

**SPOKANE REGIONAL
LAW AND JUSTICE
COUNCIL**

BY-LAWS

Adopted April 15, 2015

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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 that builds a healthy and strong community by fostering the best possible outcomes for the community, including reducing recidivism and increasing 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 the provisions of 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. 14-0392.
- C. For purposes of these bylaws the masculine “he” shall also pertain to language within this document as the feminine “she” and will be interchangeable.

ARTICLE II: GOALS

The goals of the SRLJC are to:

- A. Identify and recommend the funding of evidence-based alternatives to incarceration that increase public safety, reduce costs, reduce recidivism, and create better outcomes for victims and offenders;
- B. Increase collaboration and efficiency within the regional criminal justice system;
- C. Include community members, particularly those who are impacted by the system, in the reform efforts through meaningful participation on the SRLJC and its Subcommittees;
- D. Modify the system to be offender centered, rather than offense centered;

- E. Provide system-wide performance measures to ensure feedback on effective practices and those in need of improvement, so that all aspects of the system are meeting outcome goals;
- F. Evaluate and address racial disproportionality in the criminal justice system and have a commitment in all departments to achieve racial equity;
- G. Assess and recommend the nature and type of facilities and/or programs appropriate in the criminal justice system;
- H. Recommend technology updates and efficiencies to improve coordination; reduce physical safety risks, and streamline workflows between agencies and departments.

ARTICLE III: ADMINISTRATIVE COMMITTEE AND SRLJC MEMBERSHIP

- A. Membership on the Administrative Committee is vested within Spokane County Resolution No. 14-0392. The Committee consists of:
 - 1. Two (2) members of the Spokane County Board of County Commissioners selected by the Board of County Commissioners;
 - 2. City of Spokane Mayor;
 - 3. City of Spokane Council President;
 - 4. A representative of Spokane County Superior Court to be selected by the Spokane County Superior Court;
 - 5. Up to two (2) additional members with agreement from the majority of the Administrative Committee.
- B. Membership on the Spokane Regional Law and Justice Council is governed by RCW 72.09.300 and Spokane County Resolution 14-0392. If determined beneficial, the SRLJC may recommend additional members to be added by the County Commissioners, including community representatives.
 - Two (2) members of the Spokane County Board of County Commissioners selected by the Board of County Commissioners;
 - Spokane County Sheriff;
 - A representative of Municipal Police Departments to be selected by the Municipal Police Departments;

- Spokane County Prosecutor;
- A representative of Municipal Prosecutors to be selected by the Municipal Prosecutors;
- City of Spokane Council President;
- A representative of the City Legislative Authorities, other than the City of Spokane, 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;
- A Spokane County Jail Administrator (Detention Services Director);
- Spokane County Superior Court Clerk;
- Spokane County Risk Manager;
- Secretary of Corrections;
- Spokane County Public Defender;
- City of Spokane Mayor; and
- Spokane County Pre-Trial Services Director

C. The terms of SRLJC and Administrative Committee elected members shall run as long as such individual retains the prerequisite elected position. The terms of SRLJC and Administrative Committee members, who are designated by a selecting authority, shall be renewed by the selecting authority every four (4) years. The selecting authority has the ability to designate a different representative provided that the underlying qualifications for the position are satisfied.

D. The Administrative Committee shall select the Chair and Vice-Chair of the Administrative Committee on an annual basis in January by a simple majority vote of a quorum of the voting members.

E. The SRLJC Chair shall be a Spokane County Commissioner as designated by the Board of County Commissioners on an annual basis in January. The SRLJC Vice-Chair shall be selected on an annual basis in January by a simple majority vote of a quorum of the voting members.

F. Members may be removed by their selecting authority. In all other cases, the decision will be by a majority vote of the SRLJC.

G. Members of the SRLJC and Administrative Committee shall serve without compensation or per diem of any kind, including compensation for travel. There may be an exception to this if travel is outside the usual places of business.

ARTICLE IV: POWERS AND DUTIES

A. The Administrative Committee shall:

1. Lead the hiring process for the appointment of a Criminal Justice Administrator;
2. Set overarching policy goals including those that have been recommended by the SRLJC;
3. Provide strategic leadership;
4. Review outcome reports;
5. Prepare an annual report to the community;
6. Recommend needed inter-local agreements;
7. Pursue additional funding sources and recommend funding priorities;
8. Recommend and support necessary legislative changes;
9. Removal of the Criminal Justice Administrator shall be by majority vote;
10. Select Chair and Vice-Chair of subcommittees.

B. The Spokane Regional Law and Justice Council shall:

1. Research and discuss problems as well as explore solutions;
2. Approve policies and programs as recommended by the Administrative Committee and Subcommittees;
3. Ensure that the goals set forth in these bylaws are being met;
4. Review outcome data;
5. Recommend to the Administrative Committee necessary inter-local agreements and legislative changes;
6. Identify funding and/or restructuring needs;
7. Establish and amend bylaws;
8. Establish such subcommittees as deemed necessary;
9. Make recommendations on the hiring process, selection and removal of the Criminal Justice Administrator.

