

SPOKANE REGIONAL LAW AND JUSTICE COUNCIL BY-LAWS



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MISSION

The mission of the Spokane Regional Law and Justice Council is to create and sustain a cost-effective regional criminal justice system which includes facilities, programming, funding, and legislative matters intended to build a healthy and strong community that fosters the best possible equitable outcomes for the community which are consistent with the law and community objectives of public safety, accountability, just punishment, appropriate treatment and increase public awareness so as to reduce recidivism and increase system collaboration.

ARTICLE I: NAME AND AUTHORIZATION

- A. The name of this organization shall be the Spokane Regional Law and Justice Council, hereinafter called "SRLJC."
- B. The SRLJC was created by the Board of County Commissioners of Spokane County, Washington, pursuant to RCW 36.32.120(6) and RCW 72.09.300, amending Spokane County Resolution No. 92-0769 and reestablishing the Law and Justice Council, now known as SRLJC, under Resolution No. 21-0458 and all subsequent enacting resolutions.

ARTICLE II: PURPOSE

The purpose of the Council is to provide a permanent and on-going forum and structure to coordinate and enhance the administration of justice in Spokane County.

ARTICLE III: POWERS AND DUTIES

The Council, in order to carry out the above purpose, may make recommendations to the appropriate elected officials of Spokane County and the legislative bodies/elected officials of cities/towns located in Spokane County on the issues identified below.

- A. Maximizing local resources including personnel and facilities, reducing duplication of services, and sharing resources between local and state government in order to accomplish local efficiencies without

diminishing effectiveness;

B. Jail management;

C. Mechanisms for communication of information about offenders, including the feasibility of shared access to databases;

D. Partnerships between the department (DOC) and local community policing and supervision programs to facilitate supervision of offenders under the respective jurisdictions of each and timely responding to an offender's failure to comply with the terms of supervision; and

E. Reviewing the recommendations made by Spokane Regional Criminal Justice Commission regarding the governance, reform and research of the criminal justice system in Spokane County set forth in "THE BLUEPRINT FOR REFORM (2013)" as well as "THE BLUEPRINT FOR REFORM-STATUS REPORT (October 2020)" with the goal of addressing the purpose and mission.

F. The Council and all committees shall use a racial equity impact assessment or other toolkit as approved by the SRLJC when developing policies, procedures, and recommendations.

G. The council has no authority to appropriate / expend any moneys or execute any agreements.

ARTICLE IV: SRLJC MEMBERSHIP

A. Membership on the SRLJC is governed by RCW 72.09.300 and set forth by Spokane County resolutions. If determined beneficial, the SRLJC may recommend additional members to be added by the County Commissioners.

- Spokane County Sheriff;
- A representative of municipal police departments, other than the City of Spokane, to be selected by the Municipal Police Departments;
- Spokane County Prosecutor;

- A representative of Municipal Prosecutors to be selected by the Municipal Prosecutors;
- A representative of the City Legislative Authorities, to be selected by the City Legislative Authorities;
- A representative of Spokane County Superior Court to be selected by the Spokane County Superior Court;
- A representative of Spokane County Juvenile Court to be selected by the Spokane County Superior Court;
- A representative of Spokane County District Court to be selected by the Spokane County District Court;
- A representative of Municipal Courts to be selected by the Municipal Courts;
- Spokane County Jail Administrator (Detention Services Director);
- Spokane County Superior Court Clerk;
- Spokane County Risk Manager;
- Secretary of Corrections;
- Spokane County Public Defender;
- Spokane County Pre-Trial Services Director; and
- Three (3) at large members in the community, one being a victim advocate, one being an individual impacted by the criminal justice system, and one being the chair of the Racial Equity Committee. All of the at large members shall be selected by the Board of County Commissioners.

B. Any elected member of the Council who is a representative of his/her body shall be rotated every two (2) years from within its membership. Provided, any representative may waive his/her right to be a member of the Council in any rotation without waiving his/her right to be a member of the Council in any future rotation.

