



Community Assembly

Representative Handbook

Retreat Committee 2016



Revised 2016

Community Assembly Handbook

Introduction

As part of the Community Assembly's (CA) self-challenge to improve and strengthen itself, the CA is working to better understand the relationship it has with the Neighborhood Councils (NC).

At the Retreat in 2015, a small group dedicated itself to actively strengthening that relationship. To do so, they conducted a survey and created a training from which this handbook was developed.

Nothing is static in life and Spokane neighborhoods are no exception. There are many new faces around the table, and that's exciting. It also means that there is little shared history, so a deep understanding of the richness and potential of the unique Neighborhood System that Spokane embedded into its charter may not be well understood.

This handbook seeks to be a resource for each Neighborhood Council and for each new CA representative, so that we can all work together to create a Spokane that we will be proud to hand to our children.

The Retreat Committee

Jay Cousins, Emerson-Garfield

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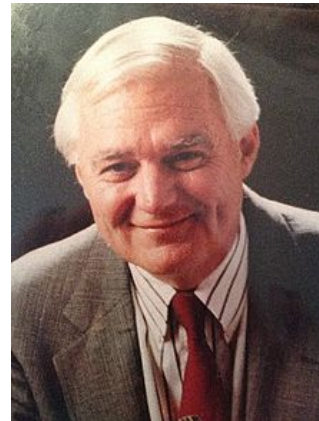
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A Brief History of the Community Assembly and Neighborhood Councils

1993-2015

The Community Assembly (CA) and the Neighborhood Councils (NC) grew out of two committees that did their work in the early 90s.

In 1993, *Vision Spokane* was formed with the charge to look at Spokane and make recommendations for actions that would assist the City of Spokane moving into the 21st century. One of the proposed actions was to form a Citizen Council to participate in policy discussions and decisions.



In 1994, newly elected Mayor Jack Geraghty established a second citizens group which was directed to develop a system that would provide neighborhoods with an avenue to communicate with the city government and have the ability to affect city actions related to neighborhoods. This group developed the organizational structure and the initial policies for the CA and the NCs.

At this time, the only recognized neighborhoods were the eight Community Development (CD) neighborhoods that were based on income criteria set down by the federal government. This program was administered at the neighborhood level by Neighborhood Steering Committees (NSC). These CD committees allocated funds for sidewalks, home rehabilitation, capital projects, and funding for various charitable endeavors.

The original CD neighborhoods were: East Central, West Central, Logan, Nevada/Lidgerwood, Emerson/Garfield, Hillyard, North Hill and Cliff Cannon.

Late in 1995, Mayor Geraghty established the Office of Neighborhood Services (ONS). Geraghty was strongly supported by Councilwoman Phyllis Holmes and Councilwoman Beverly Numbers. Molly Myers was the first

director of the new department. Rod Minarik was hired July 1, 1996 as a Public Information Officer.

Emerson/Garfield was the first neighborhood to apply to be a recognized neighborhood, followed soon after by Nevada/Lidgerwood. As the full policies and procedures for the CA was left to the members' discretion, a few members, Jay Cousins and Al French, Molly Myers, Janet Davis as the Neighborhood Services General Manager and their staff, met at the home of Ms. Davis.

These meetings continued for several months as the Community Assembly. Over time, new neighborhoods joined the CA and the meetings eventually moved into the Office of Neighborhood Services at City Hall.

During the first few years, a full Policies and Procedures document was created and the number of neighborhoods grew to thirteen. All of the original Community Development neighborhoods became recognized as Neighborhood Councils and sent representatives to the CA.

In 2000, some of the CA members became concerned that the Neighborhood Council program was subject to the discretion of the mayor. This concern gave rise to an effort to establish the NC program in the City Charter. A ballot measure was drafted and placed before the City Council. The measure included a funding mechanism that the Council objected to, so in order to avoid the effort required to gather signatures to place the measure on the ballot, the funding language was dropped. The Council placed the measure on the ballot, and it passed overwhelmingly.

Section 71 was placed into the Spokane City Charter and became effective on November 2000. The full language pertaining to the NCs is contained in Sections 71-76 of the charter. This language provides for the creation, organization, establishment, duties and responsibilities and purpose of the Neighborhood Councils. A great amount of civic power and responsibility is granted to the NCs, an arrangement that became a model for many cities in the United States.

Below is the full text of Section 75 of the City Charter pertaining to the Community Assembly:

Section 75. Neighborhood Councils Program – Community Assembly – Purpose

The Community Assembly is a coalition of independent neighborhood councils and serves as a forum for discussion of issues of broad interest.

Each neighborhood council selects one representative and a designated alternate to serve on the Community Assembly. Representatives are expected to represent the interests of their respective neighborhood councils. The Community Assembly meets with the City Council's Neighborhood Committee and the City's Office of Neighborhood Services periodically to discuss community-wide issues. The responsibilities of the Community Assembly include to:

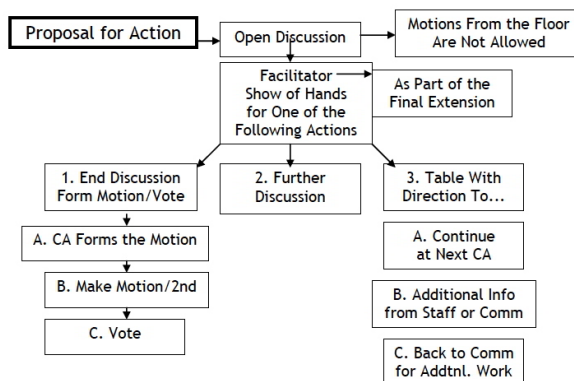
- A. review and recommend an action, policy, or plan to the City Council Neighborhood Committee, the City Council, the mayor, the City, and any City agency, commission, or board on any matter affecting the City;
- B. support and promote citizen participation and neighborhood enhancement;
- C. promote and facilitate open communication between the City and neighborhood councils and provide the primary means of communication between individual neighborhood councils;
- D. support and assist, as requested, individual neighborhood councils in becoming recognized and in performing their functions and responsibilities; and
- E. serve as an information resource to neighborhood councils.

Effective Date: November, 2000
ORD C32687 Section 5

2000 to 2015

Starting in 2000, the CA continued to grow and went through several phases that characterize newly formed, growing organizations.

There were some changes made to the original Policies and Procedures (P&P), so a committee charged with updating the P&P spent several months of regular meetings to craft a document, most of which is still in effect today.



REVISED 2019

In 2014, the CA adopted our current decision making process.

During the 2000-2012 interval, the CA has been involved in many issues of importance to neighborhoods and the city as a whole. Everything from red-light cameras, graffiti, storage of vehicles on residential property,

outdoor storage on residential property, land use, changes in the allocation of Community Development Block Grant funds, and many more. In this time the CA has grown into a more mature organization, taking on important issues, informing neighborhoods, and striving to become increasingly relevant and active in creating a city that reflects the concerns of citizens and neighborhoods.

Community Assembly Core Values and Purpose

At our annual retreat in 2013, the CA redefined itself by clarifying our overall purpose, our *Big, Hairy, Audacious, Goal* (BHAG) and our core values. These vital and directing words were crafted over several months and were approved by unanimous votes of the CA and appear in every packet distributed prior to CA meetings.

CORE PURPOSE:

Provide a vehicle to empower neighborhood councils' participation in government.

BHAG:

Become an equal partner in local government.

(This will be further expounded upon in the Vivid Description and it allows each individual to interpret what this means to them.)

CORE VALUES:

Common Good: Working towards mutual solutions based on diverse and unique perspectives.

Alignment: Bringing together the independent neighborhood councils to act collectively.

Initiative: Being proactive in taking timely, practical action.

Balance of Power: Being a transparent, representative body giving power to citizens' voices.

VIVID DESCRIPTION:

The Community Assembly fulfills its purpose, achieves its goals, and stays true to its core values by its members engaging each other and the community with honest communication and having transparent actions in all of its dealings. Community Assembly representatives are knowledgeable and committed to serving their neighborhood and their city as liaisons and leaders.

The Community Assembly initiates and is actively involved early and often in the conception, adoption and implementation of local policy changes and projects. The administration and elected officials bring ideas to the

Community Assembly in the forming stages for vetting, input and participation.