C. The Criminal Justice Administrator shall:

1. Coordinate and facilitate among the various agencies or other entities such assignments as are delegated by the Administrative Committee or SRLJC;
2. Ensure that regular program and department evaluations are issued;
3. Coordinate and facilitate regular meetings of the SRLJC and Administrative Committee;
4. Provide other assistance related to the SRLJC and Administrative Committee as the need arises;
5. Be responsible for maintaining general control of all of the business and records of the SRLJC, Administrative Committee and Subcommittees or appoint a designee.

ARTICLE V: DUTIES OF OFFICERS

- A. Chairs shall be the principal officers of the SRLJC, the Administrative Committee, and all Subcommittees.
- B. In the absence of the Chair or in the event of a refusal or inability to act, the Vice-Chair shall perform the duties of the Chair as enumerated with the full powers of, and subject to, the same restrictions of that office. The Vice-Chair shall perform such other duties as may be assigned to them by the Chair.
- C. Scribes shall take minutes at each meeting to ensure permanent records of the official actions of the SRLJC, Administrative Committee, and Subcommittees are maintained.

ARTICLE VI: MEETINGS, RULES, AND REGULATIONS

- A. The SRLJC will hold regularly scheduled monthly meetings. The date, time and location of these meetings will be posted in advance on the SRLJC website.
- B. The Administrative Committee shall hold meetings as deemed necessary by the Chair or a majority of the Committee.
- C. All meetings will be conducted with proper decorum. The SRLJC and Administrative Committee may adopt rules and regulations governing the transaction of business. If unable to reach consensus on a particular issue, Robert's Rules of Order (Revised) shall govern any

point of parliamentary procedure not addressed in the bylaws or inter-governmental agreement.

- D. Any community member may comment upon agenda items at SRLJC, Administrative Committee, and Subcommittee meetings when recognized by the Chair.
- E. In addition, public hearings will be scheduled to allow for public input on policies and programs that will be voted on by the SRLJC. Members of the public, after being recognized, shall identify themselves by name and address and shall limit their presentation to a reasonable time, as deemed appropriate by the Chair.
- F. Scribes shall record the members present and any non-members present who participate in a meeting.
- G. In the absence of a quorum at the time appointed for the meeting, the members present may, by a majority vote, take a recess or recesses and direct the Scribe to procure the attendance of absent members.
- H. In the case of the absence of the Chair or Vice-Chair, Scribes shall call the group to order and call the role of the members. If a quorum is found to be 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.

ARTICLE VII: VOTING RIGHTS

- A. To encourage the full participation and widespread agreement of all SRLJC members, a process will be used that strives to reach consensus.
- B. Administrative Committee quorum shall be established by the presence of at least fifty (50) percent of the members or their authorized proxies.
- C. A quorum for doing business by the Council or Administrative Committee shall be the presence of at least 50% of members or authorized designees, either in person or telephonically.
- D. A majority vote of the quorum is needed to take decisive action, unless otherwise indicated in the bylaws.

- E. All members of the Administrative Committee, SRLJC, and Subcommittees shall have one vote.
- F. Members of the SRLJC, Administrative Committee and Subcommittees may designate a proxy voting agent twice per year, though exceptions may be made to this rule for extenuating circumstances. The relevant Chair will determine if there are grounds for an extenuating circumstance.
- G. Members must provide prior written notification of their intent to designate a proxy voting agent to the Chair of the pertinent committee. An email is acceptable, and shall include 1) the proxy agent's name and 2) any voting limitations.
- H. The proxy voting agent must be in attendance to vote.
- I. Members or their designees may not miss more than two (2) meetings per year, unless excused by the Chair of the relevant committee for reasons such as (1) unusual work demands, (2) sickness, (3) care of family member, (4) emergency or (5) other. A member is not considered absent if a designee or proxy is sent.

ARTICLE VIII: RECORDS

- A. In order to maintain an open and transparent process, the SRLJC, Administrative Committee, and Subcommittees shall keep public records of all actions as may be required by applicable laws, in addition to posting all scheduled meetings, meeting minutes, reports, and research used on the SRLJC website. All meetings of the SRLJC, Administrative Committee, and Subcommittees shall be open and accessible to the public as provided by law, RCW 42.30 the Open Public Meetings Act, or these bylaws.
- B. The SRLJC, Administrative Committee, and Subcommittees shall keep correct and complete minutes of the proceedings of its meetings. These records shall be posted on the website within a reasonable period of time after final approval as directed by the CJ Administrator and/or a designee.
- C. The SRLJC, Administrative Committee, and Subcommittees shall maintain a roster of its members. Member's names, together with identification of Chairs and Vice-Chairs will be posted on the website.

- D. Any SRLJC member, his/her agent, or the general public may inspect the meeting records at any reasonable time, in accordance with applicable laws or as outlined within the bylaws.
- E. A template will be provided on the SRLJC website to be used by the Scribes of the Administrative Committee, SRLJC, and each Subcommittee to record minutes. A template will also be provided for use by Subcommittees to report findings and recommendations to the SRLJC.
- F. A standard budgetary/fiscal form shall be used to recommend funding needs.

