



Spokane Human Rights Commission

Thursday, November 4, 2021

5:30 PM-7:00 PM

[Meeting Link](#)

+1-408-418-9388

Access code: 146 882 7916

TIMES GIVEN ARE AN ESTIMATE AND ARE SUBJECT TO CHANGE

Land Acknowledgment & Public Comment Period:

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

5:40 - 5:45	A. Roll Call & Approval of the May Minutes and Budget	Chair Kissler
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Standing Update(s):

5:45 – 5:55	Chair Report & Budget Update (10 mins)	Chair Kissler
5:55 – 6:00	Office of Civil Rights, Equity & Inclusion	OCR Task Force
6:00 – 6:10	Resolution regarding Office of Civil Rights, Equity & Inclusion	Chair Kissler
6:10 – 6:25	Resolution regarding Historical Landmarks	All
6:25- 6:35	Bylaws Updates	Chair Kissler
6:40-7:00	Election of Officers & Committee Leads Subcommittee Update <ul style="list-style-type: none">• Civic Impact• Outreach• Stability Planning	Chair Kissler All

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.

	Adjournment	
	1) Next Human Rights Commission meeting is scheduled for December 2nd, at 5:30pm (PST)	

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Spokane Human Rights Commission October 7, 2021

Meeting Minutes: Called to order at 5:34

Land Acknowledgment

Public Comment: Nicholette Appletree- Called to show gratitude for Commission championing Human Rights

Commission Briefing Session:

Commission Members Present: Lance Kissler, Abigail Baker, Hayley Harrison, Brennan Schreibman, Anwar Peace

Commission Member Not Present: Earl Moore, Jac Archer, CM Wilkerson

Community Members Present: Alex Gibilisco City Council Staff, Jerrall Haynes CR Coordinator, Terri Anderson, Kaitlin

September Minutes approved

Discussion Items

1. Chair reports attached to the meeting packet
 - a. OCR exploratory task force set to meet, interested in inviting Jerrall Haynes to future meeting
 - b. VP Harrison worked with Sherriff's department around Courageous Conversations
 - c. Sent sponsorship letters
 - i. NoLi Brew House donated \$1,000
 - d. Vacancy applications
 - i. Originally two but sent in a third
 - ii. Staffing changes have slowed things down
 - iii. Commissioner Archer will continue to serve until otherwise informed
 - e. Received anonymous email complaint
 - i. Against a police officer
 - ii. Complaint doesn't fall under our purview so it was forwarded to the Police ombudsmen
 - f. Budget
 - i. Paid \$100 for pride booth
 - ii. Business card expense
 - iii. Potential for fund toward tenants' rights
 - iv. \$1,000 sponsorship passed
 - g. Anwar question around public access to Commission meetings
 - i. Exploration of posting via social media needed
 - ii. Setup of WebEx meeting for public viewing a possibility
2. Welcome Jerrall Haynes
 - a. Shared how he came into this role
 - b. Shared expectations for outcomes of his work
 - c. Spoke about community engagement
 - d. Shared details of his background

3. Tenant Education and Protections- Terri Anderson
 - a. Shared statistics on demographics of renters and owners in Spokane and the state.
 - i. Mentioned housing being a racial equity issue
 - b. Shared resources for renters to get help.
 - c. Discussed ideas for sharing and promoting information and ideas
 - i. Brochures
 - ii. Information on website
 - iii. Social media
 - iv. Utility bill insert
 - d. Will work with Alex, Jerrall and Lance on spreading information
 - i. Ask city council to move expediently on housing/rental protections
 - e. New protections needed as old ones are outdated.
 - f. Motion to proceed with developing materials and strategies
 - i. Open ended budget amount, minimum of \$1000
 - ii. Motion passed
4. Officer and Subcommittee Nominations
 - a. Move the officer and subcommittee nominations until the finalization of the bylaws
5. Monaghan Statue Discussion
 - a. Motion to sign onto support of its removal
 - b. Motion approved
 - c. Lance and Anwar will work together to draft resolution-motion
 - d. Look into what the policies and procedures to renaming and removing statues
6. Update to the bylaws
 - a. Proposed change to extend chairs term length
 - b. Anwar and Hayley recommend Chair Kissler serve a 3rd year if granted by the commission
 - c. Removed going to 2 or 3 year terms
7. Subcommittee Update
 - a. Need nominees for October meeting
 - b. Gives time to prepare for November election
 - c. \$1,000 sponsorship approved for awards program
 - d. Sponsoring a booth at Pride Parade