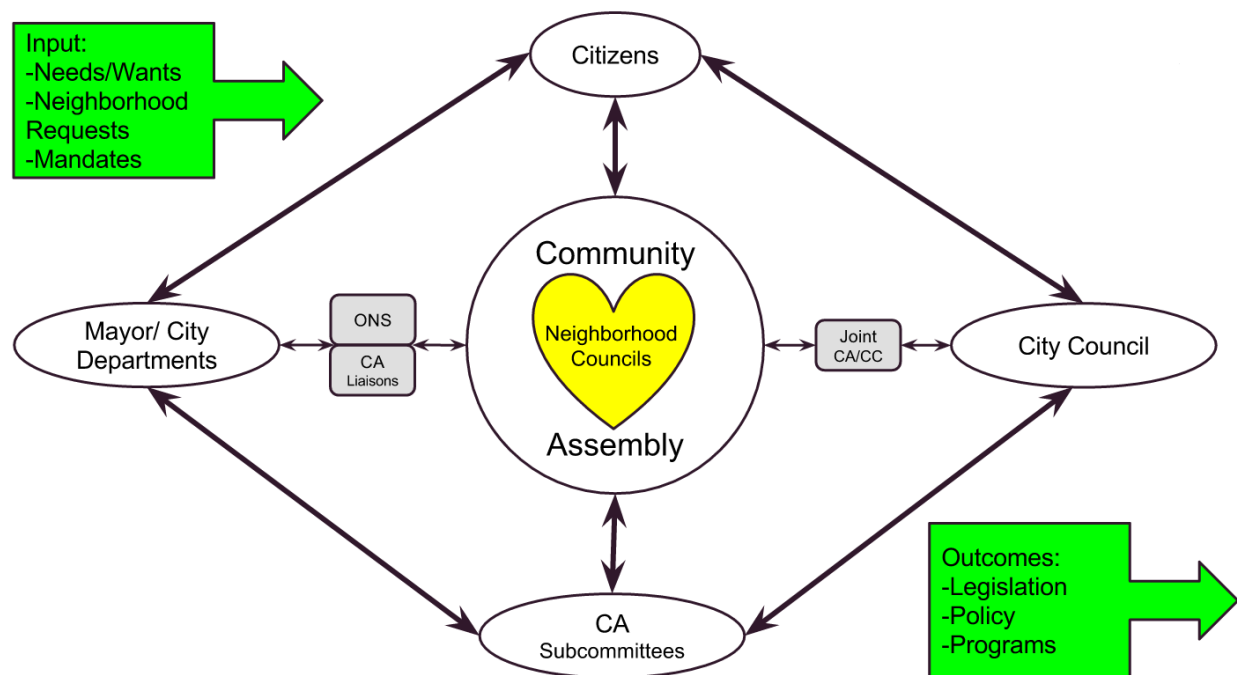
The Community Assembly is a valuable partner to these officials and neighborhoods in creating quality policy and legislation for the common good. The Community Assembly stimulates participation in civic life among our residents. Citizens that run for political office believe in the importance of partnering with the Community Assembly and neighborhood councils. Those candidates' active participation and history with neighborhoods contributes to their success, enhancing successful partnerships between the Community Assembly and local government.

It is with a combination of humility and pride that CA members serve Spokane's neighborhoods, working to improve the living experience of our citizens.

How Do We Fit Into City Government?

Interconnected

The Community Assembly, composed of all the neighborhoods of the City of Spokane, has a dual role in city government. While the Neighborhood Councils are the heart and soul of the Community Assembly, it's important to understand the CA is its own entity. As such, the CA both gives input to the City and takes information from them and disseminates it to the neighborhoods and citizenry. The following graphic illustrates the interconnected nature of the relationship:



As you can see, the system takes input from one of the outer ovals and produces an outcome. The citizens of Spokane, of course, inform all the actions of the City Administration, Community Assembly and City Council. All three have information to share with or input to seek from the citizens. All areas are interconnected, with Neighborhood Councils at the heart. The Neighborhood Councils comprise the CA. The CA has committees, joint meetings with the City Council, liaisons to boards and commissions,

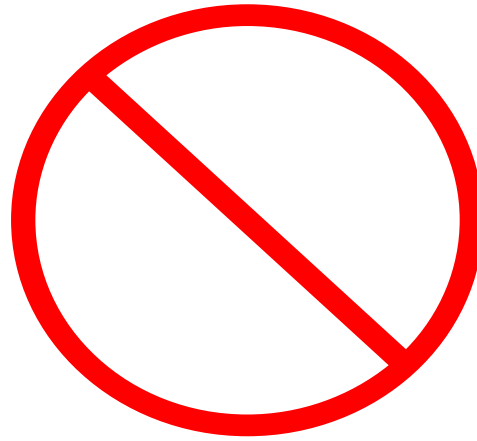
and works with the Office of Neighborhood Services and Code Enforcement to accomplish those outcomes.

Input and Outcomes

Inputs take many forms. The primary focus is on the wants and needs of the city, however that can take many forms and be very subjective. More specifically, any of the three (City Administration, CA and City Council) can take direct neighborhood requests. When those requests are directed through the Community Assembly however, they carry more weight. Generally, if one neighborhood has an issue, other neighborhoods can relate and support the request from a single neighborhood, thus communicating with the backing of all the neighborhoods of the City of Spokane.

The system can work in reverse as well. A mandate from the City (Administration, Council, or even an outside entity such as the state or federal government) can come through the Community Assembly to engage citizens in the process of government.

The Community Assembly is the most effective in their role as a partner in local government when they are involved in the early stages of an idea or concept, challenge, project, plan, etc. However, the CA is not a "rubber stamp." The system is least effective when an outcome is presented to the CA for rubber stamping or ratification. Not only are there multiple stakeholders involved for that to work, it's not how the CA conducts business. The CA is proactive and solution-oriented and as such, excels by a process of public participation, committees and neighborhood councils. These entities vet and develop ideas and projects in ways that small groups of elected officials or city administration do not have the accurate perspective to match.



The CA process results in recommendations on legislation, policy and/or programs to elected officials and administrators, as an advisory body. Policies and programs are very subject-specific and are worked through

the CA committees before being revisited by the CA for adoption and passage on to the City. The Community Assembly can also work within the City's legislative process to produce outcomes. The City Council often works with CA or a subcommittee to define, refine and vet ideas and legislation. We also work with City departments such as Streets, Planning, Engineering, etc. to accomplish legislative and policy changes.

There are challenges, however. There can be language and jargon that is difficult for neighborhood volunteers to understand. City Legal may get involved to vet the legality of any outcomes. ONS and the City Council office can be resources to help in this area. When the CA itself drafts policy, resolutions and ordinances via committees, or from the floor of the CA meeting or directly from Neighborhood Councils or other community organizations and requires a decision at a meeting, some representatives are not empowered to participate, diluting representation.

CA Standing Committees

The Community Assembly uses committees to examine issues more deeply than possible at their regular meetings and then will report back to the CA for guidance or action. The committees often work with other City Boards and Commissions, and/or provide liaisons to represent the interests of the NCs and the Community Assembly.

Each committee is assigned a staff member from the Office of Neighborhood Services. The annual goals of the CA and its committees advise the ONS work plan and budget regularly.

Following are the current standing committees of the Community Assembly:

- The **Administrative** Committee is responsible for setting the monthly CA meeting agendas, signing CA communications and notifying neighborhood council executive committees of the absences of a CA representative or assigned alternate at regular CA meetings.
- The **Budget** Committee was created in 2015 to recommend policies and procedures around the establishment and administration of a budget specifically controlled by the CA.
- The **Building Stronger Neighborhoods (BSN)** Committee's mission is to provide training and resources to neighborhoods to increase

participation, identify and meet neighborhood needs, and build capacity.

- The **Community Assembly/Community Development (CA/CD)** Committee provides a forum for educating neighborhoods regarding Community Development Block Grant (CDBG) funding, and make policy and other recommendations in regard to neighborhood CDBG allocations to the Community Assembly, and ultimately to the Community, Housing and Human Services (CHHS) Board.
- The **Land Use** Committee works with City of Spokane Planning and ONS to seek opportunities to interact with Neighborhood Councils, citizen groups and individuals (within the boundaries of the City of Spokane). The committee serves as a resource to land use resolutions which proposes changes to policies, regulations, actions and plans that affect the CA.
- The **Liaison** Committee manages the application process and appointments for positions to provide Community Assembly representation on various City boards, committees, and commissions.
- The **Pedestrian, Traffic and Transportation (PeTT)** Committee focuses on Spokane's transportation-related problems and opportunities to create safer, more accessible streets for all users, including pedestrians, cyclists, and public transportation passengers.
- The **Public Safety** Committee works to bring awareness and solutions regarding neighborhood safety issues.

The meeting dates and times of these committees change according to their needs, so every month the CA Agenda contains a listing of all upcoming committee meetings. The CA committees are open to any individual who wish to volunteer to participate on the committee's scope of work.

