



# SAS Steering Committee

Tuesday November 1st, 2022

5:30 PM

Virtual Meeting

## Public Comment Period:

No public comment will be received today

## Main Agenda:

1. Approval of Sept minutes
2. Vote on Officers
3. Discussion & potential vote on Consensus Model
4. Discussion on how SC Members can interact with workgroups
5. Potential December Agenda Items
  - Presentations requested by Public Works re: Solid Waste and Water Resources Workgroup
  - Workgroup Priorities
  - 2023 Workplan

## Guest Speakers

none

## Next Meeting

December 6<sup>th</sup>, 2022 at 5:30

Join Zoom Meeting

<https://us06web.zoom.us/j/87160007703?pwd=TUhBbnVHVjQ1dnRDb2ppVlFtZG0xUT09>

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**STANDING SUBCOMMITTEE MINUTES**  
**City of Spokane**  
**Sustainability Action Subcommittee Steering Committee**  
**September 27, 2022**

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**Call to Order:** 5:32 p.m.

**Attendance**

Steering Committee Members Present: Brian Henning , Dave Garegnani, Erica Johnson, Esther Angell, Jennifer Thomas, Larry Luton, Matthew Hollon, Michelle Howard, Mindy Howard, Naghmana Sherazi, Pragya Rai, Rowena Pineda, Ryan Lok, Sarah Burruss, Staci Maier, and Wyeth Larson.

Staff/Others Present: Giacobbe Byrd, Kara Odegard, Tony Newton, Alex Giblisco

**Approval of Minutes**

- Action taken
  - “Parliamentarian” correction to the minutes. Suggested by Larry Luton.
  - Including a mention on the “consensus model” correction to the minutes. Suggested by Larry Luton.
  - Clarification to the online training for public meetings
- Motion to approve the meeting minutes correction via Larry Luton by Brian Henning. Seconded by Matt Hollon.
  - Motion passed
- Motion to approve the meeting minutes via Larry Luton by Dave Garegnani. Seconded by Ryan Lok
  - Motion passed

**Agenda Items**

**Discussion items**

- Positions Voting
  - Motion to approve the chair and vice chair job descriptions by Larry Luton. Seconded by Dave Garegnani.
  - Motion passed
    - There needs to be proper notice on the agenda if there will be any voting
    - Keep the nomination window open until Friday at noon

## SAS Steering Committee Leadership Nominees

### Chair

Term: 1 Year

#### **Larry Luton**

Larry Luton holds the 2009 Taskforce position on the SAS Steering Committee. That means he was part of Mayor Verner's Sustainability and Energy Security Task Force which wrote Spokane's first sustainability plan. He has also been a member of the current SAS since its inception. Larry taught public administration at EWU for 30 years. Among the classes he taught were public policy analysis and administrative law. The administrative law class included a segment that addressed transparency expectations such as open public meetings and open public records.

Larry is interested in being chair of the SAS Steering Committee because he is eager for the work of the SAS to move forward and he thinks his experience in promoting sustainability in Spokane provides him with a perspective that will be helpful in leading the Steering Committee. Being known by the SAS workgroup members will also be useful in sorting out how these two parts of the SAS can work together most effectively.

### Vice Chair Position 1

Term: 1 Year

#### **Naghmana Sherazi**

Born and raised in Karachi Pakistan, and emigrated to Spokane via the UK, I have lived and worked on four different continents, and have had the privilege of being educated on three. My lived experiences and my degrees in the hard sciences and the liberal arts account for my approach to how I navigate, and problem solve in today's environment.

It matters to me what kind of world we are going to leave to our next generations. I love being in nature and therefore love living in Spokane because there are SO many opportunities to enjoy the natural world. I believe in the work I do for my daily living and believe that every living being has a function to fulfill and deserves the best possible environment it can thrive in. I moved to Spokane 10 years ago and am very grateful I get to work towards building an equitable and nurturing environment for all our kids and grandkids. If elected for the vice-chair position, it would be my honor to serve to the best of my ability.

