokane Mayor, David A. Condon, an intentional strategic effort to ensure all voices are heard in the future direction of Spokane was successfully implemented. Moving the city forward inclusive of the lived experiences of diverse individuals, multicultural perspectives, and the hopes and dreams of all Spokane residents, is viewed from Mayor Condon's leadership lens as pivotal to the growth and fabric of the city.

Conversations were held both in person and via telephone calls with key stakeholders, organizations, groups, community leaders, individuals and city influencers who responded to a set of in-depth questions specifically designed to highlight the strengths, opportunities, growth, and forward direction for the city. Many of the respondents spoke with reverence regarding the history and dedication to social justice by a number of active citizens that has been in existence for decades.

Celebrations of diverse cultures are attended by the masses in recognition of the history and traditions of our multicultural city. The Native American Gathering at the Falls Powwow, Fiesta Spokane Hispanic Heritage celebration, the Pride Parade and Rainbow Festival, NAACP Freedom Fund banquet, Unity in the Community Multicultural Celebration and other cultural events reflect the diverse people, cultures, and customs in the city. The formation of the Carl Maxey Center will provide a technologically innovative hub to empower African Americans and serve the community. The life and legacy of the Reverend Dr. Martin Luther King Jr. is celebrated annually in the city.



Timeline:

One Vision. One Plan. Multicultural Voices was written during the final year of Mayor Condon's tenure in office. The plan is designed for both the current and incoming administrations to begin implementation of the goals and action steps immediately and over the course of the next three years. The Director of Diversity position is the logical first step for implementation. The Director will assume a major responsibility in fulfilling the goals and actions steps outlined in the strategic plan in collaboration with other units.

Vision:

The City of Spokane will establish itself as an inclusive welcoming community that respects and celebrates the traditions and history of its diverse cultures. The city will provide opportunities for all residents to flourish in a vibrant, thriving culturally aware community.



Defining Diversity:

*“I would like to enter a room and no one
is surprised by my presence.”*

Member 21st Century Workforce Group

The participants in the City of Spokane, Diversity Strategic Planning process, provided thoughtful insight into the definition of diversity, offering a wide range of perspectives.

Diversity is defined as a process of inclusion in which marginalized individuals and groups whose voices were not heard and who have historically been excluded will have a seat at the table. All perspectives and voices are valued, included and respected.

Diversity is comprised of multiple characteristics, traits, thoughts, ideas, beliefs, practices, races, cultures, abilities /disabilities, ages, socio-economic levels, religions, sexual orientations, languages, migrant and refugee backgrounds, international statuses and geographical regions.



City Demographics:

According to the most recent data from American Community Survey Census Bureau, the racial composition of Spokane, WA in 2019, was:

- **White: 85.29%**
- **Hispanic or Latino: 6.2%**
- **Two or more races: 5.79%**
- **Asian: 2.81%**
- **Black or African American: 2.31%**
- **American Indian/Alaskan Native: 1.8%**
- **Other races: 1.22%**
- **Native Hawaiian or Pacific Islander: 0.79%**



*Goal 1: City Leaders will Promote
and Provide Visible & Engaged Leadership*

“There is Strength & Resilience in Communities of Color.”

Hispanic Business Professional Association

Respondents to the Diversity Strategic plan questions, spoke frequently regarding the need for City of Spokane leadership to reflect the diversity of the city. The visibility of city leaders actively engaged and present in multicultural communities and at events is essential to a vibrant and successful city. The diverse representation of elected officials and City Hall was frequently mentioned by multiple groups as pivotal and necessary for actualization and acceptance of differences. City of Spokane leadership should reflect the populace of the city and its diverse communities.



Action Steps:

- City leadership will move beyond attendance at formal or ceremonial diversity events, and increase presence at a breadth of multicultural events and activities. Meaningful interactions with diverse individuals, groups and organizations is strongly desired.
- City of Spokane leadership will articulate a strong commitment that diversity is a value to the city in speeches, presentations, communication methods, printed materials, website design and other documents.
- Encourage open discussions on difficult dialogues between leadership and city residents.
- Implement a diversity committee comprised of representatives from marginalized communities. This committee will foster engagement between city leadership and the citizens and serve to increase understanding of cultural issues.
- Develop a City of Spokane Leadership Program to provide Junior and Senior high school students and college students with Internship opportunities designed to enhance real world learning and acquire direct experience in city leadership.
- Create opportunities designed to encourage Spokane residents to engage in leadership roles by serving on city-wide committees, participation in organizations and volunteer opportunities.



