

CITY OF SPOKANE
ADMINISTRATIVE POLICY AND PROCEDURE

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 0320-25-06 LGL 2007-0028
TITLE City Council Board/Commission Appointment Process EFFECTIVE DATE: July 13, 2007 REVISION DATE: April 23, 2025	

1.0 GENERAL

- 1.1 This document provides procedures for the City Council appointment of Mayoral nominations of board and commission members.

1.2 TABLE OF CONTENTS

- 1.0 GENERAL
- 2.0 DEPARTMENTS/DIVISIONS AFFECTED
- 3.0 REFERENCES
- 4.0 DEFINITIONS
- 5.0 POLICY
- 6.0 PROCEDURE
- 7.0 RESPONSIBILITIES
- 8.0 APPENDICES

2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all boards and commissions when the Mayor nominates and the City Council is required to appoint the board or commission member.

3.0 REFERENCES

City Charter section 24 (8)

Spokane City Council Rules of Procedure Rule 2.10

Spokane Municipal Code 04.32.150 (C)

4.0 DEFINITIONS

None

5.0 POLICY

- 5.1 It is the policy of the City Council to be well informed in carrying out its obligation under Section 24 (8) of the City Charter regarding appointment of individuals nominated by the Mayor for appointments to City boards and commissions. Furthermore, it is the City Council's policy to implement an efficient and fair appointment process.

6.0 PROCEDURE

- 6.1 The Spokane City Council wants the opportunity to interview prospective board and commission appointees prior to confirmation of appointment at a regular legislative meeting.
- 6.2 The Mayor's Office will submit a nomination or re-nomination to a board or commission into OnBase no later than 12:00 p.m. on the Wednesday occurring twenty (20) calendar days before the desired legislative meeting.
- 6.3 As approved by the Council President or the Council Office Director, the Mayor's Office will contact a new nominee to schedule an interview to be conducted at a Council agenda review meeting. A nominee's interview may also be conducted at a standing committee or study session if a nominee is unable to attend the Council's agenda review meeting. The Mayor's Office shall forward a memorandum to the City Council setting forth the interview request along with the nominee's name, term, any representation requirements met by the nominee, and the nominee's application. Nominees for reappointment do not need to be interviewed unless requested by a City Council member.
- 6.4 All board and commission appointments made by the City Council will be in an open public meeting.
- 6.5 This policy does not apply to appointments made solely by the City Council without mayoral nomination, including, but not limited to, appointments pursuant to Spokane Municipal Code 04.32.

7.0 RESPONSIBILITIES

The City Council Office and the Mayor's Office are responsible for administering this policy.

8.0 APPENDICES

None

APPROVED BY:

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[Michael J. Piccolo \(Apr 23, 2025 13:15 PDT\)](#)

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Apr 23, 2025

Date

Alexander Scott

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Date

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Apr 23, 2025

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ADMIN 0320-25-06 (City Council Board-Commission Appointment Process)

Final Audit Report

2025-04-23

Created:	2025-04-23
By:	Daniel Rose (drose@spokanecity.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA_S11xe9uvqgZPbgkxUHqMqLxPtD72Li

"ADMIN 0320-25-06 (City Council Board-Commission Appointment Process)" History

-  Document created by Daniel Rose (drose@spokanecity.org)
2025-04-23 - 8:13:54 PM GMT
-  Document emailed to Mike Piccolo (mpiccolo@spokanecity.org) for signature
2025-04-23 - 8:13:58 PM GMT
-  Document emailed to Giacobbe Byrd (gbyrd@spokanecity.org) for signature
2025-04-23 - 8:13:59 PM GMT
-  Document emailed to Alexander Scott (ascott@spokanecity.org) for signature
2025-04-23 - 8:13:59 PM GMT
-  Email viewed by Alexander Scott (ascott@spokanecity.org)
2025-04-23 - 8:14:39 PM GMT
-  Email viewed by Mike Piccolo (mpiccolo@spokanecity.org)
2025-04-23 - 8:15:03 PM GMT
-  Signer Mike Piccolo (mpiccolo@spokanecity.org) entered name at signing as Michael J. Piccolo
2025-04-23 - 8:15:51 PM GMT
-  Document e-signed by Michael J. Piccolo (mpiccolo@spokanecity.org)
Signature Date: 2025-04-23 - 8:15:53 PM GMT - Time Source: server
-  Email viewed by Giacobbe Byrd (gbyrd@spokanecity.org)
2025-04-23 - 8:23:26 PM GMT
-  Document e-signed by Giacobbe Byrd (gbyrd@spokanecity.org)
Signature Date: 2025-04-23 - 8:23:42 PM GMT - Time Source: server

 Document e-signed by Alexander Scott (ascott@spokanecity.org)

Signature Date: 2025-04-23 - 8:30:52 PM GMT - Time Source: server

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2025-04-23 - 8:30:52 PM GMT



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