The CA also utilizes timely, temporary and action committees:

- The **Nominations** Committee contacts all eligible candidates for the Administrative Committee, and brings a ballot to the body to elect each year's new Admin Committee.

- The **Policies and Procedures** Committee reviews and advises changes to the CA policies and procedures at regular intervals and in response to immediate needs.

Various other committees exist or have existed with wide swaths of work and impact.

The **Retreat** Committee was originally created to coordinate the semi-annual Community Assembly retreats. They now also work with Building Stronger Neighborhoods to strengthen and continually improve and refine the shared vision of the CA.

Historically, another very impactful committee was the **CA Neighborhood Planning Action Committee (CANPAC)**. This group worked with the City of Spokane Planning and the Office of Neighborhood Services staff to create and administer a modified, and more affordable neighborhood planning process. CANPAC was eventually folded into the Land Use committee.

In many ways, the committees are the lifeblood of the Community Assembly. They are responsible for taking ideas and elevating them from the CA to the City Council and/or City administration level. They work closely with City Council members, City department heads, and outside experts on issues of importance to the neighborhoods.

Community Assembly representatives (and their alternates) are encouraged to participate on at least one subcommittee, and to invite interested members of their neighborhood councils to participate as well. Several neighborhoods have designated representatives (other than their regular CA rep), to committees like PeTT, Land Use, etc.

CA Liaisons

Much in the same way that the bulk of the CA business gets generated out of CA committees, the City of Spokane has many boards and commissions that study, vet and work in an advisory capacity regarding issues prior to action by the City Council. The CA has liaisons and representatives on several of these boards and commissions.

As of January 2016, the CA has the following active liaisons:

- Citizen's Transportation Advisory Board
 - The CA PeTT committee holds a position on the board.

- Community, Housing and Human Services Board
- Design Review Board
- Plan Commission
 - Plan Commission Transportation Advisory Committee
 - The CA PeTT Committee holds a position on this committee.
- Spokane Urban Forestry Committee

Information about these boards and commissions can be found on the City of Spokane's website. Contact information for the current liaisons and reps can be found in the agenda packet of each month's CA general meeting.

These liaisons/representatives are asked to report regularly to the CA. This may be a written report, however when contentious or important issues to the neighborhoods arise, time will be allotted on the CA Agenda to discuss and get guidance.

How the Community Assembly Works

The CA is an experiment in democracy. The representatives to CA are selected by their neighborhood councils per their own bylaws. The CA functions *collaboratively*, NOT through centralized authority. It does this by distributing decision-making.

The Admin Committee sets the agenda and the chair can officially sign for the organization, but major decisions are made by the CA membership in attendance at meetings. The Admin is also the place to submit grievance issues.

To get on the CA agenda you need to submit your request to the ONS Liaison with the suggested amount of time two weeks before the CA meets. He/she will take your request to the Admin Committee who will decide to put it on the agenda. They may also adjust the time depending upon what the rest of the agenda looks like.

CA committees bring recommendations to the CA, but the CA *as the entire membership attending meetings* ratifies and finalizes those recommendations.

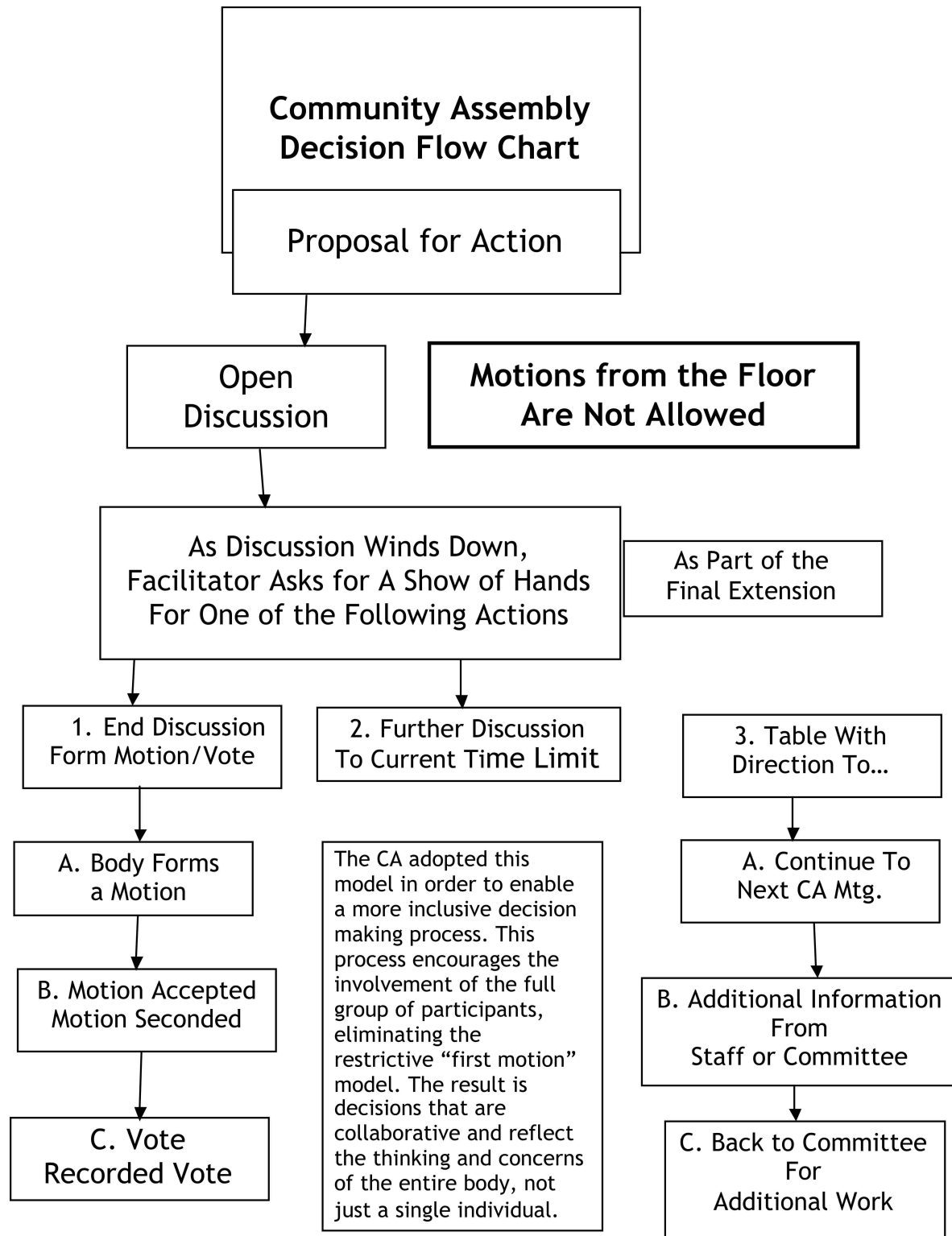
The Budget Committee allocates money to neighborhoods based on criteria agreed to by the membership. The CA *as an entire membership* decides how the CA allocation is spent.

CA Liaisons attend the various city board and committee meetings and bring back information that is relevant to the neighborhoods. The CA responds to that information by giving instructions to the liaison, by asking for more information, or by initiating an action in response to that information.

Decision-Making

The CA strives to make every voice heard. It is for this reason that we do not use Roberts Rules of Order or support 'motion making' as methods of making decisions. It is our practice to encourage discussion on all sides of every issue and *after* discussion to propose a phrase that clarifies the situation and that will allow the members to vote. The decision comes *first* so that all ideas and concerns can be aired. We find that doing this often changes what needs to be voted upon and that the group has a better sense of their areas of agreement even before a vote is taken. The vote simply solidifies and clarifies the decision that has already been reached. If there is not apparent agreement, then

the issue is sent back to committee or more research and input is requested before a vote is taken. These practices are codified in the following graphic.



The CA strives to not vote on a matter of relevance to the neighborhoods until the representatives have taken the CA recommendation back to their neighborhoods for a neighborhood vote. The neighborhood vote is brought back to the CA by the neighborhood representative, and voted as part of the CA decision. If a decision cannot be reached, then a discussion to address the various concerns is held and a new vote taken. *If the vote is time sensitive* then the representatives will vote during the meeting (if allowed by the NC bylaws) and are expected to report that vote back to their NC. If there is no time constraint or if the decision is so important that neighborhood participation is essential, then the representatives return to their neighborhoods to get another decision on the revised proposal and a new vote will be taken at the CA when they return.

This process also requires that all parties (neighborhoods, standing committees, ONS, City Council) plan ahead to include this timeframe so that decisions can be made within the process. There are times when this kind of planning is not possible. That means that the representatives need to be empowered by their neighborhoods to act on their behalf, with the stipulation that any vote or decision made under these conditions is reported back to the neighborhood.