Goal 2: Create a Director of Diversity Position for the City of Spokane

“Individuals with privilege need to own it and get involved.”

The NATIVE Project Discussion Group

Action Steps:

- Develop a robust position description for a Director of Diversity for the City of Spokane.
- Secure personnel and financial resources to support the position and enable implementation of the goals and action steps outlined in this document.
- Clearly delineate that the Diversity Director will serve in an advisory capacity to the Mayor and the Cabinet.
- Ensure a selection process that includes diverse representation including organizations that have contributed to the Diversity Strategic Planning process.



Action Steps:

- The Director will serve as a liaison between the City of Spokane and the Community. The position will foster a community of cohesiveness-to eliminate separation and isolation.
- The Director will serve as a partner and collaborator with key stakeholders in the City of Spokane.
- The Director will maintain awareness of current research and best practices regarding Diversity & Inclusion.
- The Director will actively address societal and local community issues that prohibit residents from experiencing a culturally welcoming city environment.



*Goal 3: Provide Diversity & Inclusion
Training, Education & Awareness for City
Leaders and the Residents of the City of Spokane*

*“We need to create not only Safe Spaces but
Brave Spaces for voices to be heard.”*

Educator & Consultant

Recognizing that the City of Spokane is becoming increasingly more multicultural, Diversity & Inclusion training and awareness will enable City of Spokane residents to acquire an understanding of different cultures, increase knowledge and enhance communication. Training and Awareness will promote positive well being among groups and individuals with limited knowledge of one another or those who have formed perceptions of marginalized groups based on negative stereotypes.

Action Steps:

- Offer Diversity Training, facilitated by professionals in the field on a regular basis for City Leaders. Participation should be required and/or strongly encouraged. Training should cover multiple aspects of diversity.
- Training participants should receive a certificate of participation or other form of acknowledgement that demonstrates completion of subject matter.



- Maintain sensitivity and develop messaging in English and Spanish that will reach and include both diverse and lower socio-economic populations who may not have access or be aware of programs and services offered.
- Provide incentives for city leaders to attend at least one cultural diversity program annually. Program participation encourages learning and contributes to opportunities for engaging with diverse individuals outside of one's own culture.
- Utilize Spokane public libraries and area community centers to offer Diversity Training in celebration of cultural awareness months. Include culturally relevant books, artifacts and other materials for all ages and community-wide awareness.



Goal 4: Collaborate with the Office of Human Resources to develop and enhance policies that will attract a diverse candidate pool and increase diversity hires, including strategies for retaining employees who contribute to diversity.

“We are very good at being Spokane-nice, this philosophy detracts from dealing with the actual racism & inequities that exist in the community.”

Spokane Attorney

Action Steps:

- Implement an aggressive outreach strategy statewide and with external sources to recruit and create adequate and diverse candidate pools.
- Incorporate inclusive language for advertising and internal postings that highlight commitment to building a diverse workforce.
- Require job applicants to discuss their own experience with and commitment to diversity, as well as how they have created inclusive environments in their previous employment. This can be accomplished throughout the application and/or interview processes.
- Hire people who understand the value of a diverse workforce.



- Outreach to diverse communities, networks, organizations and contacts upon beginning the hiring process. Encourage two way conversations and interaction.
- Discuss the role of city employees in serving a diverse community. Work in partnership with multicultural organizations and those organizations that support inclusion to elevate diversity & inclusion knowledge and proficiency to Spokane citizens.
- Assist applicants through the application process, in efforts to diversify the City of Spokane Police Force and other first responders.
- Maintain contact with applicants throughout the process. A friendly check-in serving as a guide throughout the interview and hiring processes will be of benefit to all candidates. Utilize current and retired Police Officers and/or Firefighters as mentors to applicants.
- Employ multiple messages that highlight various aspects of available positions such as rewards, benefits & challenges. Position descriptions should be written in English and Spanish.



- Develop a pipeline to a grow-your-own program. Seek opportunities to create an apprentice program that will provide young adults with basic experience and training in law enforcement.
- Establish an inclusive welcoming work culture that allows each employee to excel & flourish. Celebrate diversity as a part of the work culture.
- Require diversity training for all members of selection committees. Ensure those who serve in this capacity understand the affects of bias on searches.
- As a strategy for retaining employees who make up the diverse workforce, provide diversity training for all City of Spokane employees, encouraging and promoting participation with incentives and recognition.
- Utilize the screening process to include rather than exclude candidates and to avoid missing potentially attractive candidates who may have transferable or other skills that are different than the typical standard.