#### **Melinda (Mindy) Howard**

Mindy is a faculty member of the Biology Department at Gonzaga University where she teaches courses in biodiversity, ecology, human ecology, Indigenous science, and seminars on invasive species, biological reproduction, and contemporary scientific issues in society. She also conducts research on STEM education and culturally-relevant education. She has been involved in creating and delivering STEM education and environmental education outreach programming in the Inland Northwest for 23 years within federal, tribal, K-

# A PRACTICAL GUIDE FOR CONSENSUS-BASED DECISION MAKING

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- **Comments on Facilitation**

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London, Ontario**

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## WHAT IS CONSENSUS-BASED DECISION MAKING?

Consensus-based decision making is based on a *deliberate process of consensus building*, whereby members of a group actively participate in finding a decision together that all members can feel comfortable with. A consensus decision does not necessarily reflect complete unanimity. However, decisions reached by consensus do reflect the thoughts and feelings of the group *as a whole*<sup>1</sup>, rather than just the majority. Effective consensus building results in decisions that have been thoughtfully deliberated, incorporate diverse experience and views, and may produce the best possible decision given the configuration of interests that have come together for a given purpose.

The advantage of consensus-based decisions as compared with majority rule voting is that it avoids a fundamental problem often associated with voting. Voting may unintentionally result in a split or division in a group, a satisfied majority and disgruntled minority, a sense of winners and losers. Moreover, in the interest of efficiency, there may be a propensity to rush to a vote without full deliberation when opinion seems to be going in a certain direction. The consensus-building process is based on thoughtful, respectful, fulsome deliberation and an intention to find the best possible decision that suits the group as a whole.

Consensus decision making is based on the premise that everyone's voice is worth hearing and that all concerns that come from a place of integrity are valid. If a proposal is deeply troubling to even one person, that concern is respected; if it is ignored, the group is likely to make a mistake. Various practical procedures and optional stances that group members can employ in navigating the sometimes unsettled waters of consensus-building are discussed in this document.

A group committed to consensus may utilize other forms of decision making (e.g., executive decision, majority rule) when appropriate; however, a group that has adopted a consensus model will use that process for items of strategic importance, related to core values, or around which there is a common perception that "the stakes are high."

## WHEN TO USE THE CONSENSUS MODEL

Making decisions by consensus may be more or less appropriate depending in part on what's at stake with a given decision.

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<sup>1</sup> What makes a coherent group different than a mere collection of individuals? Complexity theory suggests that when individuals come together for a common purpose, under favorable conditions a qualitative "phase shift" may occur. The whole becomes greater than the sum of parts. This phenomenon is called "emergence." A collection of individuals becomes a community, as problems are solved, work is accomplished, relationships deepen, common values are affirmed, trust builds, traditions develop, and a story is told. Community members are willing to set aside certain vested interests based on a more encompassing set of values or interests, without sacrificing their core values or individuality. This is neither "collectivism" (in which individuals unthinkingly surrender themselves) nor "individualism" (in which self-interest always remains the overriding consideration).

A full consensus-building process may be most appropriate for:

- Strategic<sup>2</sup> decisions
- High stakes decisions
- Decisions for which a strong, united front is important

A full consensus-building approach may be unnecessary or less appropriate for:

- Operational or tactical<sup>3</sup> decisions
- Decisions which have relatively minor impact and affect relatively few

## NECESSARY CONDITIONS

Certain fundamental conditions need to be met in order to conduct an effective consensus-building process, including:

- Agreement on core values
- Willingness of members to both express interests as well as assume a “disinterested”<sup>4</sup> stance
- Willingness to make it work – belief in the value of consensus-building
- Active listening
- Sufficient time
- Patience
- Trust
- Succinct expression of views and concerns
- Skilled facilitation
- Conducive setting – properly bounded

A group intending to employ consensus-based decision making would do well to carefully consider the extent to which it can meet these conditions. Most formal groups go through foundational exercises when forming, such as