Chinks in the CA Process

Historically, the neighborhoods have been encouraged to write their own bylaws and self-determine their internal structure and the relationship and responsibilities of their representative to both the CA and their Neighborhood Council.

This means that:

- Not all CA reps are elected. Some NC by-laws have the CA as an appointed position. Some have term limits, some do not.
- Not all issues brought forth are taken back to the NC, either by the personal choice of the Rep or because the rep's duties and responsibilities are not clearly defined by the NC.
- The CA cannot dictate to the NC when their meetings are held in relationship to the CA meetings. This means that the NC may not meet often enough to participate in the voting on significant issues.
- Some NCs have in their by-laws that the CA rep cannot vote on issues that need input without the vote of the NC, regardless of the time frame. This limits that NC from voting on internal CA issues and even on some significant NC issues that come up in the CA.
- Not all NCs have a provision in their bylaws for electronic voting on issues with a short time frame. This is a new strategy some NCs are considering to stimulate participation.

It Should Also Be Noted:

- The CA cannot dictate the time frame for ONS or the City Council. This means that the timeframe for the CA process can make it either a bottleneck or irrelevant to some issues, or may require the CA to step outside of its normal process to contribute.
- Past practice has been that there are issues decided on at the meetings that are not necessarily taken back to the NC. These issues can be brought forth by the Admin Committee, be a recommendation by the committees, from a liaison, or the City Council itself.

The CA process takes time. Planning is required by all parties (ONS, City Council, committees, and NCs) to ensure a minimum of frustration and anxiety; a strong discussion timeframe; and sufficient and respectful participation.

Being a Community Assembly Rep: Commitment and Participation

Being an effective CA Rep requires commitment and participation. Educate yourself on issues that the CA is working on so that you can effectively participate in discussions and vote, participate in CA meetings and trainings, NC meetings, and be involved with committees and/or boards, and don't be afraid to ask questions.

Your job is to represent your NC at the CA Table, and to represent the CA back to your NC and in committees. Above all, you are representing the CA and our Vision. Carefully consider issues and vote in ways that allow the CA to achieve our goals. We work for the Common Good.

Each NC has their own bylaws. Learn what yours are, and how much autonomy you're given. Some reps are unable to vote at the CA table without input from their NC. Other reps are given voting ability to vote in the moment for what they view as the best for their NC. If you feel restricted by your bylaws, then request a review at your NC so that you can provide more effective representation.

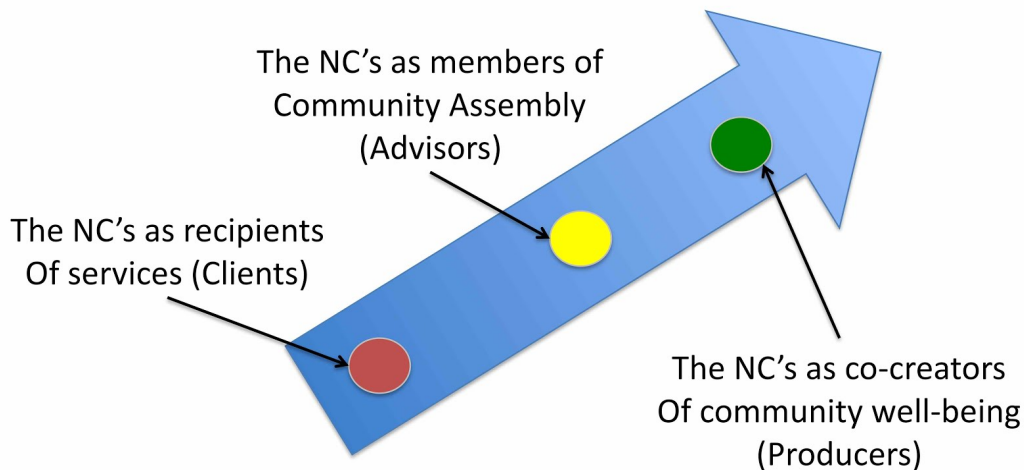
Not all issues directly impact your NC. Be empathetic, not apathetic. Look at the Big Picture and work together to achieve CA goals.

Be an Ambassador. Spread the word about this valuable organization, and encourage citizens to get involved and make a difference.

Work with your fellow CA reps and share successes with other NCs. Likewise, lean on your fellow reps and NCs for help when you have an issue or struggle.



Changing Role of the Neighborhood Councils



There is a renewed sense among City departments and the City Council to involve the neighborhoods more deeply in City projects and processes that affect the neighborhoods directly.

In 2015, City Council President Ben Stuckart submitted a proposed ordinance that would allow neighborhoods to have legal 'standing,' and therefore a voice in projects that impact neighborhood viability and life style. This ordinance (passed in 2015) gives the neighborhoods the right to legally be involved in some of the decisions that affect their neighborhood. It also means that neighborhoods will receive the same notice of prospective actions as City departments for those projects that require notification.

The Community Development Block Grant (CDBG) funding allocation process has been reconfigured to expand how neighborhoods can use their allotted funds. There is a strong desire on the part of the City for neighborhoods to work together on projects. This includes working to find a way for neighborhoods to develop long-term projects that would exceed one funding year. This process opens up potential partnerships with other neighborhoods and community non-profit organizations.

These changes require Neighborhood Councils to look at the bigger picture, including the entire community and long-term impact in order to strategically

understand their best use of leverage and power. Having a neighborhood plan in place and understanding the vision of both the City and the other neighborhoods enables long-term thinking.

This may change the role of the Community Assembly as it provides an arena for the various Councils to come together and share needs, interests, resources, and support. Neighborhood Councils can bring areas and issues of concern to the whole Assembly and ask for guidance, support, and insight, thus strengthening capacity to act effectively.

These changes will also require that the Neighborhood Councils keep themselves informed and able to act quickly and effectively when needed. Researching the issues, knowing the ordinances and policies that impact or are affected by their concerns are first steps that enable the neighborhood to make powerful statements to the City Council.

NEW HORIZONS

In the past the Neighborhood Councils have used ONS as a support system and depended upon them to provide information and training. The NCs are in the position of receiving services and support from ONS. This relationship is still helpful as ONS provides suggestions for partnerships, directions to other City departments that should be involved, and logistic support.

The City Charter sees the NCs as advisors to the City Council through the Community Assembly. The Community Assembly is working toward having a regular presence at City Council meetings as a recognized authority on neighborhood issues. Neighborhoods should be confident about speaking at City Council meetings on issues that impact them. The goal is to be a respected resource and advisor for City Council decisions that impact neighborhoods.

The pending changes require that the NCs become co-creators with City Council as we envision a healthy City of Spokane together. This is the percolating possibility that we are striving to achieve. As neighborhoods become notified of potential changes earlier in the process, we have the opportunity to make significant impacts to these projects. As neighborhood planning initiatives are accomplished they should be integrated with the City planning process so that desires and initiatives dovetail.

NEW CAPABILITIES

The Community Assembly is the place of learning and development for the Neighborhood Councils. By sharing best practices, by improving meetings, teaching facilitations skills, and fostering collaboration, we can become a coherent and aligned body of citizens that actively participate in the growth of the City of Spokane.

STRENGTH BUILDING STRATEGIES

In order to become strong players in Spokane City government, Neighborhood Councils need to:

- Be informed on what the City and various vendors (e.g., Verizon, AT&T, etc.) are planning
- Act proactively, as city departments and vendors may not communicate with neighborhoods
- Know the history, the policies and current ordinances that impact your area of concern
- Attend the Community Assembly to learn, share and create partnerships
- Ensure that your representative is bringing you information from the CA and is bringing the CA your point of view (not theirs)
- Meet often enough so that your voice is heard on matters of requested input and in every vote
- Be prepared to go before City Council if necessary
- Sit on at least one committee so that you have direct input into ordinance creation and other issues
- Get to know other neighborhoods and their issues for future partnering and continuous learning
- Get training and education on best practices and issues