The Next Human Rights Commission Meeting scheduled Thursday, October 7th 2021 at 5:30pm. Meeting adjourned at 7:24 pm.



Chair's Report

November 4, 2021

Dear Commissioners,

Below is a summary of activities I participated in as Chair of the SHRC, as well as additional points of interest:

- Social Media (Facebook)
 - Created Facebook event for November meeting.
 - Posted resources for tenants who may be struggling to pay rent after the state's bridge eviction program ended. (Information provided by the Tenant's Union of Washington - Spokane.)
 - Posted ARPA feedback sessions from the City.
 - Posted the interview with KXLY re: Monaghan statue.
 - Posted information from the City Council regarding rental assistance.
- Fielded a request from Linda Kennedy who is working with the Washington State Transportation Commission to conduct focus groups. Information was forwarded to Commissioners via email.
- Fielded a request from Jesse Guecha at QLaw Foundation of Washington to have a meeting with Commissioners to share more information about their organization. They may present at a future SHRC meeting or hold a small meeting with a handful of Commissioners. I will soon forward information about an upcoming event they also have invited Commissioners to attend.
- Followed up on securing sponsorships that were approved at the Oct. 2021 board meeting.
 - Vice Chair Harrison and Jerrall Haynes were added as attendees for the GU conference.
- Met with Jerrall Haynes, Carly Cortright and Alex Gibilisco to begin working on the tenant/housing information that was presented at the Oct. 2021 commission meeting by the Tenant's Union of Washington - Spokane.
- Conducted an interview with KXLY regarding the commission's vote on the Monaghan statue.
- Met with Councilwoman Wilkerson and staff to discuss the city's budgeting cycle.
- OCR Exploratory Task Force
 - Continued facilitating meetings with this group. A formal update will be presented as part of the meeting agenda.
- Working with Vice Chair Harrison and an SCSO staff member on scheduling Sheriff Knezovich for the Courageous Conversation series.

- Sent sponsorship request letters to community partners for the Spokane Human Rights Awards. Secured an additional sponsorship: \$500 from Avista Foundation.
- Received confirmation of Commissioner Archer's reappointment to the Commission for a second, three-year term (7/24/2021-12/31/2024).
- Awaiting results of at-large Commissioner candidates that were forwarded to Mayor's Office for interviews.
- Waiting for applications for the third/final at-large vacancy.
- Began working with city staff to produce business cards for Commissioners Schreibman and Baker.
- Drafted two resolutions for consideration by the Commission.

Spokane Human Rights Commission		
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Proposal for City of Spokane Office of Civil Rights, Equity, & Inclusion

Developed by [Greater Spokane Progress](#) Office of Civil Rights, Equity, & Inclusion Workgroup

Organizations involved in developing this proposal

Asian Pacific Islander Coalition Spokane, (Center for Justice), Hispanic/Business Professional Association, Muslims for Community Action and Support, Spokane Chinese Association, Spokane NAACP, Spokane County Human Rights Task Force, Raiz of Planned Parenthood of Greater Washington and North Idaho, Greater Spokane Progress, and the United Nations Association (UNA) Spokane.