Goal 5: Actively support a Diversity Supplier Program

*“We struggle to get to long term sustainable change.
We move at a pace comfortable for the majority.”*

NAACP Board Member

Action Steps:

- Encourage the use of businesses owned by minorities, women, veterans, LGBT community members, those with disabilities, and other historically underutilized community members.
- Build partnerships with organizations that promote and support businesses from multicultural community members (African American, Hispanic, Asian, Native American (AHANA) Business and Professional Association; Hispanic Business Professionals Association (HBPA); the Black Business Expo; Inland Northwest Business Alliance (INBA); Women's Business Center (WBC); Inland Northwest Chapter of the National Association of Women Business Owners (NAWBO); Native Business Ventures).



- Develop policies to enhance inclusion and utilization efforts within the procurement process. Utilize diverse, socially conscious vendors to increase the return on investment.
- Prioritize and increase hiring of multicultural suppliers, which will in turn emphasize the start of a diverse supplier chain that creates inclusion of underrepresented groups in the procurement process.
- Promote innovation through the use of new supplier diversity businesses, new products, services and solutions.
- Provide multiple channels from which to procure goods and services within the City of Spokane.
- Develop & publish a City of Spokane Guide listing and highlighting Minority (Multicultural) Businesses.



*Goal 6: Embrace & Implement Innovative
Diversity Practices to create an inclusive
City*

*“We need to build on the richness of diversity in our
schools and in the greater community that is here.”*

Professor & Consultant

- Develop a city-wide *Diversity Spokane Campaign* inclusive of local businesses, education, higher education, industry, corporations, healthcare, social service agencies, government, non-profits and other entities. Encourage all citizens to engage and step outside of their comfort zones to embrace differences.

The campaign will offer inclusive messaging, cultural awareness activities and programming at multiple venues including schools, parks, community centers, diversity offices and libraries. Flags, banners, websites, and media coverage will play a key role in campaign advertising and celebration.

A committee comprised of diverse citizens will serve to coordinate this event under the direction of the Director for Diversity. The campaign will launch as a city first, garnering national media attention for creativity, awareness, and diversity education for the citizens of Spokane.

- Encourage graduates to remain in Spokane and to contribute their time, talent and skills to the growth and diversity of the city. Build a relationship with local high schools and universities to highlight the opportunities for work and life in Spokane.
- Eliminate silos by creating inclusive spaces that enable honest and authentic dialogues to occur. These inclusive conversational spaces will serve to break down extreme polarization. Multiple venues around the city will be utilized for the conversations and serve to humanize diversity.
- Develop partnership with organizations who have the expertise to offer Civil Survival courses at Community Centers and other public venues, designed for underrepresented youth and individuals in preparation for leading full and productive lives with the necessary skillset to survive as diverse persons in a predominantly white community.



Resources:

American Community Survey Census Bureau 2019

CVM Supplier Management and Procurement
Professionals Blog, Suarez, 2009

Greater Spokane INC.

*Marshallese making a new life in Spokane, the
Spokesman-Review, Sowa 2012*

*Promising Practices for Increasing Diversity among First
Responders, Coffey Consulting, December 2016*

StrategicPlan@SpokaneCity.org

Vision 2020 Safer. Smarter. Healthier

Worldpopulationreview.com



Notes:





*“Diversity is the breath of the
full human experience.”
- 21 Century Workforce Group*

City of Spokane Human Rights Commission Bylaws

Updated by Lisa Rosier December 2014

Updated by Commission & Approved March 2020

I. PURPOSE

Pursuant to Spokane Municipal Code 4.10.040 the City of Spokane Human Rights Commission has the power and duty to (a) adopt rules; (b) hold regular public meetings and keep a written record of its proceedings which is a public record, (c) conduct and arrange for surveys, studies, and polls, (d) convene ad hoc committees, (e) make recommendations for public policy. In light of this code authorization it is appropriate that the City of Spokane Human Rights Commission have a working set of rules and procedures for its performance and members which are available to the public at large.