Addendum

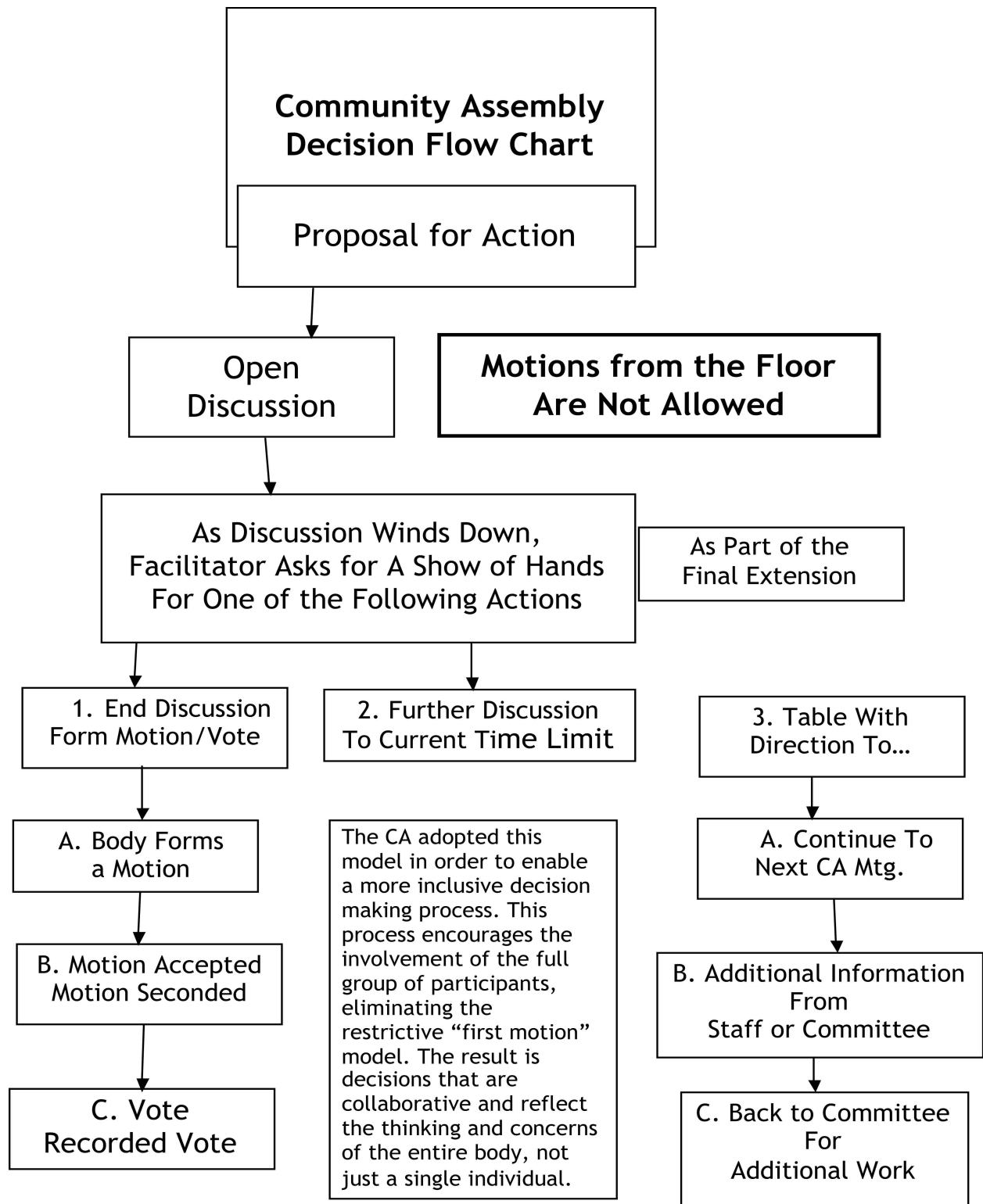
Community Assembly Policies and Procedures

May, 2014

- I. **Purpose:** The Community Assembly (CA) is a mandated coalition of recognized independent neighborhood councils and serves as a forum of discussion of issues of broad interest to the neighborhoods and City.
- II. **Duties and Responsibilities:** As outlined in the City Charter the CA will:
 - A. Review and recommend an action, policy or plan to the City Council, neighborhood committees, the mayor, and any City agency, commission, or board on any matter affecting the City;
 - B. Support and promote citizen participation and neighborhood enhancement;
 - C. Promote and facilitate open communication between the City and neighborhood councils and provide a primary means of communication between individual neighborhood councils;
 - D. Take action on items when member neighborhood councils request assistance with specific problems, or if the membership feels that a common problem requires common action;
 - E. Consider all sides of issues before the Community Assembly and engage in thoughtful dialogue.
- III. **Meetings:**
 - A. A minimum of ten regular meetings will be held annually.
 - B. Meetings with the City Council Committee on Neighborhoods will be held a minimum of three times annually.
 - C. A quorum is defined as 50% of recognized neighborhood councils having maintained voting status. "Maintained voting status" is defined as having voting rights and having met the Attendance Requirement. (see Section V,D)
 - D. Electronic recording of Community Assembly and Community Assembly sub-committee meetings:
 1. Electronic recording shall be allowed.
 2. If a recording is to take place it shall be disclosed by the recorder, including members of the media, and announced by the facilitator of the meeting prior to the beginning of that meeting's business.
 - E. CA Rules of Order:
 1. To speak at a meeting, a person must be recognized by the facilitator only one person can be recognized at a time. Each speaker has one minute. When all who wish to speak have been allowed their time, the rotation may begin again.

2. When a proposal for action is made, open discussion will occur before a motion is formed by the group
3. As part of the final time extension request, the Facilitator will request a show of hands by the representatives at the table to indicate which of the following actions the group wants to take.
 - a. End discussion and move into forming the motion and voting
 - b. Further discussion
 - c. Table discussion with direction
 - d. Request time to continue discussion at next CA meeting
 - e. Request additional information from staff or CA Committee
 - f. Send back to CA Committee for additional work

See the following graphic:



4. All other questions regarding the running of the meeting shall be decided by the facilitator on the basis of common sense. If someone tries to speak out of turn or disrupt the meeting in any way, the facilitator can rule that person out of order. If anyone objects to any decision by the facilitator, that person can challenge the ruling of the facilitator. When this occurs, each voting participant, including the facilitator, can speak to the challenge once and for only one minute. Then debate is ended and a vote is taken immediately to either uphold or reject the decision of the facilitator. If the majority upholds the ruling of the facilitator, then the meeting proceeds. If the majority votes to reject the ruling of the facilitator, then the facilitator must announce a different decision, which can also be challenged if it is not acceptable.
5. Meeting timetable Protocol: When a presenter has one minute left in the time allotted, the facilitator will raise a yellow pennant and indicate a verbal notice.
 - a. Should any Neighborhood Representative wish to extend the time of the presentation or comment/question period, they may make a motion to extend the time by 5 minutes.
 - b. An immediate call will be made for a show of hands in support of the extension of time. If a majority of 50% plus 1 is presented, the time will be reset by the amount of time requested.
 - c. Extensions will be limited to two (2), or until a request fails to show a majority approval.
 - d. After two (2) extensions, if a motion is on the table, the facilitator will call for a vote on the open motion to either (1) approve or not approve, or (2) to table the discussion.
 - e. If there is no motion on the table, a request may be made to either (1) reschedule presenter to a later meeting, or (2) ask presenter to stay and finish at the end of the agenda.
6. When the allotted time has expired, a red pennant and verbal notice will be issued.
 - a. An independent facilitator shall preside at CA meetings.
 - b. In the absence of an independent facilitator, ONS may temporarily act as the facilitator.

IV. Membership:

- A. Membership in the Community Assembly is available to neighborhoods recognized under Article VIII, Section 73 of the City Charter
- B. Each neighborhood council will have on designated CA representative at the table and an assigned alternate to operate in the absence of the representative.
- C. Each neighborhood council must submit in writing or by email, the names of their designated CA representative and assigned alternate to the Office of Neighborhood Services as changes occur.
- D. Each neighborhood council has one vote.
- E. A designated CA representative or assigned alternate may only vote on behalf of one neighborhood at a CA meeting.

V. Attendance Requirement:

- A. Attendance is required for designated CA representatives or an assigned alternate at regular meeting of the CA in order for a neighborhood to have maintained voting status.
- B. Attendance is defined by the designated CA representative or an assigned alternate's presence for the duration of the legislative agenda as set for the CA meeting's agenda.
- C. Absence of a neighborhood's designated representative or assigned alternate at any regular meeting of the CA will be followed with notification by the CA Administrative Committee to the executive committee of the absent neighborhood council.
- D. For quorum and voting calculations, two consecutive absences will cause a neighborhood to lose the status of having maintained voting status. Maintained voting status will be reinstated at the next regular CA meeting attended.
- E. Absent neighborhood councils will be noted in the CA minutes.