Why Spokane Needs an Office of Civil Rights, Equity and Inclusion

As our Spokane community grows and becomes more diverse, our institutions must grow and change to meet the moment. This is why Greater Spokane Progress and its member and partner organizations are advocating for a new Office of Civil Rights, Equity and Inclusion in the City of Spokane, which is consistent with the City's values as stated in Spokane Municipal Code 4.10.040, Section 18.01.020(A):

The City values the dignity and worth of all human beings and is committed to promoting justice, equity and an inclusive environment for all by respecting cultural and individual diversity and fostering mutual understanding among all people regardless of race, religion, creed, color, sex, national origin, marital status, familial status, domestic violence victim status, age, sexual orientation, gender identity, honorably discharged veteran or military status, refugee status, the presence of any sensory, mental or physical disability as defined by the Americans with Disabilities Act and/or the Washington State Law Against Discrimination, or the receipt of, or eligibility for the receipt of, funds from any housing choice or other subsidy program or alternative source of income.

In particular, in order to fulfill the City's goals of promoting justice, equity and an inclusive environment, an Office of Civil Rights, Equity, and Inclusion is needed in order to: 1) reduce discrimination and hate crimes, 2) improve community engagement with historically marginalized and underrepresented communities in decision-making and policy implementation processes; 3) improve equity through training and education of City government staff as well as community organizations; and 4) ensure accountability in these processes throughout City government.

Recent years have seen [a rise in hate crime in Spokane](#). In 2018, Spokane County had the second highest rate of hate crimes in Washington State, with 8.1 reported hate crime incidents per 100,000. The total number of reported crimes in 2018 was 41, according to the *Report of the Hate Crimes Advisory Working Group* of the Washington State Office of the Attorney General (July 2020). These numbers only account for reported hate crimes that met the criteria to be categorized as a hate crime by the Federal Bureau of Investigation (FBI). According to the aforementioned report, national survey data provides evidence that over half of hate crimes go unreported. Therefore, the actual number of hate crimes committed in Spokane may be significantly higher than what is reported here. These incidents include the painting of [a racial slur on the side of the Martin Luther King Jr. Family Outreach Center in 2016](#), the throwing of [a rock through the window of d'Bali Asian Bistro](#), and [the defacing of Temple Beth Shalom in 2021](#). Each of these incidents targeted not an individual, but an entire community.

These high-profile hate incidents should be a warning to all Spokanites that many forms of discrimination remain normalized in our community. Inequities and injustice are a common barrier to economic advancement, social inclusion and community empowerment. Our City can only effectively push back on overt hate and meet the goal of a just and equitable Spokane, if we are able to challenge structural discrimination in addition to the pattern of hate crimes. This calls for bold leadership that involves impacted people directly in the shaping of policies that affect them; for example, discussions on tenant rights and affordable housing must center the needs of tenants, especially tenants from marginalized communities. Many organizations, including the City itself, have [studied aspects of this issue and suggested solutions](#). These studies provide a strong foundation for the work of the City's first Civil Rights Coordinator.

While advocates for justice have done excellent work for the City within the confines of volunteer commission work and consultative task forces, these volunteer-based structures do not provide the capacity necessary to ensure that Spokanites have the resources we need when we face discrimination. The Human Rights Commission does important work in informing City Council about human rights issues, but the Commission is simply not sufficiently equipped with staffing and funding to handle the scope of the work needed to solve the aforementioned issues. These issues are multifaceted, requiring dedicated resources, consistent policies and procedures, and expertise in subjects ranging from tenants' rights, Fair Housing and Equal Employment regulations, to victim support in cases of hate incidents. As the Government Local Offices dedicated to Rights, Inclusion and Equity (GLORIE) Benchmark Study submitted to the Spokane Human Rights Commission in April 2021 shows, a city of our size needs a permanent, well-resourced team in place to address ongoing civil rights and equity issues.

