



Spokane Human Rights Commission

The May 1, 2025 meeting will provide for in person attendance. The meeting will be held in the City Council Chambers—Lower Level of City Hall, 808 Spokane Falls Blvd. Members of the public, Commission members, City staff, and presenters will still have the option to participate remotely via Teams by clicking the “Meeting Link” on this page or by calling the number provided.

5:30 PM-7:30 PM

[Meeting Link](#)

+1-323-618-1887

Access code: 577 455 431#

TIMES GIVEN ARE AN ESTIMATE AND ARE SUBJECT TO CHANGE

Land Acknowledgment & Public Comment Period:

5:30 - 5:40	Call to Order Land Acknowledgment Public Comment (3 minutes each). Citizens are invited to address the Commission.
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Commission Briefing Session:

5:40 - 5:45	Roll Call Consent Agenda: 1.) Agenda, 2.) April Mtg Minutes	Acting Chair Schreiber
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New Business:

5:45-6:00	<ul style="list-style-type: none">• Updates: (15 min.)<ul style="list-style-type: none">○ Resignations - Materials<ul style="list-style-type: none">➤ Quorum now = 4 comm'rs○ Debrief re. 4/18/25 SPD Training Event - Materials	Acting Chair Schreiber Comm'rs Peace & Forral
6:00-6:10	<ul style="list-style-type: none">• Revisions to SHRC Bylaws / Purpose / Discussion - Materials (10 min)<ul style="list-style-type: none">○ Revising § 7.7 to allow resolutions re. the recommendation of candidates to the Mayor's Office as part of the nomination-appointment process to be adopted on first read.○ Revising § 3 and § 6 to comport with the Open Public Meetings Act and eliminate redundancies.	Acting Chair Schreiber
6:10-6:30	<ul style="list-style-type: none">• Selection of candidate for recommendation to Mayor's Office for filling vacant Chair position - Materials (20 min)<ul style="list-style-type: none">○ Discussion; Vote; Adopt resolution if majority vote; Present to Secretary for signature.○ Draft resolution with blank name in materials	SHRC
6:30-6:40	<ul style="list-style-type: none">• Reconstitution of applicant interview committee(s?) (10 min)<ul style="list-style-type: none">○ Five vacancies to fill○ Committee(s) limited to ≤ 3 comm'rs	Acting Chair Schreiber

6:40 - 6:55	<ul style="list-style-type: none"> • Upcoming Events / Participation (15 min) <ul style="list-style-type: none"> ○ Asian Native Hawaiian Pacific Islander Heritage Festival (May 10, 2025) ○ Juneteenth (June 19, 2025) - Ideas to honor @ June Mtg ○ Pride (June 14, 2025) ○ Unity in the Community (August 16, 2025) ○ Others? 	SHRC
6:55 - 7:10	<ul style="list-style-type: none"> • Committee Reports (15 min) <ul style="list-style-type: none"> ○ Outreach Committee Report/Questions ○ Civic Impact Committee Report/Questions ○ Executive Committee Report/Questions 	Committee Leads
7:10 - End	<ul style="list-style-type: none"> • Commissioner Floor (any topic) (10 min) 	Any
Adjournment		
1) Next Human Rights Commission meeting is scheduled for June 5th, 2025 at 5:30pm (PST)		

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 Spokane City Council Chamber 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.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or 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.



CITY OF SPOKANE HUMAN RIGHTS COMMISSION

April 2025 Regular Meeting - Minutes

03 April 2025 / 5:36-7:33pm / City Council Chambers

Attendees

COMMISSIONERS: Anwar Peace, Maria Hernandez-Peck, Vice Chair Brennan “Boone” Schreibman, Secretary/Treasurer Livia Koh, Susan McFadden, Justice Forral, Kurtis Robinson, Chair Alex Knox

Public Comment

None

Agenda

Meeting Minutes for March 2025 Regular Meeting approved

Vice Chair Schreibman discusses bylaws + revisions

- Bylaws outdated, introduces amendments
- Amendments add/modify applied timeframes to meetings
- Adds requirements for Committee Reporting and Revising duties of chair
- Discussion of mission statement, monthly reports
- Discussion of SHRC allowances, opportunities, etc.
- Acknowledge both limits and freedoms given to the SHRC as volunteers
- Attendance requirements are discussed
- Tools for further engaging with City Council (email access, resolutions, etc.)
 - Discussion of individual representation of commissioners in conversation/interview/etc.
 - Commissioners ability to speak in capacity as individual commissioner
- Putting name/presence out into the community in a stronger capacity
 - community events, Outreach Committee work

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Regular Meeting Minutes

April 3, 2025

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Discussion of Workplan

- How to channel action into a work plan
- December meeting being a joint meeting between current and incoming chairs for workplan
- Information and conversation necessary to executing and goals
- Taking actionable steps (preparing statements on behalf of Commission)

Discussion of Social Media

- Bylaw for general inquiry can pertain to social media for SHRC
- Subcommittee for Social Media?