VI. Community Assembly Committees:

- A. Committee Function: The function of CA committees shall be to research and report their findings and to propose recommendations to the CA for appropriate action.
- B. Committee Formation:
 - 1. All committees must have a minimum of three (3) assigned CA representatives or designated alternates from separate neighborhood councils in order to be formed.
 - 2. When a committee is established by the CA, one of the forming representatives will be appointed interim chairperson by the CA.
- C. Types of Committees:
 - 1. Standing committees are committees established for ongoing work to address citywide neighborhood issues.
 - 2. Ad Hoc committees/sub-committees are committees established under standing committees or as termed committees by the CA to address specific issues if they do not fit within the purpose of any standing committee.
 - 3. Other committees: The CA Administrative Committee's purpose and procedures are outlined specifically in the CA Policies and Procedures under Section VII Administrative Committee.
- D. Committee Membership:
 - 1. Committees shall maintain a minimum of three members who are members of separate neighborhood councils with maintained voting status on the Community Assembly.
 - 2. Membership of committees shall be open to all interested citizens and representatives of agencies, businesses, government, institutions and property owners, in addition to CA representatives and alternates.
- E. Committee Officers:
 - 1. Each committee will have a minimum of two (2) elected officers. These officers will be a chairperson and secretary.
 - 2. Officers will be elected at the first meeting of the Committee and as determined by the committee thereafter.
 - 3. A minimum of one officer on each CA committee must be a member of a neighborhood council with maintained voting status on the CA.
- F. Committee Voting:

Each committee will determine their voting model and what constitutes a voting member.

G. Committee Reports:

Each active committee will present a report to the CA on a quarterly basis or more often if requested by the CA.

H. Standing Committee Policies and Procedures:

All committees designated as standing committees will complete a standing committee Policy and Procedure document to be a part of the CA Policies and Procedures in which their purpose statement containing their directive by the CA and operating procedures will be set forth. This document will be kept up to date by the committee.

VII. Administrative Committee:

A. Nominations and Elections:

1. Nominating Election Time Frame:

- a. First month – September – form Nominating Committee
- b. Second month – October – bring back a qualified pool of potential candidates
- c. Third month – November – vote by CA for Administrative Committee members

2. Nominating Committee Membership:

- a. A minimum of three (3) CA representatives and/or alternates from different neighborhoods
- b. Representatives and/or alternates are not eligible to be nominated for the Administrative Committee while serving on the Nominating Committee

B. Assumption of Duties:

1. The newly elected Administrative Committee members will assume office and duties immediately upon election.
2. Qualifications: members of the CA Administrative Committee must
 - a. Be currently serving as a designated CA representative or assigned alternate with maintained voting status
 - b. Have attended six (6) regular CA meetings within the last 2 years
 - c. Agree to commitment when contacted by a Nominating Committee member
 - d. Be the only designated CA representative or assigned alternate from a neighborhood council serving on the Administrative Committee

C. Term Limits:

1. A maximum of three (3) consecutive one year terms
2. A one year break in service from the Administrative committee will allow qualified candidates to be nominated

D. Positions:

There shall be five positions for a term of one year. An individual may serve only two terms in one position.

1. Chairperson: Contact person, spokesperson and signatory for the CA
2. Vice Chairperson: operates in the absence of the chairperson
3. Recorder: records and keeps attendance for administrative committee meetings
4. Two (2) members at large
5. Duties: The Administrative Committee shall
 - a. Set CA meeting agendas
 - b. Sign CA communications
 - c. Notify neighborhood council executive committees of the absences of a CA representative or assigned alternate at regular CA meetings. (see Section V, c)

E. Electronic Voting Authority Granted:

In the time between an Admin Committee meeting and the next scheduled CA meeting, the Admin Committee may adjust the draft agenda through an email vote.

1. Replacement and Removal of Committee members
 - a. Replacement:
 - 1) In the case of a vacancy on the Administrative Committee, the CA will elect a replacement at the earliest convenience from a qualified pool of candidates (see Section VII, b).
 - b. If the vacated position is the chairperson of the Administrative Committee, the vice chairperson will assume the chairperson's position and a replacement vice chairperson will be appointed by the Administrative Committee.
2. Removal:
 - a. Automatic: Removal is automatic if a member of the Administrative Committee ceases to be a member of their recognized neighborhood council.
 - b. Other:
 - 1) A petition signed by at least one-third of the CA representatives or assigned alternates of neighborhood councils with maintained voting status may bring the

removal of an administrative committee member to a vote of the CA.

- 2) The vote is to be taken at the following regular CA meeting and requires a simple majority based on the total number of neighborhood councils with maintained voting status.
- 3) Notice will be given to the Administrative Committee member at least 15 days prior to the CA meeting at which the petition will be coming to a vote.

IX. Representing the Community Assembly:

- A. CA Logo: The Community Assembly logo is only to be used under the following circumstances:
 1. By the chair of the Administrative Committee for official CA business;
 2. By a vote of the CA designating its use; or
 3. By ONS, on behalf of the CA, for official CA communications and publications.
 4. By CA committee chairs and secretaries for CA committee minutes and agendas.
 5. Use of the logo by an individual is not allowed without permission of the CA membership or Administrative Committee.
 6. Committee proposals not yet approved by the CA may use the logo accompanied by a "DRAFT" watermark on the document.
- B. CA Placeholder: The Community Assembly placeholder shall be used for reports and statements that have received majority approval of the CA.
 1. Any committee/group of neighborhoods preparing a position paper on behalf of the CA, will request the Administrative Committee for time on the CA agenda to present to the body for feedback and majority approval of their presentation and presenter at a regularly scheduled CA meeting.
 2. Exception: In time sensitive issues, the Administrative Committee may approve a report by four (4) affirmative votes. In this instance, the report will not be considered to be representative of the entire CA. This action will be reported at the next CA meeting.

X. Boundary Changes:

The affected neighborhoods shall reach a mutually agreeable resolution to any proposed boundary change(s). When agreement between the respective neighborhoods cannot be reached, no recommendation shall be presented from the CA.

XI. Grievances:

The grievance process is adopted to provide accountability of the Community Assembly and its members to the community we work to represent.

- A. Grievances may only address violations of the Community Assembly Policies and Procedures or CA Rules of Order by the CA or its members.
- B. Grievances must be submitted in writing to the Administrative Committee and the Office of Neighborhood Services and Code Enforcement and must include the following information:
 - 1. Name, address, email and phone number for the individual or organization submitting the grievance
 - 2. Description of the violation with specific citation of Community Assembly Policies and Procedures and/or CA rules of Order
 - 3. A proposed remedy or solution
- C. After a grievance is received, the Administrative Committee will set time on the next CA agenda to form a Grievance Committee.
- D. A Grievance Committee is responsible for the consideration and recommendation of remedy for all grievances to the CA.
 - 1. The following individuals will make up the grievance committee:
 - a. One member of the CA Administrative Committee (this member will serve as the Grievance Committee chairperson)
 - b. One CA representative/alternate having maintained voting status from each City Council district
 - c. One neighborhood council chairperson
 - 2. Grievance Committee members will be appointed and confirmed by a CA vote at the regular meeting immediately following submission of each grievance.
 - 3. Individuals will be ineligible to serve on the grievance committee in the event that:
 - a. They are the individual or a party to the neighborhood/organization that submitted the grievance
 - b. They are specifically named in the grievance
 - c. Any conditions exist that may present a conflict of interest
 - 4. The Grievance Committee will hold an open meeting to discuss the grievance after having given at least one week notice to all parties involved of the meeting time and place.

5. The meeting will be chaired by the Administrative Committee representative. It is the responsibility of this individual that all parties involved have equal opportunity to address the Grievance Committee.
 6. The Grievance Committee may choose by majority vote to enter into an executive session for the purpose of determining their recommendation to the CA.
 7. The Grievance Committee will make a recommendation regarding whether or not the grievance is valid and propose a solution to the CA.
 8. The chair of the Grievance Committee will provide written notification to all parties involved of the committee's recommendation to the CA within one week of the meeting at which the grievance was discussed. The recommendation will also be presented at the next regularly scheduled CA meeting.
 9. The CA may choose to either accept or reject the grievance committee's recommendation, but may not make any changes.
- E. The Grievance Committee is dissolved automatically following the vote to accept or reject their recommendation by the CA.

XII. Amendments to Policies and Procedures:

Establish a Policy and Procedures Review Committee

- A. Amendments to these policies and procedures shall be presented at a regular CA meeting in written form to the assigned representative or assigned alternate present and voted on no sooner than the following regular meeting of the CA.
- B. A two-thirds vote of the CA by representatives or assigned alternates with maintained voting status is required to approve amendments.

Standing Committees - Policies and Procedures:

I. Budget Committee (December 2015)

A. Our Mission:

To assist Neighborhood councils financially to support and develop themselves to better serve their neighborhoods.