It is also important to note that at this time, City employees and leadership are working to provide excellent public service in the context of an ongoing global pandemic as well as escalating challenges to inclusive democratic governance. Public servants in several key sectors around the country, from public health workers to elections administrators, are leaving their jobs at unprecedented rates in the face of threats and recriminations from antidemocracy and paramilitary groups. Due to the bigoted ideologies behind many of these groups, municipal leaders and workers who are part of historically excluded groups are often targeted in more personal and escalatory ways. If the City is to recruit and retain the diverse workforce we need to ensure that Spokane's diverse impacted communities' needs are reflected in City Hall, the City must build capacity to support its leadership, employees and volunteer members of boards and commissions, who are often on the front lines of contentious issues.

Description and Vision

The City of Spokane recognizes equity and inclusion as the cornerstone of excellence in effective public service. The City of Spokane denounces hate, intolerance and bias in all forms, and commits through the Office of Civil Rights, Equity and Inclusion to encourage, create, and nourish a culture of equity and inclusion across our city in a way that is transparent and accountable to the public by enacting policies, programs, and practices to lead this work with the goal of a creating a just, equitable, and inclusive Eastern Washington community.

A robust and independent Office of Civil Rights, Equity and Inclusion benefits the City of Spokane's relationship with communities in our City. Because the purpose of the Office of Civil Rights, Equity and Inclusion is, in part, to ensure accountability and transparency, it is critical that a new Office be independent and autonomous while still maintaining access to decision making at the highest level of City government. Both accountability and transparency require that the Director of the Office participate in the decision making of a given administration while also empowering the Office to take action independent of the City when needed. To achieve this, the Spokane Human Rights Commission should be the oversight body and no single branch of City government should have the power to unilaterally remove any member of the Office from duty.

Visual of the Proposal for City of Spokane Office of Civil Rights, Equity, & Inclusion



Principles

From the conception to the creation and operation of the Office, we believe that **all** of these principles should be consistently and continuously applied:

1. **Racial Equity and Intersectionality:** Apply a racial equity lens and an intersectional approach.
2. **Immigration Status Awareness:** Be acutely aware of how immigrant status affects the communities served by the city. Proactively address the gaps of resources available to undocumented immigrants and immigrants of other statuses due to state- and federal-level policies.

3. **Accessibility:** Be proactive in ensuring accessibility in all areas of operation of the Office and the City of Spokane in general and removing barriers related to disabilities, language, socioeconomic status, housing, transportation, etc.
4. **Uplift the Impacted:** Intentionally seek and uplift the voices from the impacted communities in decision-making - impacted communities' experiences and leadership must be central in transparent policy design and decision-making. Impacted communities include historically marginalized and underrepresented communities including but not limited to: communities of color, immigrants and refugees, victims of hate crimes and discrimination, people with disabilities, LGBTQ, justice involved, and other impacted communities.
5. **Leadership Development:** Deliberately seek and cultivate leaders from impacted communities to serve in positions within the Office and in the Spokane community.
6. **Accountability:** Uphold accountability in the Office and the City government by routinely conducting rigorous assessments and disseminating the results widely to the public.
7. **Independence:** The Office should be free to act independently within the City Government and community, without partisan influence or fear of reprisal.
8. **Transparency:** Maintain transparency and actively engage in direct communications with impacted communities throughout the decision making process from inception to implementation.
9. **Timeliness:** Carry out all investigations and resolve issues in an equitable and timely fashion.
10. **Service:** Provide assistance to all individuals who report hate crimes and discrimination to the Office, including those with cases that will be referred to the state or other jurisdictions.
11. **Vision:** Address inequalities at both individual and systemic levels.
12. **Education:** Invest in consistent and ongoing education, training, and outreach to all staff, departments, agencies, community groups, public, and law enforcement.
13. **Collaboration:** Actively collaborate with Spokane County and the State of Washington to achieve these principles with the recognition that all the lives of Spokane residents are affected by the county and the state.
14. **Access to Power:** The Office shall have frequent, consistent, and unhindered access to the highest decision-making rooms within City Council, the Mayor's office, and other facets of City government.