Structuring Meetings

- Vice Chair Schreibman introduces idea of each commissioner running one meeting in order to amplify voices + drive action
- Every meeting should have some discussion of commission business
- Commissioner Forral discusses the idea of teach-ins in order to learn from community
- Increased conversations at meetings about goals

Courageous Conversations

- Commissioner Robinson updates on Courageous Conversation
 - Has communicated with Debbie Novak, Chief Hall, Monica Alexander, Commissioner Peace, NAACP, Lisa Gardener, Jerrall Haynes, others
- Commission doing virtual training with SPD
- Targeting Wednesday, 30th of April for Courageous Conversations 1 (Podcast)
- SHRC later hosts public meeting to have conversation with greater community
- accessibility options for meetings discussed

Announcement

Chair Knox announces that he will be resigning from the Commission effective immediately.

Meeting adjourned at 7:33 p.m.



SHRC Resignation

From Knox, Alex <aknox@spokanecity.org>

Date Sun 4/13/2025 1:09 PM

To Mayor [REDACTED]@spokanecity.org>

Cc Pfister, Terri [REDACTED]@spokanecity.org>; McDaniel, Adam [REDACTED]@spokanecity.org>;
Navarrete, Lili [REDACTED]@spokanecity.org>; Grageda, Andres [REDACTED]@spokanecity.org>

 1 attachment (382 KB)

SHRCResignationLetter.pdf;

Hello,

This message is formal notification of my resignation from the position as Chair and Commissioner on the Human Rights Commission. Please find attached my official letter with further details.

I appreciate the opportunities and experiences I've gained during my time volunteering with the City, and look forward to supporting community issues in other ways. Thank you for your understanding.

Respectfully,

Alexander Knox, RN, CEN, NHDP-BC

He/Him/His



**CITY OF SPOKANE
HUMAN RIGHTS COMMISSION**

April 3, 2025

Dear Vice Chair Schreibman and Secretary-Treasurer Koh,

Please accept this letter as formal notification of my resignation as Chair and Commissioner of the City of Spokane Human Rights Commission. After careful consideration, I have decided to step down to focus on personal and career matters.

This was not an easy decision, as I value the Commission's vital work and its impact on our community. I am proud of the work we accomplished during my time on the Commission. The dedication shown by the Commissioners and city staff involved has been inspiring, and I sincerely appreciate the time and effort each person has contributed to our important, shared, mission.

I remain committed to human rights advocacy in Spokane and look forward to supporting the Commission's initiatives as an informed citizen in the future. Thank you for the opportunity to serve alongside such dedicated individuals, as well as your support and friendship. I wish the Commission continued success in its essential work.

Sincerely,

Alexander J. Knox, RN, CEN, NHDP-BC
Commission Chair, City of Spokane Human Rights Commission



Former SHRC Chair's Mid-Term Resignation & Procedure for Succession

From Schreibman, Brennan <bschreibman@spokanecity.org>

Date Wed 4/16/2025 7:09 AM

To McDaniel, Adam [REDACTED]@spokanecity.org>; Havnes, Jerrall <jhaynes@spokanecity.org>; Grageda, Andres [REDACTED]@spokanecity.org>; Navarrete, Lili [REDACTED]@spokanecity.org>

Cc Koh, Livia <lkoh@spokanecity.org>

 3 attachments (827 KB)

SHRCResignationLetter.pdf; SHRC Bylaws [updated 01-02-2025].pdf; Art. XXI, Sec. 2 _ HRC Bylaws.png;

Hi all -

Liv and I wanted to touch base re. Former Chair Knox's mid-term resignation from the SHRC. Since this is the HRC's first time addressing this situation, we wanted to outline our tentative plan going forward and ask for any guidance or feedback you may have.