ARTICLE IX: SUBCOMMITTEE FORMATION AND PURPOSE

- A. Subcommittees will be formed as needed by the SRLJC to address issues in the criminal justice system.
- B. Subcommittees will research assigned issues and make recommendations to the SRLJC.

ARTICLE X: SUBCOMMITTEE MEETINGS AND PROCESS

- A. Meetings will be conducted with proper decorum. Each Subcommittee may adopt rules and regulations governing the transaction of business. If the Subcommittee is unable to reach consensus on a particular procedural issue, Robert's Rules of Order (Revised) shall govern.
- B. A quorum will be a majority of the Subcommittee members. A majority vote of the quorum is needed to pass an item.
- C. Subcommittee members shall establish standing meeting dates and times under direction of its Chair and Vice-Chair. This information will be posted to the website.

ARTICLE XI: SUBCOMMITTEE STRUCTURE

- A. Each Subcommittee shall consist of ten (10) to twelve (12) members, with a minimum of two (2) SRLJC members, and a minimum of two (2) community members per subcommittee.

- B. The Administrative Committee shall select the Chair and Vice-Chair of Subcommittees for a renewable two-year term. The Subcommittee Chair must be a SRLJC member but the Vice-Chair need not be. Individuals interested in chairing a Subcommittee should inform the Administrative Committee Chair and Vice-Chair of their interest immediately after the Subcommittee is created by the SRLJC.
- C. Chairs and Vice-Chairs of Subcommittees shall choose members of said Subcommittees following receipt and review of applications. Subcommittees shall strive to have diverse representation from stakeholders, experts, and community members, including those most impacted by the system.
- D. Membership on a Subcommittee will be for two (2) years or until the Subcommittee ceases to exist, whichever comes first. An individual may serve more than one term. Renewal may be accomplished by submitting a letter or email requesting extension of another term to the Subcommittee Chairs. Any person aggrieved by non-selection or non-renewal may appeal to the Administrative Committee, which shall be the final step in such an instance.
- E. Subcommittee members are expected to demonstrate professionalism, decorum and contribute positively to the process. Failure to do so may result in removal from the Subcommittee, as determined by the SRLJC.
- F. Each Subcommittee shall assign a Scribe with additional support provided if deemed necessary. Minutes will be taken and maintained by the Scribe. Scribes shall provide final approved minutes to the CJ Administrator and/or a designee.
- G. Chairs shall be responsible for distribution of study materials and reports to all subcommittee members.

ARTICLE XII: SUBCOMMITTEE MEMBER QUALIFICATIONS AND SELECTION

- A. All subcommittee members should have demonstrable knowledge and/or experience related to the issue to be researched by the Subcommittee. Community members are encouraged to apply for

membership, particularly those with personal experience in the criminal justice system.

B. All prospective Subcommittee members are required to submit an application as obtained from the website. The Subcommittee Chair and Vice-Chair shall acknowledge receipt of all applications and shall inform all applicants of their decision to either accept or deny the applicant. Application period(s) for prospective members shall be open for a reasonable period of time. Members are chosen by the Chair and Vice-Chair.

C. Applicants are subject to interview by the Subcommittee Chair, Vice-Chair, and/or a designee for appointment to the Subcommittee.

ARTICLE XIII: STAFF SUPPORT

Spokane County shall provide support for the SRLJC and Administrative Committee as is deemed necessary.

ARTICLE XIV: AMENDMENTS TO BYLAWS

A. These bylaws may be amended by a two-thirds (2/3) vote of the SRLJC members present.

B. All amendments must be presented in writing at a regular or special meeting with all members receiving a copy of the proposed changes at least ten (10) days prior to the final consideration of same, except where unanimously adopted by members present at a regular meeting.

C. Any actions in response to the proposed change in the bylaws taken by the SRLJC will become effective immediately or unless otherwise specified.

ARTICLE XV: EFFECTIVE DATE

These bylaws shall go into full force and effect at the time of their adoption by a two-thirds vote of the SRLJC members present.

ARTICLE XVI: CONFLICTS OF INTEREST

- A. All members are expected to declare a conflict of interest prior to consideration of any matter causing a potential or actual conflict.
- B. An actual conflict of interest exists when an action is reasonably certain to result in a special benefit or detriment to the member, a relative, or a business with which the member or member's relative is associated.
- C. The member will declare the actual conflict and announce its nature. The member must then refrain from taking any official action regarding that issue. Minutes will be reflected of the potential conflict, the member's name, and nature of the conflict.

ARTICLE XVII: AUTHORIZATION OF EXPENDITURES

No member of the SRLJC or any entity thereof along with support staff, will incur any debt or obligation in the name of the SRLJC unless provided in these bylaws, appropriate Statutes, or approved through inter-local agreements.

ARTICLE XVIII: 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 thereby.