Roles of the Office of Civil Rights, Equity and Inclusion

Discrimination & Hate Crimes:

Enforce the City's Human Rights Code, process and investigate complaints on violations, take reports of any incidents of hate/bias/organized bigotry, as well as reported discrimination claims, including but not limited to employment, impediments to fair housing and upholding tenant protections. Ensure that the City is providing support and resources for its own staff who may face incidents of hate and bias on the job, including options for reporting such incidents, legal support, and a commitment to rapid response communications and security support in cases where incidents may become public. Connect people with resources to file grievances, appeals, and/or access victim/community support. Coordinate closely with law enforcement, agency partners, marginalized communities, religious groups, neighborhood councils, etc. to offer resources and opportunities to respond as a community. Disseminate statistics publicly and regularly in an interactive "dashboard" with data available to the public.

(Examples include City of Eugene's Office of Human Rights and Neighborhood Involvement - <https://www.eugene-or.gov/3913/Human-Rights-and-Neighborhood-Involvement>)

Assessment & Accountability:

Work with the city leadership to adopt a framework of normalizing, organizing, and operationalizing institutional practices to take intentional steps to advance racial equity. Assure deliberate and intentional training of all staff, and the application of a racial equity tool in hiring, decision-making, budgeting, policy, and programs in every department. Establish evaluation and accountability measures, which includes the creation of an interactive equity dashboard with data available to the public.

Accountability should include the oversight of how the city utilizes its funding and resources, for example, how federal funds are awarded, how contracts are distributed and if they are done in compliance with federal and state Equal Employment Opportunity (EEO) policies. It should also include data on the City's retention of staff, as well as board and commission members, from impacted and historically excluded groups.

Develop partnerships with regional and national networks around best practices and accountability, including but not limited to partnering with the Spokane Regional Health District, a member of the Government Alliance on Race and Equity (GARE).

(Examples include: City of Austin's Equity Office - <https://www.austintexas.gov/department/equity-office>, GARE - <https://www.racialequityalliance.org/tools-resources/>)

Community Engagement/Impacted Communities:

Center the leadership of impacted communities in the creation, development, decision-making, implementation, and evaluation/accountability of all Office programs and formalize the role of community in the workings of the Office to ensure transparency and active engagement throughout the decision making process from inception to implementation.

Develop and train staff in a process to conduct inclusive community engagement (see examples below), and develop policies, practices, budgets, and programs to reduce language, cultural, access, and other barriers throughout the City of Spokane to increase civic engagement, participation, and develop leaders (including for new immigrants and refugees). Ensure that staff training takes into account the realities of discrimination, and overt hate, that public servants working for justice and equity may experience at work; assist staff in understanding how these sentiments may surface in interactions with the general public.

Collaborate with community partners providing existing services and community support. Identify and incorporate services into the Office where services/supports/funding do not exist, including but not limited to: communities of color, immigrant and refugees, victims of hate crimes and discrimination, people with disabilities, LGBTQ, justice involved, and other impacted communities, for example, the creation of a fund for immigrant assistance for undocumented families.

(Examples include: City of Austin's Equity Action Team -

<https://www.austintexas.gov/service/equity-action-team>

City of Seattle's Inclusive Outreach and Public Engagement Guide -

<https://www.seattle.gov/Documents/Departments/ParksAndRecreation/Business/RFPs/Attachment5%20%20InclusiveOutreachandPublicEngagement.pdf>

Spectrum of Public Participation -

https://cdn.ymaws.com/www.iap2.org/resource/resmgr/pillars/Spectrum_8.5x11_Print.pdf)

Education & Training:

Provide consistent education, training, and outreach to government departments, agencies, community groups, business community, the public, and law enforcement including but not limited to racial equity, implicit bias, cultural humility, cultural fluency, trauma responsive practices, hiring and promotion, inclusive community engagement, and civic engagement. Include education, training and resources to assist each of these sectors in understanding how to deal with potential risks to frontline staff who may encounter hate incidents or targeting by anti-democracy and bigoted groups. Support Spokane Human Rights Commission and/or neighborhood councils with capacity, education, and outreach services.