There are two requirements for filling a vacant HRC Chair position under the SMC: (1.) The HRC Chair must be mayor-nominated (after receiving a recommendation from the HRC) & council appointed, and each term is for only one year, *see* [SMC 04.10.030](#), and; (2.) When any vacant HRC position (including the Chair's) is filled by appointment, the appointee serves for the unexpired remainder of the former member's term, and then may be reappointed to subsequent terms thereafter. *See* [SMC 04.10.020\(D\)](#). So, we'll need to go through the recommendation-nomination-appointment process to fill the Chair position for the remainder of its unexpired term. We will be discussing/voting to select a candidate for recommendation at our next regular meeting (Thurs., May 1), which we will promptly transmit for consideration.

In the meantime, an Acting Chair is needed to keep our workplan on track during the transition period. After parsing through and cross-referencing each section of Title 4, it appears the SMC delegates the chair-vacancy succession procedure to the HRC's promulgated Bylaws.** Our current Bylaws provide that the Vice Chair serves as Acting Chair until Council votes to approve the new Chair's appointment. *See* Article XXI, Section 2 (screenshot attached). If needed, the HRC can also internally reassign or modify the roles, titles, and/or responsibilities of the other two HRC officers (i.e., Vice Chair and Secretary/Treasurer) in accordance with the applicable Bylaws procedure(s). *See* [SMC 04.10.030](#).

Does this seem like a sensible plan moving forward? Please let us know if you have any feedback, suggestions, or concerns—we're happy to incorporate them. While this transition marks a brief pause in the continuity of leadership, it is only that. The HRC remains fully committed to fulfilling its mission, duties, and responsibilities to the City and all of its residents in accordance with its mandate. We appreciate your patience and continued support as we work to ensure a smooth and thoughtful succession.

- Boone

PS - Jerrall: Would you mind posting the current version of our bylaws (attached) to our page on the City website? We'll keep working to get these cleaned up, though it'll have to be piecemeal given the unexpectedly high level of engagement (which is good; I just didn't realize that a reason for it taking longer could be "interest," as opposed to people falling asleep before the vote).

****** The SMC doesn't expressly address any procedure for administrative-agency officer succession when mid-term vacancies occur. See [Ch. 04.01 SMC](#) (general admin. agency procedures); see also [Ch. 04.10 SMC](#) (HRC-specific chapter). The two SMC sections that are most relevant are:

1. [SMC 04.01.080](#), which is a catch-all provision requiring administrative agencies "to promulgate rules for the conduct of [their] business" to "promote the policies and objectives" of Ch. 04.01 SMC; and
2. [SMC 04.10.030](#), which requires that the HRC Chair must be Mayor-nominated/Council-appointed (after receiving a recommendation from the HRC), but for all other HRC officers, "[t]he commission by rule determines [positions for] its officers and the manner of their selection." (Emphasis added.)

The position of "Acting Chair"—an officer who serves in an interim capacity until the Chair vacancy is filled by appointment—is one of these officers. Thus, the "manner of their selection" is determined by the "commission by rule," *i.e.*, via the procedure outlined in the HRC Bylaws.

Brennan "Boone" Schreibman

Commissioner – Vice Chair

City of Spokane Human Rights Commission

Bschreibman@spokanecity.org

<https://my.spokanecity.org/bcc/commissions/spokane-human-rights-commission/>

www.facebook.com/SpokaneHumanRightsCommission/



Please be advised that the City of Spokane Human Rights Commission is governed by Washington State's Public Records Act, RCW 42.56, and that if this correspondence were to be requested, it may ultimately be subject to disclosure as a public record.

From: Knox, Alex <aknox@spokanecity.org>

Sent: Sunday, April 13, 2025 1:09 PM

To: Mayor <mayor@spokanecity.org>

Cc: Pfister, Terri <tpfister@spokanecity.org>; McDaniel, Adam <amcdaniel@spokanecity.org>; Navarrete, Lili <lnavarrete@spokanecity.org>; Grageda, Andres <agrageda@spokanecity.org>

Subject: SHRC Resignation

Hello,

This message is formal notification of my resignation from the position as Chair and Commissioner on the Human Rights Commission. Please find attached my official letter with further details.

I appreciate the opportunities and experiences I've gained during my time volunteering with the City, and look forward to supporting community issues in other ways. Thank you for your understanding.

