

# SPOKANE REGIONAL LAW AND JUSTICE COUNCIL

## BY-LAWS

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## MISSION

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The mission of the Spokane Regional Law and Justice Council is to analyze and make recommendations to local jurisdictions on issues related to promoting a racially equitable, cost-effective regional criminal justice system that builds a healthy and safe community by fostering the best possible outcomes for the community, including reducing recidivism and increasing system collaboration.

## ARTICLE I: NAME AND AUTHORIZATION

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- 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. 14-0392 and all subsequent enacting resolutions.

## ARTICLE II: GOALS

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The goals of the SRLJC are to:

- A. Identify and recommend evidence-based alternatives to incarceration that increase public safety, reduce costs, reduce recidivism, and create better outcomes for justice involved, including victims, and all other members of the community;
- B. Increase collaboration and efficiency within the regional criminal justice system;
- C. Include members of the community, particularly those who are impacted by the system, in the reform efforts through meaningful participation;
- D. Support a needs-based approach toward those impacted by the criminal justice system;

- E. Utilize system-wide performance measures to ensure practices are effective;
- F. Evaluate racial disproportionality in the criminal justice system and recommend strategies to achieve racial equity;
- G. Review and recommend the nature and type of facilities and programs necessary to achieve strategic objectives;
- H. Recommend technology and efficiencies to facilitate regional system coordination;

### ARTICLE III: SRLJC AND ADMINISTRATIVE COMMITTEE MEMBERSHIP

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- 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 consensus of 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, 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 judges;
  - A representative of Spokane County Juvenile Court to be selected by the Spokane County Superior Court judges;
  - A representative of Spokane County District Court to be selected by the Spokane County District Court judges;
  - A representative of municipal courts other than the City of Spokane, to be selected by the municipal courts judges;
  - A Spokane County Jail Administrator (Detention Services Director);
  - Spokane County Clerk;
  - Spokane County Risk Manager;

- Secretary of Corrections;

Members added via Spokane County Resolution:

- City of Spokane Chief of Police;
- City of Spokane Mayor;
- Spokane County Public Defender;
- Spokane County Pre-Trial Services Director;
- Two (2) members of the Spokane County Board of County Commissioners selected by the Board of County Commissioners;
- A representative of the Spokane City Council to be selected by the City Council members;
- A representative of the Spokane Municipal Court to be selected by the Spokane Municipal Court judges; and
- Four at-large SRLJC Community Representatives to be selected by the Spokane Board of County Commissioners.

B. Membership on the Administrative Committee is set forth by Spokane County resolutions. 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. A representative of the Spokane City Council to be selected by the City Council members;
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.

C. The terms of SRLJC and Administrative Committee elected members shall run as long as such individual retains the prerequisite elected position.

D. The terms of SRLJC and Administrative Committee members who are appointed by a selecting authority shall be reviewed at least every four (4) years.

E. The term for an SRLJC Community Representative shall be four years with staggered terms.

- F. 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.
- G. 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 of the SRLJC.
- H. SRLJC members who are not mandated by their position may be replaced by their selecting authority.
- I. Members of the SRLJC and committees shall serve without compensation of any kind.

#### ARTICLE IV: FUNCTIONS & RESPONSIBILITIES

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- A. The SRLJC shall:
  - 1. Review research, discuss problems, and explore potential solutions;
  - 2. Review performance measures as well as appropriate reports and recommendations from committees;
  - 3. Recommend interlocal agreements and legislative changes to appropriate local jurisdictions;
  - 4. Make funding recommendations to the Administrative Committee;
  - 5. Establish and amend the Bylaws and Procedure Manual as needed;
  - 6. Make recommendations as appropriate to the Administrative Committee on the hiring process, selection, and removal of the Law and Justice Administrator or an interim Law and Justice Administrator;
  - 7. Recommend the assignment of regional project charters to committees for input and briefing as appropriate;
  - 8. Provide strategic leadership, including setting overarching policy goals;
  - 9. Approve the formation and dissolution of committees, (see section VIII); and
  - 10. Select Chair and Vice-Chair of committees, except the Administrative Committee.

B. The SRLJC Administrative Committee shall:

1. Lead the hiring process for the appointment of a Law and Justice Administrator or an interim Law and Justice Administrator;
2. Propose a recommendation to Spokane County for the removal of the Law and Justice Administrator;
3. Review appropriate reports and performance measures;
4. Recommend interlocal agreements and legislative changes to appropriate local jurisdictions;
5. Pursue funding sources and recommend funding priorities; and
6. Recommend the formation and dissolution of regional project charters to appropriate jurisdictions.

C. The Spokane Regional Law and Justice Administrator shall perform the duties as set forth in the current job description.

D. Leadership 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 are maintained as public records 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.
4. SRLJC Community Representatives 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 V: MEETINGS, RULES, AND REGULATIONS

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- A. All SRLJC and committee meetings shall be conducted pursuant to the Open Public Meetings Act, chapter 42.30 RCW.

- B. The SRLJC shall hold regularly scheduled meetings.
- C. The Administrative Committee shall hold meetings as set by the Chair or a majority of the Administrative Committee.
- D. The SRLJC may form committees as needed to address issues in the criminal justice system, with the exception of the Administrative committee, which was established by resolution by the Spokane Board of County Commissioners. Such committees will set meeting schedules in accordance with their work, but at least annually.
- E. A list of committees and their areas of focus will be maintained in the SRLJC Procedure Manual.
- F. Each committee shall designate a scribe.
- 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.
- I. Public Comment:
  - 1. The SRLJC shall allow public comment as a scheduled agenda item, if requested by the Community Representatives pursuant to SRLJC Procedure Manual.
  - 2. Committees shall adopt procedures for public comment.
- J. Any person who disrupts a meeting may be asked to leave, or may be removed if the presiding officer determines that the remark or conduct is disruptive because it impairs the ability of the body to conduct business.

## ARTICLE VI: VOTING RIGHTS

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- 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 or telephonically.

- B. A majority vote of the quorum is necessary to take action, unless otherwise indicated in the Bylaws.
- C. Each member position of the SRLJC, and committees shall have 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 VII: NOTICES and RECORDS

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- A. In order to maintain an open and transparent process, and pursuant to the Open Public Meetings Act, 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.
- B. A template will be provided to be used by the Scribes of the SRLJC and committees to record minutes.

## ARTICLE VIII: COMMITTEE STRUCTURE (Except Administrative Committee)

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- A. Committees shall make recommendations to the SRLJC when appropriate.
- B. Each committee shall consist of a maximum of fifteen 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 one business day prior to the meeting.

## ARTICLE IX: STAFF SUPPORT

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Spokane County shall provide support for the SRLJC and committees as necessary.

## ARTICLE X: AMENDMENTS TO BYLAWS

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- 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 XI: EFFECTIVE DATE

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

## ARTICLE XII: CONFLICTS OF INTEREST

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- 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 XIII: AUTHORIZATION OF EXPENDITURES

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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 XIV: SEVERABILITY

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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.