(Examples include: City of Austin's Equity Office, City of Eugene's Office of Human Rights and Neighborhood Involvement, and City of Portland's Diversity and Civic Leadership Program -

<https://www.portlandoregon.gov/civic/45147>)

Proposed Staffing and Budget for the Office of Civil Rights, Equity and Inclusion

We appreciate greatly the ongoing research the Spokane Human Rights Commission's Office of Civil Rights Taskforce has conducted, including the GLORIE report compiled by Dr. Kristine Hoover and her research assistant.

Based on findings from the GLORIE report in which data were collected from cities with population size similar to Spokane and cities in the Northwest, we propose adopting the model from Des Moines, Iowa. Des Moines has a comparable population size and shares other characteristics with Spokane. In addition, Des Moines's Office of Human and Civil Rights is similar to those of other cities with a multifaceted model.

In order to effectively implement this proposal, we recommend that 6 positions are created and fully funded, which is consistent with the staffing model from Des Moines, Iowa. We looked at the different offices presented in the GLORIE report (with staffing ranges from 2-35 FTEs) and chose a modest model in terms of staffing level. Their Office of Civil and Human Rights in Des Moines, Iowa consists of the following paid full time positions (6 FTEs):

1 [Civil and Human Rights Director](#) (salary at \$113,401.60 - \$162,656.00 Annually)

1 [Civil Rights Compliance Officer](#) (\$78,374.40 - \$99,340.80 Annually)

2 [Human Rights Specialist](#) (salary at \$56,950.40 - \$68,369.60 Annually)

1 [Equity Coordinator](#) (salary at \$29.30 - \$35.06 Hourly)

1 [Civil and Human Rights Administrative Assistant](#) (\$24.90 - \$31.55 Hourly)

We provide links to the job descriptions from Des Moines as a reference point to indicate the capacity and budget that another city of comparable size devotes to the same set of issues. We expect further research and continuous dialogue with our newly hired Civil Rights Coordinator, the Spokane Human Rights Commission's Office of Civil Rights Task Force and members of impacted communities to finalize and fine-tune the areas of emphasis and job functions for these 6 positions. The ultimate goal will be to meet the needs of the Spokane community according to the framework presented in this proposal, which was collectively developed by representatives from community organizations.

The Office of Civil and Human Rights in Des Moines, Iowa has a [projected total budget of \\$839,055 \(and general fund budget of \\$801,928\) for Fiscal Year 2022-23](#) out of a total projected city budget of \$939,968,797 (in comparison to City of Spokane's 2021 total budget of \$989,257,219). As stated in the GLORIE report, this amounts to \$3.74 per capita based on an estimated population of 214,237 in 2019 and a general fund budget of \$801,928. The \$3.74 per capita cost was cited in the GLORIE report to show that the creation of a multi-faceted Office of Civil and Human Rights requires a relatively modest investment.

To derive a realistic budget for the Office of Civil Rights, Equity and Inclusion in the City of Spokane, we adopt the \$3.74 per capita figure from Des Moines for the City of Spokane, which has a total population of 228,989 in 2020 and a [cost of living](#), which is 25% higher than Des Moines. The proposed budget for Spokane's Office of Civil Rights, Equity and Inclusion would be $\$3.74 \times 228,989 \times 125\% = \$1,070,524$. This is equivalent to about 1% of the 2021 City of Spokane total budget. **We believe this is a reasonable budget to propose with existing revenues from the city and potential external grants the City of Spokane can pursue to create the Office of Civil Rights, Equity and Inclusion.**

We believe the budget and staffing we propose will set the City of Spokane on the right track from the start to create an Office of Civil Rights, Equity and Inclusion and ensure its success with the potential for growth. We would like to emphasize that an office with six staff members is needed at a minimum for the Office of Civil Rights, Equity, and Inclusion to achieve the goals set out in this proposal. However, after the office is created, the Executive Staff and their staff may be able to assess the gaps in its services and to pursue new innovative programs and practices. This process may clarify the necessity for additional funding and staffing in the future.