Respectfully,

Alexander Knox, RN, CEN, NHDP-BC

He/Him/His



Outlook

Resignation

From Hayley Harrison [REDACTED]@icloud.com>

Date Tue 4/29/2025 9:49 PM

To Mayor [REDACTED]>; Navarrete, Lili [REDACTED]@spokanecity.org>; McDaniel, Adam [REDACTED]>; Grageda, Andres [REDACTED]@spokanecity.org>; Haynes, Jerrall <jhaynes@spokanecity.org>

Cc Schreibman, Brennan <bschreibman@spokanecity.org>; Koh, Livia <lkoh@spokanecity.org>

[CAUTION - EXTERNAL EMAIL - Verify Sender]

Hello,

This message is formal notification of my resignation from the position of Commissioner on the City of Spokane Human Rights Commission.

Thank you for allowing me the opportunity to serve our community.

With gratitude,

Hayley Harrison



News » Local News

May 01, 2025

Spokane's new police chief is reimagining 'use of force' review boards, with input from the Office of Police Ombuds

By [Eliza Billingham](#)



Young Kwak photo

A Spokane officer talks to members of Spokane's Human Rights Commission and Police Ombuds Commission about how the SWAT team stays separated from suspects.

On March 4, 2024, a woman stepped off the sidewalk and onto Sixth Avenue in the Cliff/Cannon neighborhood.

According to a report filed by Spokane's Office of Police Ombuds later that year, the woman said she was smoking a cigarette and wanted to avoid walking too close to a group of children on the sidewalk.

A Spokane police officer happened to be driving down Sixth Avenue toward Oak Street at the same time. The officer stopped his patrol car to engage the woman.

The interaction that ensued resulted in the officer picking the woman up by her waistband and slamming her body onto the pavement. The impact broke the woman's elbow.

The review that followed revealed disagreement between Spokane Police Department trainers, reviewers and administrators on not only whether this use of force was within policy, but whether it was ideal.

A defense tactics trainer on the review board said the officer's actions were completely in line with police training. New Police Chief Kevin Hall disagreed. His leadership team mandated retraining for the officer. Public records requested by the *Inlander* revealed that the officer involved in the March 4 incident was also involved in an incident in May 2024 where he punched a juvenile in the face.

But the Office of Police Ombuds, a civilian oversight team, didn't pursue either incident as individual misbehavior. Instead, they hammered on the ongoing mishandling of police oversight.

In a closing report this January, the ombuds office gave many recommendations aimed at combating a culture of permissibility and a lack of consistent guidance for use of force review boards.

And so far, the requests have been heard.

The accountability office has essentially no power to force any kind of change within the Spokane Police Department. Police chiefs can either take or leave their suggestions. But Police Ombuds Bart Logue and Deputy Ombuds Luvimae Omana say that Hall has initiated more changes in response to their recommendations than they've ever experienced over the past decade.

"I've seen more change in the last four months than the entire time I've been here," Omana says.

In the eight months he's been on the job, Hall has already clarified policy around use of force and de-escalation. During a previous review board, one reviewer said that anything "up to lethal force can be de-escalation." As of early 2025, it's officially in writing that *any* use of force is *never* considered a de-escalation tactic.

Hall is also reconsidering what reviewable uses of force are, so that more cases are reviewed by the chain of command.

Plus, when a promotion opened the spot a few months ago, the chief's team assigned Spokane Police Lt. Sean Wheeler — who has a longstanding, collaborative relationship with the ombuds office and deep experience in Internal Affairs — to take charge of the Spokane police training academy.

"There was an opportunity to take my knowledge and my relationship with the ombuds and plug that into training," Wheeler says. "I mean, we can talk about all the things that we want the officers to do better, but we have to provide them that training."

In his new role, Wheeler also chairs the use of force review boards. He's able to guide them with deep knowledge of the chief's philosophies around force and de-escalation, with heavy input from the ombuds.

"I've not seen this quick of a response to our recommendations in the past," Logue says. "At the end of the day, the police department has to buy in, and they did."

Hall says the Office of Police Ombuds has considerable sway with him, even if they don't always agree.

"They have a lot of influence over me, because I respect them as partners," Hall says. "We're very much aligned on what we want to accomplish here. We both want the most professional, respected police department in the Pacific Northwest."

For Logue, the chief's immediate action and continued willingness to listen is a welcome change — and he hopes it lasts.