B. Duties:

1. Establish and maintain publicly-sourced budget fund accounts for each neighborhood. This duty and these accounts shall be limited to review of proposals, receipt, management and distribution of funds received from formal public sources such as the Spokane Office of Neighborhood Services, or other public entity that have specific spending guidelines.
2. Encourage independent neighborhood funding of all Neighborhood Council activities. However, the Budget Committee shall not be responsible for independently funded programs wholly generated within a neighborhood.
3. The Committee shall research, plan and write grants for continued and future funding from any and all sources, and shall review this effort at every meeting.
4. Each neighborhood shall be assigned to a Committee member for direct oversight. Each Committee member shall be assigned as a liaison, no fewer than five neighborhoods. Oversight shall include monitoring the budget-related activities of each neighborhood. Every neighborhood shall be discussed briefly, or reported on by absent committee members, at each meeting.
5. The Committee can counsel neighborhoods, but final approval or rejection of all proposals for funding shall reside with the funding source or agency, not with the Committee.

C. Membership:

1. (From the CA Policies and Procedures for Standing Committees) The Committee shall maintain a minimum of three members who are members of different Neighborhood Councils with maintained voting status on the Community Assembly. Membership of committees shall be open to all interested citizens and representatives of agencies, businesses, government, institutions and property owners, in addition to Community Assembly Representatives and Alternates.
2. Operationally, the Committee will have five members, each representing a different neighborhood, and each of the five members

shall have one vote. Proxies are not allowed -- members must be present to vote. Three members shall constitute a quorum. Consensus is not required for action in the Committee – a simple majority is sufficient for action. For actions resulting in a tie with no abstentions (if only four members are present), the vote of the fifth member shall be solicited by phone. If an abstention or other event (such as a resignation and unfilled position) results in a tie, the unresolved action shall be taken to the next CA meeting for action. Actions taken between meetings shall be avoided; however, for actions required to be taken between scheduled meetings, an effort shall be made by the Chair to contact all members and achieve a majority. Any interim actions shall be ratified at the next meeting and included in the minutes.

D. Officers and Terms:

1. Three officers shall be determined by vote or consensus or appointment by the Chair. These shall be Chair, Secretary and Treasurer. Duties of the Treasurer shall be to review and certify all distributions, working closely with the ONS and the assigned oversight committee member. Duties of the Secretary shall be to take notes at meetings and prepare the minutes so that committee members have them *before* the next meeting, in time to review. Approved minutes are to be submitted to ONS for inclusion in the Budget Committee binder. The Secretary also submits the sign in sheet and the agenda with the minutes. The duties of the Chair consist of sending out the agenda for each meeting in a timely manner. They can be submitted by email to NeighborhoodAgendas@spokanecity.org. Elections of officers shall occur annually in December for terms beginning the following year.
2. The term of office as a member of the Committee shall be two years, with a maximum of two consecutive terms. Terms shall be staggered which means that two of the five membership terms shall expire one year after the inception of the Committee in January, 2016, thereby assuring that at least two members from the previous year are present at the beginning of each year.
3. Meeting Schedule: The Committee shall meet monthly, or as needed, but no fewer than three times per year, including one January meeting to elect officers.

E. Reports:

1. Written reports: The Secretary shall provide to the ONS (as detailed above), and to the members of this Committee, the minutes from the most recent meeting within one week.

2. A report limited to the account status of each individual neighborhood will be sent to the Chair of that neighborhood, monthly by the committee member having oversight for that neighborhood.
3. A yearly summary of the Budget Committee activities, along with the goals for the coming year will be submitted to the Community Assembly in December.
4. Oral reports: The Committee shall approve presentations and presenters reporting on behalf of the Committee to the CA or other forum.

ONS staff support information can be found on the city website

II. Building Stronger Neighborhoods (January 2013)

A. Mission Statement:

"Build stronger neighborhoods by promoting the growth of Neighborhood Councils through training, education, and opportunities, with input from the Neighborhood Councils."

B. Membership Note

Same for all standing committees (See Section D-Community Assembly Committees)

1. Committees shall maintain a minimum of three members who are members of separate Neighborhood Councils with maintained voting status on the Community Assembly.
2. Membership on committees shall be open to all interested citizens and representatives of agencies, businesses, government, institutions, and property owners, in addition to Community Assembly Reps and alternates.

C. Voting and Quorum:

A minimum representation from 3 separate Neighborhood Councils and 2/3 of the executive team (members or which can also count toward the representative of the three separate Neighborhood Councils required) will constitute a quorum for voting purposes. When there is no consensus, the committee members present will vote. A 2/3 majority vote is needed to pass a recommendation on to the Community Assembly.

D. Officers and Terms:

Calendar year term with elections in December.

E. Meeting Schedule:

4th Monday of each month at noon-1:00 pm, Sinto Senior Activity Center
1124 W. Sinto Avenue, Spokane, WA 99201.

F. Reports:

Committee procedures require minimum of once per quarter or more often if requested by the Community Assembly; written minutes to be included in CA packets each month.

ONS staff support information can be found on the city website

III. Community Development Committee (June 2014)

A. **Purpose:**

The CA Community Development Standing Committee will provide a forum for educating neighborhoods regarding CDBG funding and make policy and other recommendations in regard to neighborhood funding, through the Community Assembly, to the CHHS Board.

B. **Membership:**

Same as Community Assembly Policies and Procedures for Standing Committees, which are as follows:

1. Committee shall maintain a minimum of three members who are members of separate Neighborhood Councils with maintained voting status on the Community Assembly.
2. Membership on committees shall be open to all interested citizens and representatives of agencies, businesses, government, institutions in addition to Community Assembly Representatives and Alternates.

C. **Quorum:**

At minimum, representatives from three separate Neighborhood Councils and two-thirds of the committee's executive team (members of which also count toward the representation of the three separate Neighborhood Councils required), will constitute a quorum for voting purposes.

D. **Voting:**

One vote for each Neighborhood Council in attendance.

E. **Email Polling Procedure:**

To facilitate the work of the committee that needs to be completed between meetings.

1. To qualify for email polling a matter, must have been discussed at a regular meeting of the committee.
2. The committee must agree to the poll being used.
3. A quorum must respond to the survey and approve the action
4. The action taken will be noted in the minutes of the next regular committee meeting.

F. **Officers and Terms:**

1. Terms are one year in length and voting representatives may serve in any one position no more than two consecutive terms.
2. There will be a minimum of three and up to five (5) voting representatives serving on the Executive Team. The team members will determine which

member will serve in the various defined positions or the team may choose to rotate positions and responsibilities as it sees fit.

G. Chair:

The Chair is responsible for communicating with the committee, setting the agenda with the approval of the Executive Team and facilitating Committee meetings unless another team member or independent facilitator is designated. The Chair may also call Executive meetings.

ONS staff support information can be found on the city website

IV. Land Use Committee

A. **Mission Statement**

A standing Committee of the Community Assembly (CA), the Land Use Committee (LUC) seeks opportunities to interact with Neighborhood Councils (NC), citizen groups and individuals within the boundaries of the City of Spokane to serve as a resource for land use resolutions: to propose changes to policies, regulations, actions and plans to the Community Assembly.

B. **Purpose**

The LUC provides education, information and resources by our outreach to City Departments including the Office of Neighborhood Services (ONS), Code Enforcement (CE), Planning Services Department (PSD) and the collected wisdom of our Neighborhood Councils. The CA-LUC will take on inquiries as directed by the City and/or assigned by the CA and/or from other Committees and/or Committees in addition to Neighborhood Councils.

C. **Membership**

As per CA Policies and Procedures for standing committees, LUC membership is defined as follows:

1. The LUC shall maintain a minimum of three (3) members who are members of separate NC's with maintained voting status on the Community Assembly, which represents a quorum.
2. Membership on the LUC shall be open to all interested citizens and representatives of agencies, businesses, government, institutions and property owners, in addition to CA Representatives and Alternates.

D. **Voting**

Voting members of the CA-LUC are defined as follows:

1. A single official representative or alternate from each NC may vote as long as the neighborhood has been represented at the previous two consecutive CA—LUC meetings.
2. Anyone attending the meeting may vote and have standing to discuss the issue/motion on the table. However, the official vote shall be represented and recorded by the NC representatives with standing only.
3. **Emergency Votes**
In case of emergency, the Chair may call a vote between meetings of the CA-LUC. The pending question or vote will be sent via email format to Executive Board members. Qualified members are required to vote via email.