II. GENERAL PROVISIONS

(2.1) The rules of the City of Spokane Commission on Human Rights (SHRC) are also the rules of its subcommittees in so far as applicable, except as regards a motion to recess from day to day, and a motion to dispense with the first reading of a resolution or motion, if printed copies are available.

(2.2) Each subcommittee is a part of the City of Spokane Human Rights Commission, and is subject to the authority and direction of the (SHRC) and to its rules so far as applicable.

(2.3) The provisions of the Open Public Meetings Act of WA Chapter 42.30 RCW, the City Charter, the City of Spokane Municipal Code, and all City Ordinances are incorporated herein by this reference as though fully set forth as the rules of the City of Spokane Human Rights Commission to the extent applicable.

(2.4) The City of Spokane Human Rights Commission's rules shall be published and made available to any person desiring a copy. The commission chair shall work with the commissioners to devise a draft budget to submit to Administration and City Council no later than the September meeting of the SHRC.

- a) Financial Controls. The SHRC must approve, by majority vote, expenses that are more than \$300. For internal controls, the commission will receive a monthly report from city staff on funds expended. This report will be included in the commission's public agenda for public transparency. The SHRC will maintain these policies to be consistent with those of the City of Spokane.¹

(2.5) On questions of procedure not covered in these procedures and rules, *Robert's Rules of Order* (latest edition) may be used to expedite due process.

III. REGULAR, ADDITIONAL, AND SPECIAL MEETINGS

(3.1) The City of Spokane Human Rights Commission shall regularly meet at 5:30 p.m. on the first Wednesday of each month.

(3.2) A regular meeting of the SHRC may be dispensed with if, in the judgment of the Chair, there is no need for the meeting.

¹ Any unexpended funds will be returned to the City's General Fund.

(3.3) Additional regular meetings and hearings of the SHRC may be called by the Chair as the Chair deems reasonably necessary or by Committee Leads when appropriate.

IV. NOTICE FOR REGULAR MEETINGS

(4.1) The Chair or a person acting on behalf of the Chair shall notify in electronic or written form each member of the SHRC of the time and place of the meeting and the agenda of each regular meeting of the Commission, at least 2448 hours before the time of the meeting, and shall provide to each member of the Commission, at least 2448 hours before the meeting, a copy of the agenda and:

(4.2) For each resolution scheduled on the agenda for consideration a copy of:

- a) The resolution;
- b) Any committee reports thereon;
- c) Any letter requesting a resolution; and
- d) For each other report, resolution, or other matter on the agenda a copy of the materials relating to the matter in question and any report, resolution, or any other matter made by any subcommittee.

(4.3) The Chair of the SHRC or a subcommittee shall be empowered to adjourn any meeting of the Commission or a subcommittee if a quorum is not present within fifteen minutes of the time scheduled for such meeting.

V. EMERGENCY MEETINGS

(5.1) The Chair may call an emergency meeting of the City SHRC at any time on any measure or matter which the Chair determines to be of an emergency nature provided however, that the Chair has tried to consult the members of the Commission.

(5.2) As soon as possible after calling an emergency meeting of the City SHRC the Chair shall notify each member of the Commission of the time and location of the meeting.

(5.3) To the extent feasible, the notice provided under paragraph (2) above shall include an agenda for the emergency meeting and copies of available materials which otherwise would have been provided if the emergency meeting was a regular meeting.

VI. SPECIAL MEETINGS

(6.1) Special meetings, which shall include all meetings except regularly scheduled meetings, shall be called and convened as provided for by Chapter 42.30 RCW.

VII. MEETINGS AND PROCEDURES

(7.1) Meetings of the City SHRC shall be called to order and presided over by the Chair or, in the Chair's absence, by the member designated by the Chair.

(7.2) Meetings of the Commission shall be open to the public unless closed in accordance with the Open Public Meetings Act, Chapter 42.30 RCW.

(7.3) Any meeting of the Commission that is open to the public shall be open to coverage by television, radio, and still photography in accordance with Washington Law.

(7.4) A transcript or minutes shall be kept of each business meeting and any subcommittee unless a majority of the Commission or the subcommittee agrees some other form of permanent record is preferable.

(7.5) Official attendance of all meetings shall be kept by the Commission recorder. Official attendance of all subcommittee meetings shall be kept by the subcommittee recorder. All minutes shall document all members names and attendance for each monthly meeting reflecting the attendance of previous meetings held of the SHRC showing their attendance up to the current meeting.