"He's bringing his ear to us," Logue says. "It's new and it's good. For now."

CHAIN OF COMMAND

Every use of force triggers some sort of review. Officers write reports after every interaction they have with the public, which immediately go to a supervisor.

But any incident that causes injury triggers a review up the entire chain of command. It ends up with the chief or his designee, usually an assistant chief, who decides whether the incident was within policy and if any discipline needs to take place.

At that point, it also goes before a use of force review board, which is made up of eight to 10 senior officers and a representative from the ombuds office (usually Omana). But since any disciplinary action is already decided without input from the review board, Omana has asked for years what the review board even does.

Instead of asking whether force was in line with policy, Omana has been pushing for the board to ask broader questions like "Was this use of force ideal?" and "Was there something else that could have been better?"

Wheeler, who now chairs the use of force review board, agrees.

"We can be justified in our actions, but if we could take a step back, why not?" Wheeler says. "The end goal is, if we can end this without any force, that's the ideal situation."

When reviewing a use of force, officers should consider factors like imminent danger, the reason for the arrest, and how much force is necessary to overcome resistance.

During the March 4 incident, the subject was resisting arrest by trying to wriggle her hands away from handcuffs while she was pinned to the hood of the police car. She said repeatedly that she didn't know why she was being arrested.

The officer later told the subject's boyfriend that he was citing the woman for pedestrian interference. It wasn't until after she was in cuffs and the officer learned the subject's name and ran it through dispatch that he found out the woman had a felony warrant for trafficking.

Omana questioned whether the reason for the arrest and the amount of resistance merited a hard take down. She also questioned inconsistencies in the officer's report, which described his actions as "guided to the ground," while the Office of Police Ombuds maintains that in a witness's cellphone video footage "it looks more like a wrestling take down."

Reviewers also made a debatable distinction that "the suspect landed on the roadway, which is what caused the injury. The mechanics of the take down did not cause the injury." Omana asked why the officer didn't move the subject to a patch of grass a few steps away.

After the incident, Hall started considering a change to department policy so that all hard takedowns would trigger a chain of command review, regardless of whether the victim was significantly injured.

Omana says multiple reviewers showed general disdain for the administration's decision that the incident violated policy. It started an "impassioned discussion," Omana says, even though the chief's decision brought up the same questions Omana had asked for years.

"For a long time, I felt like I was the only person on this soapbox about, 'What is de-escalation?'" Omana says. "No interaction that I've ever had with these people led me to believe they would take anything I had to say seriously."

Under Hall's leadership, the officers on the review boards have changed. Critical analysis is being encouraged, not squashed. Hall's willingness to listen has ended what Omana describes as years of feeling "gaslit."

"There's just this thing in policing where it's like you have to be a cop for them to really respect your position," Omana says. "All of these changes are because that is what is being communicated from the chief down."

UPON FURTHER REVIEW

According to data from the Spokane Police Department, incidents that involve non-deadly uses of force by police officers are rare. In 2023, 85 of 107,567 interactions with the public involved a use of force — that's just .07% of contacts. In 2024, it was up to .09% — still less than one-tenth of a percent.

These numbers are on the first slide of Spokane Police Capt. Jake Jensen's de-escalation presentation. He usually presents it to officers, but on Friday, April 18, Jensen presented it to members of the Police Ombuds Commission and the Human Rights Commission. The police department invited both organizations to the police academy to talk about officer training.

After offering everyone donuts, Jensen went over the state codes that define the dozen or so complicated factors that could make use of force "objectively reasonable." In a high intensity moment, an officer's split-second decision-making "comes down to how good your training is," Jensen said.

De-escalation tactics are supposed to slow an interaction. They're defined by state law as "actions used by a peace officer that are intended to minimize the likelihood of the need to use force during an incident."

Then, in red underlined font on one of his slides: "Using physical force is not a de-escalation tactic."

Hall and his staff wrote the policy clarification in response to community outcry after the ombuds report revealed that a reviewer said anything up to deadly force could be considered de-escalation, Jensen said.

It's proof that the department is listening to the community, but it's not a major shift in policing mindset — most police officers know that force isn't de-escalation, Jensen said. What the reviewer was trying to get at, Jensen said, is that using less force is better than using more force — that is, using a takedown is better than using a taser, and using a taser is better than using bullets.