E. Leadership

An **Executive Board** serves as the leadership of the CA-LUC and is defined as follows:

1. Terms of one (1) year in length and qualified individuals may serve in any one (1) position for no more than two (2) terms.
2. There may be up to five (5) members serving on the Executive Board. The Board members will determine which members will serve in the various defined positions or the Board may choose to rotate leadership positions as it sees fit.
 - a) **Chair.** The Chair is responsible for communicating with the LUC, setting the agenda with the approval of the Executive Board, facilitating LUC meetings and reporting to the Community Assembly after such report is approved by the LUC. The Chair may also call Executive Board meetings and serves as facilitator as well.
 - b) **Vice Chair.** The Vice Chair is responsible for acting as Chair when the Chair is not available. This individual will also ensure that the sign—in sheet is available and that attendees are signed in for voting purposes. During votes, this individual is responsible for counting and identifying official votes.
 - c) **Recorder.** The Recorder is responsible for taking official minutes for all LUC and Executive Board meetings. This individual will forward the minutes to the Office of Neighborhood Services (ONS) to distribute to LUC members one (1) week in advance of the regularly scheduled LUC meetings.
3. Other Executive Board positions may be appointed by the Chair and by vote of the Executive Board.

F. Elections

Elections for LUC Executive Board leadership will take place once a year in December. A review of eligible members who are qualified voting members shall be reviewed each November prior to elections.

ONS staff support information can be found on the city website

V. Liaison Committee (November 2011)

A. Duties:

Maintain a process to solicit applications, conduct interviews and make recommendations of candidates to the Community Assembly to fill liaison positions and appointments to various short and long terms committees. Maintain a process and conduct yearly reviews (more often if needed) of liaisons. Maintain an up to date list of liaisons. Maintain contact and work with liaisons as needed.

B. Membership:

Same as the Community Assembly Policies and Procedures for standing committees.

C. Voting and Quorum:

At minimum representation from three separate Neighborhood Councils and two-thirds of the executive team (members or which can also count toward the representation of the three separate Neighborhood Councils required) will constitute a quorum for the purpose of voting. When there is no consensus, the committee members present will vote and a two-thirds majority vote is needed to pass a recommendation on to the Community Assembly. For actions taken in between meetings best efforts will be made to get consensus by phone or email from committee members. Any interim actions will be affirmed in the minutes of the next committee meeting.

D. Officers and Terms:

The committee will have a minimum of two officers Chairperson and Secretary if there are five or more members. If there are less than five member the committee can rotate officer roles. Elections will be held in December for a term of one year.

E. Meeting Schedule:

The committee meets on an as need basis, but a minimum of twice per year.

F. Written Reports:

The Secretary will provide ONS current committee minutes for the Community Assembly.

G. Oral Reports:

The committee will approve presentations and presenters reporting on behalf of the Liaison Committee to the Community Assembly or any other forum.

ONS staff support information can be found on the city website

VI. Public Safety Committee - August 2010

- A. **Mission / Purpose Statement:** The Community Assembly Public Safety Committee will research issues involving public safety as directed by the Community Assembly, as requested by City Departments or Committee Members and provide recommendations on these issues to the Community Assembly.
- B. **Membership:** Same as Community Assembly Policies & Procedures for standing committees which are as follows
 - 1. Committees shall maintain a minimum of three members who are members of separate Neighborhood Councils with maintained voting status on the Community Assembly.
 - 2. Membership on committees shall be open to all interested citizens and representatives of agencies, businesses, government, institutions, and property owners, in addition to Community Assembly Representatives and Alternates.
- C. **Voting and Quorum:** At minimum, representation from three separate Neighborhood Councils and 2/3 of the executive team (members of which can also count toward the representation of the three separate Neighborhood Councils required) will constitute a quorum for voting purposes. When there is no consensus, the committee members present will vote and a 2/3 majority vote is needed to pass a recommendation on to the Community Assembly.
- D. **Officers and Terms:** The committee will have a minimum of three officers. Chairperson, Vice-Chairperson and Secretary. Elections will be in November for a term of one year.
- E. **Meeting Schedule:** The committee meets the 4th Tuesday of each month, January through November. Additional meetings may be called as necessary.
- F. **Reports:** Community Assembly Policy and Procedures require a report from standing committee once per quarter or more often if requested by the Community Assembly.

ONS staff support information can be found on the city website

Acronyms

Common Acronyms used at Community Assembly

| ACRONYM | MEANING | CATEGORY |
|---------|--|----------------------------|
| Admin | CA Administrative Committee | CA Related |
| AIZ | Alcohol Impact Zone | Planning |
| BAB | Bicycle Advisory Board | City Board |
| BDS | Business and Development Services | City |
| BSN | CA Building Stronger Neighborhoods Sub Committee | CA Related |
| CA | Community Assembly | CA Related |
| CA/CC | Community Assembly/City Council | CA Related |
| CA/CD | CA / Community Development Sub Committee | CA Related |
| CC | City Council | City |
| CCS | Community Colleges of Spokane | Education |
| CDBG | Community Development Block Grant | Federal |
| CHE | Community Health and Environment | City Council |
| CHHS | Community, Housing and Human Services (Department and Board) | City |
| CM | Council Member | City Council |
| COPS | Community Oriented Policing Services | Other Neighborhood Org. |
| CPTED | Crime Prevention Through Environmental Design | Planning |
| CSAC | Citizen's Street Advisory Commission | City Board |
| CTAB | Citizen's Transportation Advisory Board | City Board |
| DOE | Department of Energy or Education or Ecology | Federal/State |
| DRB | Design Review Board | City Board |
| DSHS | Department of Social and Health Services | CA Related |
| DSP | Downtown Spokane Partnership | Outside Agency |
| ECCC | East Central Community Center | Outside Agency |
| ECCO | East Central Community Organization | Other Neighborhood Org. |
| EPA | Environmental Protection Agency | Federal |
| ESBA | East Spokane Business Association | Other Neighborhood Org. |
| ESG | Emergency Services Grant | Federal |
| EWU | Eastern Washington University | Education |
| GHBA | Greater Hillyard Business Association | Other Neighborhood Org. |
| GIS | Geographic Information System | Planning |
| GMA | Growth Management Act | Planning |
| GSI | Greater Spokane Incorporated | Outside Agency |
| GU | Gonzaga University | Education |
| HUD | Housing and Urban Development | Federal |
| Legal | City of Spokane Legal Department | City |
| LUC | CA Land Use Sub Committee | CA Related |
| MIS | Management Information Systems | Planning |
| NC | Neighborhood Council | CA Related |

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Common Acronyms used at Community Assembly Con't

| ACRONYM | MEANING | CATEGORY |
|------------|--|-------------------------|
| NECC | Northeast Community Center | Outside Agency |
| NEPA | National Environmental Protection Agency | Federal |
| NEPDA | Northeast Public Development Authority | Other Neighborhood Org. |
| NCO | Neighborhood Conditions Officer | City |
| ONS | Office of Neighborhood Services | City |
| ONS-CE | Office of Neighborhood Services and Code Enforcement | City |
| OPO | Office of the Police Ombudsman | City |
| ORD | City Council Ordinance | City Council |
| PC | Plan Commission | City Board |
| PCED | Planning, Community and Economic Development Committee | City Council |
| PDA | Public Development Authority | Planning |
| PeTT | CA Pedestrian Transportation and Traffic Committee | CA Related |
| PS | CA Public Safety Committee | CA Related |
| RCW | Revised Code of Washington | State |
| RES | City Council Resolution | City Council |
| SCA | Spokane Clear Air, short for Spokane Regional Clean Air Agency | Outside Agency |
| SCAPCA | former acronym for Spokane Regional Clean Air Agency | Outside Agency |
| SCC | Spokane Community College | Education |
| SEPA | State Environmental Protection Agency | State |
| SFCC | Spokane Falls Community College | Education |
| SFD | Spokane Fire Department | City |
| SMC | Spokane Municipal Code | City |
| SNAP | Spokane Neighborhood Action Partners | Outside Agency |
| SNEDA | Spokane Neighborhood Economic Development Alliance | Outside Agency |
| SPD | Spokane Police Department | City |
| SPFD | Spokane Public Facilities District | Outside Agency |
| SPS | Spokane Public Schools | Education |
| SRCAA | Spokane Regional Clean Air Agency | Outside Agency |
| SRCVB | Spokane Regional Convention and Visitor's Bureau | Outside Agency |
| SRHD | Spokane Regional Health District | Outside Agency |
| SRTC | Spokane Regional Transportation District | Outside Agency |
| STA | Spokane Transit Authority | Outside Agency |
| TBD | Transportation Benefit District | Planning |
| TIF | Tax Incremental Financing | Planning |
| U-District | University District (East of Downtown) | Planning |
| WAC | Washington Administrative Code | State |
| WCCC | West Central Community Center | Other Neighborhood Org. |
| WSDOT | Washington State Dept. of Transportation, pronounced "wash dot." | State |
| WSU | Washington State University | Education |