C. The terms of SRLJC members who are appointed by a selecting authority shall be two (2) years.

D. The terms of at large members shall be two (2) years with staggered terms. Provided, however, the initial three (3) at large members shall be those individuals selected by the Board of County Commissioners and currently hold their positions until their terms under the Spokane Regional Law and Justice Council prior to the effective date of this document would have expired, namely Position No. 2 (September 26, 2024), Position No. 3 (October 3, 2021) and Position No. 4 (October 3, 2022). Members may be removed by their selecting authority.

Except in the case of removal, each member shall continue to serve until a successor has been appointed.

- E. The SRLJC Chair and Vice Chairs shall be selected on an annual basis in January by a simple majority vote of a quorum of the voting members of the SRLJC.
- F. SRLJC members who are not mandated by their position may be replaced by their selecting authority.
- G. Members of the SRLJC and committees shall serve without compensation of any kind.

ARTICLE IV: MEMBERSHIP DUTIES

A. Membership Duties:

1. Chairs of the SRLJC and all committees shall preside over their respective entities.
2. In the absence of the Chair, the Vice-Chair shall perform the duties of the Chair. The Vice-Chair shall perform such other duties as may be assigned to them by the Chair.
3. To ensure permanent records of the official actions of the SRLJC and committees, scribes shall be appointed for each.
4. Scribes shall:
 - a. record the members present and any non-members present who participate in each meeting;
 - b. take minutes; and
 - c. provide final approved minutes to the Law and Justice Administrator and/or a designee to post and maintain on the SRLJC website.
5. SRLJC at large members shall:
 - a. Provide regular input to the SRLJC and committees from the community at-large as well as the specific area of interest each person was appointed to represent.
 - b. Cooperatively plan and implement a regular community engagement process.

ARTICLE VI: MEETINGS, RULES, AND REGULATIONS

- A. All SRLJC and committee meetings shall be conducted pursuant to

the Open Public Meetings Act (OPMA), chapter 42.30 RCW.

- B. The Council shall hold meetings as deemed necessary by the Chairperson or a majority of the Council. Provided, however, the Council shall meet at a minimum twice annually. The Council may adopt rules and regulations governing the transaction of business. The Council shall keep public records of all actions as may be required by applicable laws. All meetings of the Council shall be open to the public and accessible to the public as provided by law.
- C. The Council may adopt rules and regulations governing the transaction of business.
- D. The Council shall keep public records of all actions as may be required by applicable laws.
- E. The SRLJC may form committees as needed to address issues in the criminal justice system. Such committees will set meeting schedules in accordance with their work, but at least annually.
- F. A list of committees and their areas of focus will be maintained on the Spokane County Law and Justice website.
- G. In the absence of the Chair or Vice-Chair, the scribe shall call the group to order and call the roll of the members. If a quorum is present, the group shall proceed to elect, by a majority vote of those present, an Acting-Chair to act until the Chair or Vice-Chair appears.
- H. Special meetings may be scheduled to allow for public input on policies and programs that will be voted on by the SRLJC.

ARTICLE VII: PUBLIC COMMENT

- A. The SRLJC will allot 15-minutes at the beginning of all meetings for public comment during what is identified as “Open Public Forum” on the agenda. This is an opportunity for members of the public to inform the SRLJC about their views on matters which are within the powers and duties of the SRLJC.
 - a. A time limit of 3-minutes per individual. Speakers shall identify themselves to the Law & Justice Administrative assistant as wanting to speak; the assistant will assign a speaking number.

- b. Speakers cannot allot their time to another speaker.
 - c. Councilmembers will refrain from commenting or engaging in dialogue with each other or any speaker during the open public forum.
- B. The public does not directly participate in the recommendation process of the SRLJC; instead, they provide input to the SRLJC, which takes the input into consideration in performing its powers and duties.
- C. The guidelines will be posted on the SRLJC website, posted on the video screen prior to the start of any meeting, and made available for in-person meetings.
- D. Public will speak directly to the Chair or Vice Chair in the Chair's absence.
- E. Chair will reiterate at the outset of the Public Forum that the SRLJC will not engage in dialog with each other or the speaker during the Open Public Forum.
- F. SRLJC encourages courtesy and respect during the Open Public Forum.
- G. The public has a right to make critical comments or harsh remarks but does not have a right to disrupt the meeting. The Council may prohibit demonstrations (booing, hissing, clapping or personal insults). These can be chilling to discourse and inhibit free speech, both on the part of the elected officials and of the public. Praise and criticism are expected however, the Chair reserves the right to limit a speaker when they have gone beyond civil discourse.
- H. Email or voicemail comments received by the Law & Justice Office may be submitted by the Chair at this time as well.