(7.6) When a recommendation is made as to the kind of motion which should be granted, and/or for consideration of a resolution, a copy of the language recommended shall be furnished to each member of the Commission at the beginning of the Commission meeting at which the motion/resolution is to be considered, or as soon thereafter as the proposed language becomes available.

VIII. QUOROM

(8.1) A simple majority (more than 50%) of the currently filled Commission positions of the City SHRC shall constitute a quorum to conduct meetings and for transaction of business. A simple majority of that quorum is necessary to take action (act).

(8.2) In the event that there is not a quorum a majority of the members of the Commission shall be able to meet to discuss issues or events on human rights but cannot take a formal vote where a formal vote is required, this includes motions or resolutions.

IX. VOTING

(9.1) No vote may be conducted on any measure or motion pending before the City SHRC unless a quorum of the Commission is actually present for such purpose.

(9.2) A record of the vote of the Commission shall be provided on any question before the Commission upon the request of any member.

(9.3) No vote of any member of the Commission on any measure, motion, or matter may be under proxy.

(9.4) A record of vote of each member of the Commission on each record of any matter before the Commission shall be made available for public inspection at the Offices of the City Clerk and with respect to any vote on any motion measure or matter the record shall be included showing the total number of votes cast for and against and the names of those members voting for and against.

X. APPLICATIONS TO SERVE ON SHRC

(10.1) All nominations shall be referred to the SHRC by the Mayor's Boards and Commissions office for consideration by the full City SHRC.

(10.2) In considering a nomination, the Commission shall inquire into the nominee's experience, qualifications, suitability, time commitment availability and integrity to serve on the Commission or in the position to which he or she has been nominated. [The Chair is responsible for contacting any candidate references and relaying feedback to the Commission for consideration. The Chair will also coordinate any requests for background checks through the City Boards and Commissions office,](#)

however neither the Commission or the Chair is responsible for conducting the background check. Results from the background check will be shared with the Commission.

(10.3) The Chair of the SHRC shall appoint an interview panel to interview applicants for consideration for appointment to the SHRC. The interview panel may include the Chair of the SHRC. After the interview of applicants, the interview panel shall provide the Chair with information on the applicant to be included on the agenda at the next meeting of the full SHRC for consideration and voting by the full SHRC members.

(10.4) Each nominee shall submit in response to questions prepared by the Commission the following information:

- a) A detailed biographical resume which contains information relating to education, employment and achievements.
- b) Copies of other relevant documents requested by the Commission.

(10.5) Information received pursuant to this subsection shall be available for public inspection except as specifically designated as confidential under Washington law.

(10.6) The Commission by rule determines its officers and the manner selected. The nine members are nominated by the members of the Commission from the applications received by the City Boards and Commissions office. The Chair shall forward the selected nominations voted on by the SHRC for membership to the Commission to the Mayor for approval and appointment by the City Council.

(10.7) Applicants for consideration to appointment of the SHRC may reside or work within the City of Spokane.

XI. SUBCOMMITTEES

(11.1) There shall be 3 subcommittees of the City SHRC. The Chair may attend a subcommittee meeting. The subcommittees include, but are not limited to: Civic Impact, Outreach, and Stability Planning.

(11.2) Each subcommittee is responsible for assisting the Commission (e.g. drafting all or a portion of a response to comments, draft positions, educational material, activities or other purely advisory functions). Each subcommittee reports only to the Commission and acts only under and within the authority of the Commission as delegated to the subcommittee. Any and all acts of any subcommittee must be ratified by the full Commission.

XII. REFERRAL OF MATTERS TO SUBCOMMITTEE

(12.1) In view of the procedural responsibilities of the SHRC no special order providing for consideration of any matter shall be necessary for reference to a subcommittee of the Commission.

(12.2) The Chair shall refer to a subcommittee such matters as the Chair deems appropriate given the Chair's responsibility.

(12.3) All other measures or matters shall be subject to consideration by the full Commission.

(12.4) In referring any matter or measure to a subcommittee the Chair may specify a date by which the subcommittee shall report back thereon to the Commission.

(12.5) The Commission, by motion, may discharge a subcommittee from consideration of any measure referred to a subcommittee of the Commission.

(12.6) Should a subcommittee fail to report back to the full Commission on any matter within a reasonable time, the Chair may withdraw the matter from such subcommittee and report that fact to the full Commission for further disposition. The full Commission may at any time, by majority vote of those members present, discharge a subcommittee from consideration of a specific matter.