The reviewer used the term "de-escalation" sloppily, Jensen said, and it prompted a clarifying discussion of the difference between de-escalation tactics and lower uses of force.

But sloppiness is exactly the kind of fat that Hall wants to trim from his police department. When it comes to implementing policy and cultural changes, Hall says he's pushing for improvement, not punishment.

"There's always been this conversation or question about is it misconduct or is it a mistake?" he says. "I like to add a third one in there — is it mediocrity? Is it just mediocre performance that we need to address? That's what I'm trying to push to the supervisors. A lot of these are preventable if we just have those conversations, have those coaching moments, and say we could have handled this a little bit better." ♦

 The original print version of this article was headlined "Force ≠ De-escalation"

Tags [Local News](#), [PUBLIC SAFETY](#), [police](#), [spokane police department](#), [ombuds](#)



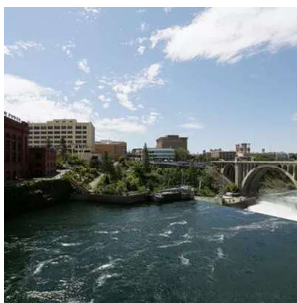
SPEAKING OF...



Spokane's Community Court handles most nonviolent offenses downtown. While arrests increase,



Spokane nonprofit worries state budget could prioritize police while ending an



The downtown Spokane doom narrative is self-reinforcing; sharing a different story



ELECTION 2024: Public safety is a top concern for Spokane voters — will they approve

PROPOSED AMENDMENTS TO THE SPOKANE HUMAN RIGHTS COMMISSION BYLAWS
Pursuant to SHRC Bylaw § (22.1).♦
FOR CONSIDERATION / ACTION AT THE SHRC'S MAY 1, 2025 REGULAR MEETING

The proposed amendments herein are set forth in redline format; proposed additions are indicated in red, underlined font and proposed deletions are indicated in ~~striketrough~~ font.

MATTER REPORTING INFORMATION:

TO: The City of Spokane Human Rights Commission

REPORTED BY: **The Executive Committee**
Brennan "Boone" Schreiber, Acting Chair
Livia Koh, Secretary / Treasurer

DATE: April 30, 2025

RE. Amending the SHRC Bylaws as follows::

- Revising § 7.7 to allow resolutions re. the recommendation of candidates to the Mayor's Office as part of the nomination-appointment process to be adopted on first read.
- Revising § 3 to avoid violations of the Open Public Meetings Act (which requires our bylaws to specify a date/time for regular meetings, and doesn't give the Chair the authority to unilaterally cancel meetings);
- Removing § 6 re. Special Meetings to eliminate redundancy.

III. REGULAR, ADDITIONAL, AND SPECIAL MEETINGS

(3.1) The City of Spokane Human Rights Commission shall regularly meet on the first Thursday of each month ~~at an agreed upon date and time beginning at 5:30 p.m., which will be posted to the Commission's website and social media channels.~~ If a scheduled regular meeting falls on a holiday, it will be held on the next business day.

(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.~~

Commented [BS1]: There's no such thing as an "additional meeting." Those are just special meetings.

Commented [BS2]: The OPMA requires agencies to identify the time and place their governing bodies will hold regular meetings.

RCW 42.30.070: Times and places for meetings—Emergencies—Exception.

"The governing body of a public agency shall provide the time for holding regular meetings by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by that body."

Our current bylaws, which say we meet "at an agreed upon date and time," violate the OPMA.

Commented [BS3]: RCW 42.30.070: Times and places for meetings—Emergencies—Exception.

"If at any time any regular meeting falls on a holiday, such regular meeting shall be held on the next business day."

Commented [BS4]: The Chair is not allowed to cancel regular meetings unilaterally—this requires a majority vote. RCW 42.30.090

~~(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.~~

Commented [BS5]: "Additional regular meetings" is not a thing.

~~(3.2) Special meetings, emergency meetings, hearings, adjournments, cancellations, continuances, and any other matter relating to scheduling the collective transaction of SHRC business shall be called, noticed, and convened in accordance with the procedural requirements set forth in Washington's Open Public Meetings Act, ch. 42.30 RCW.~~

Commented [BS6]: The OPMA has specific rules for all of these. Rather than having 20 pages in our bylaws repeating all the rules in the OPMA, the most efficient way to do it is to just incorporate the OPMA by reference.