We expect leaders and members of BIPOC, refugee, immigrant, disability, LGBTQ+, justice involved, and other impacted communities to be actively engaged in creating this office. We look forward to collaborating with the City's Civil Rights Officer, members of the Spokane Human Rights Commission Office of Civil Rights Task Force in the creation of the office.

Glossary of terms:

Cultural humility, see an explanation of the concept of cultural humility here -

<https://www.apa.org/pi/families/resources/newsletter/2013/08/cultural-humility>

Trauma responsive practices - see here for an explanation on how trauma-responsive approach is different from trauma-informed one, and its connection to social justice -

<https://uwm.edu/icfw/translating-trauma-informed-principles-into-trauma-responsive-practices/>

Racial Equity Framework: Normalizing, organizing, operationalizing, go to:

<https://www.austintexas.gov/department/equity-office>

RESOLUTION

A resolution regarding the establishment of an Office of Civil Rights, Equity & Inclusion for the City of Spokane and its community members.

WHEREAS, the City of Spokane Human Rights Commission (the “Commission”) is dedicated to addressing issues related to human rights and unjust discrimination and the implementation of programs consistent with the needs of all residents of the City of Spokane; and

WHEREAS, the Commission established an Office of Civil Rights Task Force in December 2019 to research the desirability, feasibility and viability of a city-funded Office of Civil Rights, and charged the Task Force with: 1) Identifying and assessing rationale via community surveys, key stakeholder interviews, data and report analysis, and other methods of research; 2) Providing regular updates to the Commission; and 3) Developing and presenting a comprehensive report and recommendation for the Commission’s review, and if adopted, forwarded to City Council and the Mayor’s Office; and

WHEREAS, the OCR Task Force collaborated with the Gonzaga University Institute for Hate Studies to produce the GLORIE Report, which was shared with city leadership in January of 2021; and

WHEREAS, the OCR Task Force worked with community stakeholders and groups to help develop a model for consideration; and

WHEREAS, the OCR Task Force adopted a revised Office of Civil Rights, Equity & Inclusion proposal from Greater Spokane Progress; and

WHEREAS, the Commission reviewed and approved the model forwarded from the OCR Task Force; and

WHEREAS the Commission believes it is in the best interest of all Spokane community members and our municipal government to establish such an office as outlined in the proposal.

NOW THEREFORE BE IT RESOLVED, that the City of Spokane Human Rights Commission hereby formally requests city leadership formally review the proposal, begin the process for budgeting the necessary resources, and with the assistance of the Civil Rights Officer, utilize the model and GLORIE report to begin establishing an Office of Civil Rights, Equity & Inclusion for the City of Spokane.

Adopted by the Spokane Human Rights Commission on November 4th, 2021.



RESOLUTION

A resolution regarding historical landmarks and modern values.

WHEREAS, the City of Spokane Human Rights Commission (the "Commission") is dedicated to addressing issues related to human rights and unjust discrimination and the implementation of programs consistent with the needs of all residents of the City of Spokane; and

WHEREAS, the Commission recently considered an issue raised by citizens regarding a statue in Spokane with racial slurs and other concerns; and

WHEREAS, the Commission voted in favor to support the removal of the statue--particularly the plaque; and

WHEREAS, the Commission discussed the need for the City to have a formal process for handling such instances in the future, including a values statement.

NOW THEREFORE BE IT RESOLVED, that the City of Spokane Human Rights Commission hereby requests city leadership to develop a formal process for receiving requests from concerned community members and evaluating them based upon an agreed upon set of values and criteria, along with procedures for removing or relocating the landmarks, while ensuring fairness and transparency for all. Members of the Commission are willing to work with City staff to help develop the aforementioned protocols.