(12.7) The proceedings of each subcommittee shall be governed by the rules and procedures of the full Commission, subject to such authorizations or limitations as the Commission may from time to time prescribe.

XIII. COMPOSITION OF SUBCOMMITTEES

(13.1) The size and ratio of each subcommittee shall be determined by the City SHRC members and the members shall be appointed to each subcommittee as approved by the Chair and to the positions of Leads of each subcommittee in accordance with the majority vote of members of each subcommittee. The Leads of the subcommittees shall designate a member of the subcommittee to act on their behalf as deemed necessary.

(13.2) All members of the SHRC must be a participant on at least one subcommittee. Volunteers as invited by SHRC members, may participate on subcommittees but have no voting authority on the SHRC issues in the community.

XIV. SUBCOMMITTEE MEETINGS

(14.1) Each subcommittee of the City SHRC is authorized to meet, and report to the full Commission on a measure or matter referred to it.

(14.2) No subcommittee of the Commission may meet at the same time as a meeting of the Commission is being held.

(14.3) The Lead of each subcommittee shall schedule meetings of the subcommittee and notify the Chair of the scheduled meeting.

XV. SUBCOMMITTEE QUORUM

(15.1) For the purposes of conducting a subcommittee meeting a majority of members shall be in attendance. If a full SHRC is in place, 3 (three) members of the SHRC will be participating on at least 1 (one) subcommittee. Therefore 3 (three) SHRC members on a subcommittee is a full meeting of members. A quorum would be 2 (two) members in attendance to vote on motions, decisions and directions of the subcommittee.

XVI. EFFECT OF A VACANCY

(16.1) Any vacancy in the membership of a subcommittee shall not affect the power of the remaining members to execute the functions of the subcommittee.

XVII. RECORDS

(17.1) Each subcommittee of the City SHRC shall provide the Commission with such records of votes taken in subcommittee and such other records with respect to the subcommittee as necessary for the Commission to comply with all rules, regulations, ordinances, and laws of the State of

Washington and to conduct the business of the Commission.

XVIII. REPORTING

(18.1) Whenever the subcommittee authorizes the favorable reporting of a matter to the Commission from the subcommittee, the Lead of the subcommittee or a member designated by the Lead to do so, shall ~~present~~ a report to the Commission at the next monthly meeting of the Commission. The Lead or his/her designee shall notify the Chair of the report for inclusion on the meeting agenda.

(18.2) Any such report shall contain all matters required for the members of the Commission to intelligently and fully consider the matter and develop any action deemed advisable with regards thereto.

(18.3) At a minimum such subcommittee reports shall include a statement of the topic or subject or the report, an objective narrative as to the nature of the report and the facts underlying the same, a recommendation of the action desired by the Commission, and a listing of all sources of information considered by the subcommittee with a summary of the information considered from each source.

XIX ELECTIONS

(19.1) Annual elections for the position of Chair of the SHRC, Recorder of meetings and Leads for subcommittees shall be held annually during the SHRC November meeting, being the last held for that year. Officers shall formally take office at the January meeting the following year.

(19.2) The Chair of the Commission shall be voted into the position by a majority of the members of the Commission. The Chair shall advise the Mayor of their election to office after which the Mayor forwards the recommendation of the Commission to city council for appointment.

(19.3) A term for the position of Chair shall be one (1) year. A person may hold the position of Chair for a maximum of two (2) consecutive years or two (2) terms. They may be reconsidered for election to the Chair position after they have completed (2) consecutive years or terms only after a full year has passed between terms. The Commission shall be allowed to have a Vice Chair. The duties of the Vice Chair shall be assisting with setting the agendas in absence of the Chair. In the event the Chair position is vacated the Vice Chair shall serve as the acting Chair until the commission acts to fill the position permanently for the remaining portion of the term. The Vice Chair will serve a one (1) year term with an election every January.

(19.4) A term for the position of subcommittee Lead shall be one (1) year. A person may hold the position of Lead for a maximum of two (2) consecutive years for each subcommittee. They may be reconsidered for a Lead position if they have completed two (2) consecutive years after a full year has passed between terms.

(19.5) Members may be appointed to either a two (2) term or a three (3) term position on the SHRC based on the current vacancies of the Commission. Members may serve two (2) consecutive terms and may apply for consideration to the SHRC for another term after a full year has passed since their last day of completion of their term.