## WHAT CONSENSUS-BUILDING IS NOT:

Having worked as a Community Developer in various settings for more than 35 years, I have been part of many groups, teams, and organizations that have nominally adopted “consensus” as their decision-making procedure. Very often when a group decides to use a consensus model, there is little or no discussion of what that means, and little knowledge about how to conduct an effective consensus-building process. What tends to happen in such cases is that the voices of the most assertive individuals or those with the most power (informal or formal) dominate and shape the discussion, often with many voices unheard, and without careful deliberation or full consideration of alternatives. This is especially likely when organizations have full agendas and feel pressure to move quickly to get things done. After brief discussion, a decision is proposed by the chair or other powerful member, who, after glancing around the room asks, “Do we have consensus then?” Showing little receptivity and giving scant time for alternatives to be voiced, “consensus” is quickly declared. At the other end of the continuum are groups that, though seeking to follow the true spirit of consensus, are rudderless and seem to get bogged down in endless conversation loops, rehashing the same material over and over, with little sense of progress or movement to a fruitful decision. This primer seeks to assist groups to avoid these of kinds of *pseudo-consensus* traps, and to practice more effective consensus-based decision making.

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<sup>2</sup> Strategic: of great importance within an integrated whole or to a planned effect.

<sup>3</sup> Tactical: of or relating to small-scale actions serving a larger purpose; made or carried out with only a limited or immediate end in view.

<sup>4</sup> Disinterested: Free from selfish motive or interest: unbiased. (See also comment in footnote <sup>1</sup>.)

developing vision and mission statements, and undertaking exercises to build trust. There are many resources readily available to assess a group's readiness along these lines, and to assist groups with such processes. When consensus-building breaks down, it usually points to an absence or shortage in one or more of these conditions. Further comment with respect to some of these conditions is offered throughout this guide.

### **THE IMPORTANCE OF CREATING A CONDUCIVE SETTING**

I have on occasion quipped after an unsatisfying meeting that community development training programs should include a required course solely devoted to how to arrange chairs for a meeting. The point is to highlight the importance of careful attention to conditions that are conducive to good group process. Just the impact of the type of room and seating arrangement on group dynamics are often overlooked and underestimated. Seating should be arranged so that all participants can make good eye contact and readily hear one another. It is amazing to me how much this one factor affects meeting process. Long, narrow boardroom tables are not conducive. Like good hosts at a dinner party, meeting conveners should welcome and encourage participants to connect informally as they begin to gather. Refreshments help. If participants aren't well known to one another, name tags are important, and newcomers should be introduced and warmly welcomed. Extraneous distractions should be minimized so the group can focus. Almost like a formal ceremony, the facilitator should signal a clear opening to the meeting, which includes welcome and introductions, an overview of the purpose/agenda, and in early stages at least, a reminder about process guidelines. The idea is to deliberately create a "container" of dedicated time, space, and purpose, devoted to evoking the emergent process of consensus building.

Making decisions by consensus can be challenging. It asks participants to be mindful and bring their best intentions to the process. When a group begins to work together in this way it may feel awkward at first and take time to develop a group culture conducive to the process. When it works well, it is a very satisfying and energizing process. As group members begin to experience the difference it can make in terms of creativity, quality, commitment to and enthusiasm for decisions and planned actions, it builds the confidence and strength of the group.

### **DEVELOPING PARTICIPATION GUIDELINES**

Developing participation guidelines is a very useful exercise for any group to undertake when forming itself. When a group collaboratively develops guidelines for how it wishes to conduct itself, intentionality and commitment to the group's efforts increases. Here's a suggestion for how to conduct such a process. Pose the following two scenarios, asking each group member to jot down their ideas individually. 1) *Think of a group you have participated in, that you found to be especially dysfunctional or unproductive. What were the factors that you think contributed to the dysfunction.* 2) *Think of a group you have participated in, that you found to be especially effective,*

*productive, and satisfying to be part of. What were the factors that you think contributed to its success?* Facilitate a group discussion, seeking to build consensus around a set of participation guidelines. Revisit these guidelines regularly, especially when the group is about to undertake a challenging consensus-building process.

I have distilled the following participation guidelines from many years of experience.