~~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.~~

Commented [BS7]: This Article is superfluous because Section 3.2 (above) would already say this.

VII. MEETINGS AND PROCEDURES

(7.1) Meetings of the 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 committee unless a majority of the Commission or the committee agrees some other form of permanent record is preferable.

(7.5) Official attendance of all meetings shall be kept by the Secretary/Treasurer. Official attendance of all committee meetings shall be kept by the committee lead. 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.

(7.7) The SHRC may issue Resolutions, Proclamations, and Salutations on matters related to human and civil rights that affect the community.

- a) Resolutions are issued as official action items by the Commission, such as providing formal recommendations to City Council or stating an official position on an issue.

- i) Resolutions require a first read and second read at separate meetings (with quorum) before they can be adopted.

- ii) Resolutions that concern recommendations to the Mayor or City Council for the appointment of candidates to, or the removal of members from, any SHRC position may be adopted by majority vote upon first read.

- b) Proclamations are official action items issued to celebrate, honor or recognize events, activities, individuals or groups.

- i) Proclamations may be adopted upon first read.

- c) Salutations are official action items that serve as greetings or welcome letters for groups and events.

- i) Salutations may be adopted upon first read.

Commented [BS8]: The SHRC makes recommendations to the Mayor for consideration when the Mayor nominates: 1.) candidates to fill new SHRC positions; 2.) incumbent commissioners for reappointment; and 3.) the Chair position (who must go through the Mayor-nomination, Council-appointment process each year per [Section 04.10.030](#)).

If a majority of the SHRC votes to recommend a candidate to the Mayor, a resolution should be adopted to memorialize the vote for transmission to the Mayor. In this situation, there's no need for a second read at another meeting—it would just delay the appointment process by a month. The process to appoint new commissioners and these can be time-sensitive, so the two-read policy would be administratively inefficient).

Endnotes:

♦ As authorized by Commission Bylaw § 22.1 (“XXII. AMENDMENTS TO COMMISSION RULES. (22.1) The rules of the 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.”).



CITY OF SPOKANE HUMAN RIGHTS COMMISSION

RESOLUTION 25-001

A resolution setting forth the Spokane Human Rights Commission's recommendation to the Mayor's Office and City Council of a candidate to fill the vacant Chair position for the remainder of its unexpired term.

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

WHEREAS, at the conclusion of the Commission's April 3, 2025 regular meeting, the Commission's (now former) Chair announced that he was resigning from his position as a member of the Commission, and transmitted a letter of resignation on April 13, 2025 to the Mayor's Office, the City Clerk, and the Commission's City Council Liaison; and

WHEREAS, by ordinance, the Commission "determines its officers and the manner of their selection" pursuant to its promulgated bylaws, *see* [SMC 04.10.030](#), with one exception: "the mayor nominates and the city council appoints the chair of the commission, who is recommended by the members of the commission, for a term of one year." *Id.* (emphasis added); and

WHEREAS, when any vacant Commission position (including the Chair's) is filled by appointment, the appointee serves for the unexpired remainder of the former member's term, and then may be reappointed to subsequent terms thereafter. *See* [SMC 04.10.020\(D\)](#).; and

WHEREAS, vis-à-vis the Spokane Municipal Code's delegation of authority, the succession procedure governing mid-term vacancies that occur in the Chair position are set forth in Commission's promulgated Bylaws, which provide that the Vice Chair serves as Acting Chair a new Chair is appointed. *See* SHRC BYLAWS, Article XXI, § 2; and

WHEREAS, the Commission seeks to fill its vacant Chair position for the remainder of the former Chair's unexpired term to ensure continuity of leadership so that the Commission can continue fulfilling its mission, duties, and responsibilities to the City and its residents in accordance with its mandate; and

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WHEREAS, at its May 1, 2025 regular meeting, the Commission discussed, and voted to select, a recommended candidate for the Mayor's and City Council's consideration in nominating and appointing a replacement Chair to fill the vacancy;

NOW THEREFORE BE IT RESOLVED that the Commission, by a majority vote of its membership, hereby recommends

[Commission Secretary to Write in Selected Candidate's Name]

to the Mayor and City Council to fill the Commission's vacant Chair position for the remainder of the unexpired term.

THE CITY OF SPOKANE HUMAN RIGHTS COMMISSION

By: Livia Koh
Its: Secretary/Treasurer

Date