XX OTHER PROCEDURES

(20.1) Any member who misses more than three (3) meetings of the full SHRC in a twelve (12) month period and/or fails to participate in SHRC activities that have not been excused (at the

discretion of the Chair or Vice Chair), or if there are any other mitigating factors of the member's behavior that is brought to the attention of the SHRC or Chair, may be asked to resign from the Commission by the Chair.

(20.2) If a member is asked to resign or if they are removed from the SHRC, the Chair shall notify the other members of the decision as well as the coordinator of the City Boards and Commission advising of the vacancy.

(20.3) Any member who resigns, is removed, or has completed their full terms of the SHRC cannot reapply for a seat on the Commission until one (1) full year after their last day of their notification of resignation, removal from the Commission or term completion has passed.

(20.4) All members who cannot make a meeting of the SHRC must notify the Chair of their absence. All members who cannot make a subcommittee meeting must notify the Lead of their respective subcommittees.

(20.5) The Chair of the City SHRC may establish other such Commission procedures and take such other action as may be necessary to carry out the rules of the Commission or to facilitate the effective operation of the Commission and its subcommittees in a manner consistent with these rules.

(20.6) All Commissioners of the City of Spokane Human Rights Commission shall do their best to attend at least one community meeting, event, workshop, symposium, conference or gathering each month as a representative of the Human Rights Commission. All Commissioners shall share their experiences at these events at the following meeting with the rest of the Human Rights Commission.

XXI. DUTIES OF POSITIONS

(21.1) The Chair of the SHRC calls meetings to order; is responsible for conducting the meetings in accordance with state and local laws and these bylaws; keeps meetings on track and within the time allotted for the meetings; plans and schedules meetings; develop and distribute the agenda and other relevant documents to members prior to meetings; ensure the minutes are complete, accurate, retained, distributed and reviewed and approved by members at the next meeting; respond to inquiries from [and issues statements as the chair to](#) the community, media and government officials on human rights issues and questions pertaining to the SHRC; plans and coordinates the dates, times and location of members participating in community events; completes an end of year report to the community and City Council on SHRC activities; oversees any budget allocations to the SHRC; update any social media sites relating to the SHRC and may delegate duties to commission members as needed.

(21.2) The Chair is involved in the strategic planning of SHRC events and ensures that SHRC activities are in accordance with the mission and bylaws of the SHRC.

(21.3) Although the Chair may not be a voting member on subcommittees, they should attend these meetings as time permits to ensure they remain informed of subcommittee activities and assist in ensuring the subcommittees stay on track.

(21.4) The Chair shall ensure that all views are heard; is impartial; does not dominate meetings; keeps the meetings on track and encourages and facilitates all members of the Commission to participate.

(21.5) Any person who acts on behalf of the Chair will be subjected to the same responsibilities as the Chair as defined in these bylaws.

(21.6) Minutes taker: The responsibility of the person taking the minutes at any meeting of the SHRC or a meeting sanctioned by the SHRC shall be to take notes that accurately reflect the decisions and discussions of the meeting; write up these notes in an agreed format by the SHRC; ensure responsibilities, motions, votes and agreements from the meetings are accurately documented; keep an accurate attendance sheet of members and guests at meetings which is continually updated and shared among members at each meeting; note the time the meeting commences and ends; shares the minutes with the Chair for review and amendment (if any) before they are distributed. Circulation of the minutes after they have been reviewed are the responsibility of the Chair.

(21.7) The minutes should be finalized and circulated within 10 days of the meeting taking place.

(21.8) Subcommittee Leads: Leads of subcommittees shall ensure that members meet in a timely manner before the monthly meeting of the full SHRC; calls meetings to order; is responsible for conducting the meetings in accordance with state and local laws and these bylaws; keeps meetings on track and within the time allotted for the meetings; develop and distribute the agenda and other relevant documents to members prior to subcommittee meetings; ensures minutes are taken at meetings and distributed to the Chair prior to the monthly meeting for distribution to the full Commission; informs the Chair and full Commission of the times, dates and locations of subcommittee meetings.

XXII. AMENDMENTS TO COMMISSION RULES

(22.1) The rules of the City SHRC may be modified, amended, suspended, or repealed, in the same manner and method as prescribed for the adoption of Commission rules, but only if written notice of the proposed change has been provided to each member at least [2448](#) hours before the time or the meeting to cast a vote on the change occurs.