In order for the group process to be:

- Enjoyable
- Constructive
- Productive
- Cooperative
- High Quality

Each member agrees to:

- Take responsibility for helping group achieve a positive outcome
- Listen very carefully to what others are saying
- Monitor his/her level of participation (neither dominate nor withhold)
- Be aware of the purpose, stay on topic
- Engage with, build on, respond to the ideas of others
- Express disagreement or concerns constructively and with respect
- Be aware of how both verbal and non-verbal signals impact group dynamics
- Avoid side conversations when we are conducting business in the group as a whole
- Be fully present, for example avoid unnecessary use of smart phones.

## **PROCEDURES FOR CONSENSUS DECISION MAKING**

Consensus-building does not follow a recipe. It is not a mechanical process – there is no algorithm to guide it. It is a quintessentially *dialogical*, emergent human process that incorporates thought, feeling, knowledge, imagination, and lived experience. Nonetheless, it is a process that can be undertaken deliberately, mindfully, and whose broad contours can be mapped and navigated as follows.



1. An issue will emerge, in a meeting, from an agenda item, from a general discussion, or from a member. First, the people connected with the issue explain it. The facilitator ensures that the issue is stated in clear and positive terms.
2. Those present discuss the issue. The facilitator ensures that everyone has an equal opportunity to speak and that the discussion stays focused on the issue at hand. (See *Comments on Facilitation* section.) Members express their thoughts and feelings honestly and succinctly; rather than repeating what has already been well-expressed, a member can simply indicate agreement with others.
3. A common answer to the issue may emerge during discussion with a self-evident decision presenting itself. The decision is stated in positive terms and the facilitator *canvasses each member* to see whether all questions and concerns have been satisfied to the point that all can agree. If so, consensus has been reached and is noted in the minutes (together with an indication of who will take what actions and when, if appropriate).
4. If consensus is not reached, a round may be initiated by the facilitator. In a round, each member in turn has an equal amount of time to comment on the issue, without interruption and without comments from the others (although questions may be asked for clarification only, when the person is finished).<sup>5</sup> When the round is over, the facilitator summarizes what was said and clarifies the current status of the issue.
5. Individual differences may have merged during the round into a common answer. If so, the facilitator canvasses the group for agreement and the consensus is noted in the minutes.
6. If consensus is still not achieved, a second round may be undertaken.
7. If consensus is still not achieved, the group has to decide:
  - a. Whether progress is being made and further rounds may result in consensus, or
  - b. Whether one or more of the necessary conditions for consensus are not currently being met and if so whether an adjustment can be made to accommodate, or
  - c. If there is some fundamental split in the group, such as a divergence among some members around core values. The matter under contention would likely point to the value(s) in need of clarification.

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<sup>5</sup> In larger groups (e.g., more than 12 to 15), members need to be particularly disciplined and attentive to good group process. Members need to be as economical as possible in their comments, while still expressing what is essential in their view. Members are encouraged to simply indicate agreement if another member expresses well their view, or briefly qualify a viewpoint previously expressed. If issues arise that seem to require more deliberation, one option is to table the item, and charge a working group to go away and further deliberate and bring options back to the larger group.

## THE POWER OF THE *ROUND*

A “round” (as described in the *Procedures* section) is a simple and amazingly powerful technique that, when utilized at an appropriate moment, can help open-up and move along a discussion that has bogged down, or seems to be bouncing around between just a few of the more assertive members of the group. It is especially useful for bringing into the discussion the perspectives of more introverted group members. Whereas more extraverted individuals develop their ideas and get energized by “thinking out loud,” introverts work their ideas through on the inside. Their thorough internal processing often results in more fully formed, richly nuanced perspectives. Introverts tend to need to have some space deliberately opened up for their views to be expressed in the group discussion. More introverted participants can be encouraged to assert themselves and extraverted members reminded to contain themselves as part of the general process guidelines, but it is also incumbent upon the facilitator to be attentive to this dynamic. This is not to disparage extraverts. Both energies are needed, but without deliberate attention to this dynamic, extraverts tend to dominant, and introverts’ contributions are often lost. I have found that deliberately slowing things down and making space for quieter voices by using a “round” has introduced the new idea or creative element that breaks the logjam, synthesizes divergent threads of the discussion, and reconciles apparent contradictions.