ARTICLE VIII: VOTING RIGHTS

- A. A quorum for doing business by the SRLJC and committees shall be the presence of at least fifty percent of members and proxies, either in person, online or telephonically.
- B. Each member position of the SRLJC shall have one vote.

- C. Each member of each committee shall one vote.
- D. Members of the SRLJC and committees may designate a proxy voting agent. Members shall provide prior written notification of their intent to designate a proxy voting agent to the Chair of the pertinent entity. An email is acceptable and shall include 1) the proxy agent's name and 2) any voting limitations.

ARTICLE IX: NOTICES and RECORDS

Pursuant to the Open Public Meetings Act (OPMA), chapter 42.30 RCW, the SRLJC and committees shall post and maintain on the SRLJC website: 1) agendas (and materials) in advance of meetings; and 2) public records documentation of all actions taken in the form of meeting minutes, reports, and research materials.

The SRLJC and committees shall maintain a roster of members. Member names, together with identification of Chairs and Vice-Chairs, shall be posted on the SRLJC website.

ARTICLE X: COMMITTEE STRUCTURE

- A. Committees shall make recommendations to the SRLJC when appropriate.
- B. Each committee shall consist of a maximum of five (5) members, with a minimum of one SRLJC member, and a minimum of one community member.
- C. The SRLJC shall select the Chair and Vice-Chair of each committee with a possible renewable two-year term. The committee Chair shall be an SRLJC member, however the Vice-Chair need not be.
- D. The Chair and Vice-Chair of committees shall choose members of said committees following receipt and review of applications. Committees shall strive to have diverse representation from stakeholders, experts, and community members, including those most impacted by the system.
- E. Membership on a committee shall be for two years, or until the

committee ceases to exist, whichever comes first. An individual may serve more than one term.

F. A committee member may be removed jointly by the committee Chair and Vice-Chair.

G. Chairs shall be responsible for distribution of study materials and reports to all committee members at least three business days prior to the meeting.

ARTICLE XI: STAFF SUPPORT

Spokane County shall provide support for the Council as is deemed necessary.

ARTICLE XII: AMMENDMENTS TO BYLAWS

A. These Bylaws may be amended by a two-thirds majority vote of the SRLJC members present which represent a quorum of the whole SRLJC.

B. All proposed amendments shall be presented in writing at a regular or special meeting with all members receiving a copy of the proposed changes at least 10 days prior to the final consideration of same. These proposed amendments shall also be made available to the public in the same timeframe.

ARTICLE XIII: EFFECTIVE DATE

These Bylaws and any amendments shall be in full force and effect at the time of their adoption.

ARTICLE XIV: CONFLICTS OF INTEREST

A. All members shall declare a conflict of interest prior to discussion and consideration of any matter.

B. A conflict of interest exists when an action is reasonably certain to result in a benefit or detriment to the member, a relative, or a business with which the member or member's relative is associated.

C. The member shall declare the conflict and announce its nature. The member shall then refrain from taking any official action regarding the matter. Minutes shall reflect the conflict, the member's name, and nature of the conflict.

ARTICLE XV: AUTHORIZATION OF EXPENDITURES

No member of the SRLJC or any entity thereof along with support staff, shall incur any debt or obligation in the name of the SRLJC unless provided in these Bylaws, applicable statutes, or approved through interlocal agreements.

ARTICLE XVI: SEVERABILITY

If any provision or provisions of these Bylaws shall be held to be invalid, illegal, unenforceable, or in conflict with the law of any jurisdiction, the validity, legality, and enforceability of the remaining provisions shall not in any way be affected or impaired.