

CITY OF SPOKANE ADMINISTRATIVE POLICY	ADMIN 0325-25-09 LGL 2025-0028
TITLE: CODE OF ETHICS ACKNOWLEDGMENT – BOARDS AND COMMISSIONS	
EFFECTIVE DATE: December 3, 2025	

1.0 GENERAL

1.1 The Code of Ethics applies to all elected and appointed officers of the City of Spokane. The purpose of this policy is to ensure non-elected appointees to the City of Spokane's board and commissions review and acknowledge awareness of the City's Code of Ethics and prohibition on conflicts of interest.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to appointed members of City boards, commissions, and committees, including those representing the City of Spokane on a governing body of a public agency, that are subject to nomination by the Mayor or appointment by the City Council.

3.0 REFERENCES

SMC 01.04B

4.0 DEFINITIONS

- 4.1 “Appointed” means appointed by the Spokane City Council.
- 4.2 “Governing Body” means those boards, commissions or committees that qualify as a governing body under RCW 42.30.020.
- 4.3 “Member” means an appointed member of a board, commission, or committee that qualifies as a governing body of a public agency pursuant to the OPMA.
- 4.4 “Public Agency” means those agencies and subagencies that qualify as a public agency under RCW 42.30.020.

5.0 POLICY

- 5.1 All appointed members of a City of Spokane board, commission, or committee, or appointed members representing the City of Spokane on a governing board of a public agency shall review the City of Spokane’s Code of Ethics and acknowledge by signature awareness of the provisions regarding conflicts of interest in SMC 1.04B.050.
- 5.2 All appointed members of a City of Spokane governing board, or appointed members representing the City of Spokane on a governing board of a public agency shall take appropriate action to avoid the creation of any potential or actual conflicts of interest, including consulting with the City Attorney’s Office or the Ethics Commission to determine the appropriate course of action to avoid the potential or actual conflict of interest.
- 5.3 In the event of a potential or actual conflict of interest that cannot be resolved, the appointed member shall notify the Office of the Mayor of the potential or actual conflicts of interest and must recuse themselves from participating in any action of the governing board that would be impacted by an apparent or actual conflict of interest.

6.0 PROCEDURE

- 6.1 All appointed members of a City of Spokane governing board, or appointed members representing the City of Spokane on a governing board of a

public agency, shall return a signed Conflict of Interest/Code of Ethics Acknowledgement Form to the Office of the Mayor.

7.0 RESPONSIBILITIES

7.1 The Office of the Mayor and the department and/or department head/staff most closely associated with a board, commission, or committee is responsible for implementing this policy.

8.0 APPENDICES

Appendix No. 1 – Conflict of Interest/Code of Ethics Acknowledgment Form

APPROVED BY:

Alexander Scott
Alexander Scott (Dec 3, 2025 10:30:27 PST)

City Administrator

Dec 3, 2025

Date

Michael J. Piccolo
Michael J. Piccolo (Dec 3, 2025 09:15:18 PST)

City Attorney

Dec 3, 2025

Date

CONFLICT OF INTEREST/CODE OF ETHICS ACKNOWLEDGMENT FORM

As an appointee to a City of Spokane board or commission, I understand that I am subject to the City's Code of Ethics as adopted in Chapter 1.04B of the Spokane Municipal Code (SMC). I have reviewed the Code of Ethics and am aware of the provisions regarding conflicts of interest in SMC 1.04B.050.

As a member of a City board or commission, I agree to take appropriate action to avoid the creation of any potential or actual conflicts of interest, including consulting with the City Attorney's Office or the Ethics Commission to determine the appropriate course of action to avoid the potential or actual conflict of interest. In the event of a potential or actual conflict of interest that cannot be resolved, I agree to notify the Office of the Mayor of the potential or actual conflict of interest. I agree to recuse myself from participating in any action of the board or commission that would be impacted by an apparent or actual conflict of interest.

Printed Name

Name of Board or Commission

Signature

Date










ADMIN 0325-25-09 (Acknowledgment of Code of Ethics - Boards and Commissions)

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