## OPTIONAL STANCES MEMBERS CAN TAKE

A critical ingredient for success in consensus decision making is the conscious intention of members to participate in a spirit of consensus building. This process is greatly facilitated when members keep in mind and deliberately express themselves in terms of the following optional stances.

Expression of concern: Rather than taking a hard-and-fast negative position, members express their concerns and the reasons for them. This allows room for proposals to be modified to meet the concerns.

Reservations: After fulsome deliberation, one or more members may find a concern has not been satisfactorily addressed, but that they consider that concern relatively minor. The member(s) would then indicate that they have reservations. They might say “I still have some unresolved concerns; I have reservations but I can live with it.”

Non-support or standing aside: This stance allows a member to be clear that they do not agree with or support the proposed decision, without leaving or blocking the group from proceeding. The member might say, “I personally don’t support this, but I won’t stop others from doing it.” The member explicitly states that they are *standing aside* and this is noted in the minutes. If two or more members stand aside, perhaps additional work is required to conceive a more mutual solution.

Blocking or withdrawing from the group: Blocking means "I cannot support this or allow the group to support this. I perceive it to be in contradiction of our core values and/or unethical or immoral." Blocking can only be used very rarely without threatening the viability of the group. It should be a last resort. For blocking to be a viable option, an individual taking such a stand must be very clear, operating from deep conviction, and enjoy the trust and respect of the group. An individual may decide they do not feel justified in blocking the group, but neither can they continue to be a member based on the direction the group has taken.

If consensus breaks down: If several people express non-support, stand aside or leave the group, it may not be a viable decision even if no one directly blocks it. Some groups decide to take "blocking" as an optional stance off the table, and instead opt for a steep super-majority decision rule, such as two-thirds or three-quarters majority, in the event the consensus process seems to have become intractable. Some practitioners of consensus-building argue that to allow this option negates the spirit of consensus. In some situations (e.g., a group or team operating within a hierarchical organizational structure), failure to achieve consensus may result in the decision-making authority defaulting to a "higher authority." Either way, the group needs to decide what they will do if it is unable to achieve consensus. It must be emphasized however, that if the necessary conditions are met, and procedures described in this guide are followed, the prospects for success are very good!

## **COMMENTS ON FACILITATION**

The role of facilitator is very important in consensus-based decision making. Facilitation is a learned skill that can be cultivated with practice, though some people seem to have a knack for it. Personal characteristics of good facilitators may include: experienced with group process, strong intuition, sensitivity and empathy, ability to summarize and synthesize elements of the discussion in clear and succinct terms, humour, and appropriate assertiveness.

The group may have among its membership, and choose to call on to serve the group, someone who is a highly skilled facilitator. If a number of members are skilled facilitators, or if the group wants to assist members to cultivate facilitation skills, it may want to experiment with co-facilitation or rotating the role.

### The Role of Facilitator:

- Create a safe and conducive environment for group process – physical space, opening the meeting, providing context, setting tone, establishing participation guidelines.
- Use the agenda to frame discussion points, manage time and help group achieve the meeting's objectives.
- Facilitate the process without unduly influencing the content of the discussion.