Adopted by the Spokane Human Rights Commission on November 4th, 2021.

City of Spokane Human Rights Commission Bylaws

Last updated by SHRC November 4, 2021 Lisa Rosier-December 2014

Last Approved March 2020

Updated by SHRC September 3, 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 at an agreed upon date and time, which will be posted to the Commission's website and social media channels.

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

(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.

(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 24 hours before the time of the meeting, and shall provide to each member of the Commission, at least 24 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 ~~sub~~committee lead shall be empowered to adjourn any meeting of the Commission or a ~~sub~~committee, respectively, 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.

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VIII. QUORUM/QUORUM

(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,

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(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.

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

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

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(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 [Executive 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, [unless outlined otherwise in these bylaws](#).

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.

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(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 Chair automatically serves as the Lead for the Executive Committee. 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, except the Executive Committee, 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 ~~sub~~committee authorizes the favorable reporting of a matter to the Commission from the ~~sub~~committee, the Lead of the ~~sub~~committee 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 ~~sub~~committee reports shall include a statement of the topic or subject of 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 ~~sub~~committee with a summary of the information considered from each source.

XIX. ELECTIONS

(19.1) Annual elections for the position of Chair of the SHRC, Vice Chair, Secretary/Treasurer/Recorder of meetings and Leads for ~~sub~~committees 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 a 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. In special circumstances, the Chair may serve a third consecutive term (third consecutive year), as the request of the Commission and only with a 2/3 majority vote in favor.

(19.4) 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 beginning in with an election every January after their election. There are no term limits for the Vice Chair position.

(19.5) The Commission shall be allowed to have a Secretary/Treasurer. The Secretary/Treasurer will serve a one (1) year term beginning in January after their election. There are no term limits for the Secretary/Treasurer position.

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

(19.75) Members may be appointed to either a two (2) [year](#) term or a three (3) [year](#) 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 [sub](#)committee meeting must notify the Lead of their respective [sub](#)committees.

(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 [sub](#)committees 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; [serves as the Lead of the Executive Committee](#); 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 ~~sub~~committees, except the Executive Committee, they should attend these meetings as time permits to ensure they remain informed of ~~sub~~committee activities and assist in ensuring the ~~sub~~committees 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) The duties of the Vice Chair shall be assisting with setting the agendas in a 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 serves on the Executive Committee.

(21.7) The duties of the Secretary/Treasurer shall be reviewing the minutes recorded by the minutes taker at Commission meetings and making amendments (if any) before distributing them to the full Commission. They will also assist the Chair with maintaining the SHRC budget. The Secretary/Treasurer serves on the Executive Committee.

(21.~~86~~) 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 ~~Secretary/TreasurerChair~~ for review and amendment (if any) before they are distributed. Circulation of the minutes after they have been reviewed are the responsibility of the ~~Secretary/TreasurerChair~~.

(21.~~97~~) The minutes should be finalized and circulated within 10 days of the meeting taking place.

(21.~~108~~) ~~C~~Subcommittee Leads: Leads of ~~sub~~committees 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 ~~sub~~committee 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 ~~sub~~committee 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 24 hours before the time or the meeting to cast a vote on the change occurs.

PREVIOUS UPDATES

[Lisa Rosier December 2014](#)
[Updated by SHRC March 2020](#)
[Updated by SHRC September 3, 2020](#)

City of Spokane Human Rights Commission Bylaws

Updated by Lisa Rosier December 2014

Last Approved March 2020

Updated by SHRC September 3, 2020

Updated by SHRC October 7, 2021

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.

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

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(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 of 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 **five (5)** consecutive years. 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) **year** or a three (3) **year** position on the SHRC based on the current vacancies of the Commission. Members may serve **three (3)** 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 24 hours before the time or the meeting to cast a vote on the change occurs.