- Moderate the discussion as necessary with the “right touch” to ensure everyone has a fair opportunity to participate.
  - Use a “lighter touch” in earlier or emerging phases of a discussion
  - Use more assertive interventions as discussion gets more energetic
- Track and periodically articulate the terms of the discussion as it evolves, seeking validation from the group that the issue is being framed accurately.
- Notice and articulate for the group at opportune moments, points of convergence and divergence in the ongoing group deliberation.
- Stay aware of and remind the group if necessary about consensus procedures, optional stances members may take, and participation guidelines.
- Make appropriate use of the “round” or other instant feedback techniques<sup>6</sup> as a means of getting a reading on the developing sense of the group.
- Keep the meeting focused and moving at an appropriate pace –
  - Use intuition, pay attention to the energy associated with a discussion point.
  - Make group aware of time, check in to determine whether to continue on a point, table it for later discussion, or move on.
- Reinforce and support both “expression of concerns” and efforts by members to accommodate concerns through propositions that incorporate and synthesize divergent threads.
- Articulate and test for elements of consensus as it begins to emerge.
- If necessary, conduct one or more “rounds,” reminding members to speak economically while encouraging them to express all views relevant and essential to the decision.
- At the decision point, summarize the discussion, formulate the consensus statement in positive terms, and test for consensus.
- If the facilitator feels too emotionally involved in a particular discussion and has difficulty remaining neutral, s/he should ask someone to take over the task of facilitation for that agenda item. (Any group member may suggest that the facilitator consider yielding the chair for a particular discussion or decision point if the facilitator is perceived to be too personally invested in the outcome.)

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<sup>6</sup> For example, ask participants to indicate how they are leaning on a question using by show of hands for pro, con, or noncommittal; thumbs up/down; “clicker” polling technology, etc.

## LEARNING THE SKILL OF FACILITATING CONSENSUS BUILDING

Probably the best way of becoming a skilled facilitator of consensus building is to attentively observe the process being conducted by an already experienced and skilled practitioner, while vividly imagining oneself in the role. And then, practice, practice, practice. Early in my career I had the good fortune of observing several skilled consensus builders. The most memorable instance was at the North American Bioregional Congress, which was held in the Grand Traverse Bay area of Michigan in August 1986. A group of about 80 ecological activists from across North America met daily over the course of a week to deliberate and come to consensus on a set of principles and actions to advance the Bioregional movement. Our facilitator was Caroline Estes, who had learned consensus building over the course of 25 years as a practicing Quaker and social activist. In an article published about that time that is still available on-line (<http://www.context.org/iclib/ic07/estes/>), Caroline describes the origins and history of the practice, including a long history and ongoing tradition within indigenous communities. Another excellent practical guide to assist in learning consensus building can be found on the website of the Wiccan social activist Starhawk (<http://starhawk.org/short-consensus-summary/>).

## CONCLUSION

In this guide I have tried to offer practical suggestions as well as some more philosophical reflections on the process of consensus-based decision making, based on 35 years experience as a Community Developer.

Whereas a full, formal, consensus-based decision making process is not always necessary or appropriate, the spirit underlying consensus building can be brought by any individual to any group process. In my experience, these attitudes, skills, and stances applied in virtually any setting tends to help a group move in a more creative, inclusive, and healthful direction.

Please direct any comments or feedback on this guide to [j.madden@sympatico.ca](mailto:j.madden@sympatico.ca).



12+ and non-profit sectors. Mindy's biological research examined interactions between native and non-native species in aquatic ecosystems and also included habitat restoration data collection with the Kalispel Tribe of Indians Department of Natural Resources and biological field work and environmental education at Turnbull National Wildlife Refuge.

In addition to the SC, Mindy is a current board member of the Center for Climate, Society and Environment at Gonzaga University and Community Advisory Committee for Spokane Public Schools. She also served in the roles of President and Vice President of the Community of Montessori Parents in District 81 and was a member of the Academic Integrity Board at Gonzaga University. Mindy has also served on many collaborative projects and committees in K-12+ STEM and science education across Washington and North Idaho.

Mindy's research experience in social, educational, and biological sciences allows her to organize, analyze, and synthesize quantitative and qualitative data through a systems-level approach. She is organized, respectful, and responsible, skilled at identifying common goals and targets, and encourages collaboration and solution-building among team members and stakeholders.

### **Rowena Pineda**

Rowena Pineda (she/her) is the Environmental Justice Advisor to the Environmental Justice Council (EJC). The EJC is a 16-member advisory board appointed by the Governor to provide guidance on the implementation of the Healthy Environment for All (HEAL) Act and the Climate Commitment Act (CCA). Rowena facilitates the Interagency Work Group which is comprised of the seven state agencies mandated to implement the HEAL Act. Prior to her current position, Rowena worked with Spokane County United Way and the Spokane Regional Health District. She is the Chair of the Board of APIC Spokane, a community-based organization working to amplify the voices of Asian/Asian Americans in Spokane. She is also on the Board of YWCA Spokane and Schools Out Washington. Rowena enjoys living in downtown Spokane and being able to walk to different venues.

I am honored to be nominated for Vice Chair Positions 1 and 2, and I accept the nominations. I believe that the SAS Steering Committee has an opportunity to work in partnership with the City Council to concretize the Sustainability Action Plan (SAP). Over the past few years, we have seen how climate change has affected different aspects of our lives. It has become our new normal to look at the smoke advisory before undertaking outdoor activities. A colleague yesterday shared the sadness she felt for her child who would not be able to experience the Pacific Northwest the way she did growing up.

The challenge before us is not to go back to the way things used to be, but how Spokane can be resilient and move forward in the face of change. And, as we move forward, how to ensure that we do not leave anyone behind. As a group, the steering committee brings a variety of life and professional experiences. I strongly believe that there is great value in these differences, but it will not be without challenges for us to reach consensus. If appointed Vice Chair, I will strive to work with the Chair and the other Vice Chair to create a space where we can be curious, where courageous conversations are encouraged, while ensuring that we meet that tasks we have been given.

## Vice Chair Position 2

Term: 2 Year

### **Rowena Pineda**

See above for Rowena's bio and statement of interest



- Kara will reach out to nominees to confirm interest. Starting with the chair.
    - The nominees would submit a short bio of interest
    - At the next meeting we would vote on the positions
    - For vice chair we would follow the same process
  - Unsure if the public can weigh in on the voting. There is nothing for or against it.
- Current nominations:
  - Chair
    - Larry Lutton (3)
    - Dave Garegnani (1)
    - Brian Henning (1)
  - Vice Chair 1
    - Mindy Howard (1)
    - Jennifer Thomas (1)
    - Rowena Pineda (1)
    - Ryan Lok (1)
    - Naghmana Sherazi (1)
  - Vice Chair 2
    - Rowena Pineda (3)
    - Sarah Burruss (1)
    - Staci Maier (1)
- Discussion around steering committee process
  - Roberts rules, consensus model or another option
    - There is nothing that legally binds us to Robert's Rules
    - If we went with Robert's Rules, we would need a parliamentarian that is experienced
    - OPMA does not give guidance on Robert's Rules
    - Robert's Rules 'Lite'- The 'Norms'
      - There is need to outline the rules that are being adopted.
      - A motion and a second should still be used
      - Needing to have quorum for decisions
      - Votes would be transparent to the public and conducted only in public meetings
      - Before every vote we would have a discussion
    - Consensus process allows for people to explain why they are strongly against an issue and inform everyone
    - As a non-voting member, there still needs to be a way to make sure their opinions are heard within the consensus model.

- Having a written explanation of the consensus process would help this process
- Next meeting
  - Circulate Robert's Rules and the consensus process
  - Continue talking about how to interface with workgroups
    - Wanting to incorporate the experts in the conversation
    - Future meetings could incorporate a translator and ASL. If they are recorded, then other accommodations should be made.
- Interface with the SAS Workgroups
  - Suggestion that we operate like the Planning Commission Work Plan
  - Work groups have been identifying quick actions in the SAP. They are also identifying 2-5 actions in their chapter that are top priorities, regardless of feasibility.
  - The SAS will be treated with OPMA. Because the SAS meeting can feature a quorum, the SAS will abide by OPMA.
  - Steering committee will be recommendations from the work committee to PIES, Public Infrastructure Environment Sustainability
- Future SAS Meetings
- Voting Procedures
- Action item
  - Kara will send out doodle poll for future meeting schedules

#### Consent items

None.

#### Executive session

None.

#### Adjournment

The meeting adjourned at 7:00 p.m.

#### Prepared by:

Tony Newton

#### Approved by:

Council Member Lori Kinnear  
PIES Committee Chair