

# **BYLAWS**

## **Spokane Salmon Restoration Collaborative SSRC**

Washington State’s Salmon Recovery Act, specifically RCW 77.85.050, authorizes the formation of “lead entities.” In February 2024, the Washington State Recreation and Conservation Office recognized The Spokane Salmon Restoration Collaborative (SSRC) as the Spokane River watershed lead entity.

### **Article I** **Name**

The name of this body is the Spokane Salmon Restoration Collaborative Lead Entity, hereinafter referred to as “SSRC.”

### **Article II** **Mission and Geographic Area**

#### Section 1: Mission

The mission of the SSRC is to develop and implement a habitat restoration plan that supports salmon reintroduction and persistence, and the preservation of native Redband Trout in the Spokane River Watershed. This includes selecting habitat priorities, soliciting and compiling a list of habitat restoration projects, administering a technical and citizen-based evaluation of habitat projects, submitting a habitat project list annually to the Salmon Recovery Funding Board (“SRFB”), and supporting project implementation needs. SSRC actions will be guided by the requirements for the Washington State Salmon Recovery Act Chapter 77.85 RCW (the “Act”). The group also serves other functions outside of the RCW requirements where their expertise is needed.

#### Section 2: Geography

The geographic area served by the SSRC is the Washington State portion of the Spokane River Watershed that lies within Water Resource Inventory Areas (WRIA) 54, 55, 56, and 57.

### **Article III** **Organizational Structure, Roles, and Responsibilities**

The organization of the SSRC shall consist of a Citizens Committee, Technical Committee, Contracting Agent, SSRC Coordinator and subcommittees, as necessary.

#### Section 1: Citizens Committee

The Citizens Committee will provide community-based evaluation of projects proposed and ranked by the technical committee for SRFB funding. In accordance with RCW 77.85.050, this includes:

- a. Ensuring priorities and projects have community support, which is inclusive of weighing local social, cultural, and economic values in addition to the technical committee evaluation.
- b. reranking (if necessary) the project list submitted by the technical committee; and
- c. submitting a ranked project list to SRFB for funding.

The Citizens Committee will also:

- a. At the request of the SSRC Coordinator, utilize its voting authority to determine the outcome of an actionable item on which the technical committee cannot reach consensus.
- b. Advise the SSRC Coordinator regarding meeting community outreach objectives, budgetary considerations, and leveraging of resources.

### Section 2: Technical Committee

The Technical Committee is comprised of local and technical experts knowledgeable about the Spokane River watershed, habitat, and fish conditions. Its scope of work includes:

- a. Development of an SSRC Habitat Restoration Plan, inclusive of Ecosystem Diagnosis and Treatment modeling, limiting factors analysis and other studies required.
- b. Annually select habitat priorities, solicit habitat projects, provide technical review of proposed projects, attend site visits, and submit to the Citizen's Committee a ranked habitat project list for SRFB funding.
- c. Beyond SRFB funding opportunities, identify and seek opportunities to leverage knowledge and resources that support meeting the goals and objectives of the SSRC Habitat Restoration Plan.
- d. Advise the SSRC Coordinator regarding budgetary considerations and meeting community outreach objectives.

### Section 3: Contracting Agent

The Contracting Agent is the legal organization responsible for contracting with the Washington State Recreation and Conservation Office ("RCO") for SSRC capacity funding. The Contracting Agent at the time of these bylaws is the Spokane Tribe of Indians (STOI).

STOI responsibilities include:

- a. Hiring, employing, and supervising the SSRC Coordinator.
- b. Entering into and managing subcontracts to conduct SSRC work.
- c. Provision of SSRC office space, information technology and other supplies/materials needed.
- d. Submitting RCO reimbursement requests.

- e. Submitting required RCO reports and updates.

#### Section 4: SSRC Coordinator

The SSRC Coordinator will be directly employed and supervised by the Contracting Agent.

The SSRC Coordinator facilitates, coordinates and implements SSRC efforts in accordance with contractual responsibilities entered between the Contracting Agent and the Washington State Recreation Conservation Office (RCO). This includes but is not limited to:

- a. Prepare agendas, developing content, distributing materials, convening, facilitating, and providing minutes for Citizen’s Committee, Technical Committee and other meetings.
- b. Post meeting agendas, minutes, applications, outreach materials and other work products on the SSRC web site.
- c. Annually coordinate the SRFB project application, review, and prioritization process, including coordination with RCO grant managers and project sponsors.
- d. Coordinate and determine membership of Technical Committee, subcommittee, and ad hoc committees.
- e. Maintain contact lists of individuals and organizations interested in committee and/or general SSRC updates.
- f. Assure entry of required data into GSRO’s Habitat Work Schedule and PRISM.
- g. Represent SSRC at Washington Salmon Coalition, GSRO and other meetings. If unable to attend a meeting, the SSRC Coordinator may designate an alternate to attend.
- h. Work with the Contracting Agent to manage biennium RCO capacity funding.
- i. Work with the Contracting Agent to enter into and manage subcontracts and contractors needed to conduct and complete SSRC activities.
- j. Other duties as assigned.

### **Article IV Committee Membership, Terms and Voting**

Members of the Citizens Committee, Technical Committee and other committees shall be committed to carrying out the mission, goals, objectives and activities of the SSRC. They may include representatives from counties, cities, conservation districts, tribes, environmental and other non-governmental organizations, business interests, landowners, citizens, volunteer groups and other interests. A voting member of the Technical Committee may not serve and vote on the Citizens Committee, and vice versa.

All committee meetings are open to the public and subject to the Open Public Meetings Act (RCW 42.30). SSRC-related e-mail, other correspondence, or documents that are circulated by and between committee members are subject to public information requests.

## Section 1: Citizens Committee

In total, the Citizens Committee shall not have less than seven or more than 13 members. On-going, “standing” members shall include representatives from SSRCs initiating governments (Spokane County, Stevens County, Lincoln County, City of Spokane, Spokane Tribe of Indians and the Coeur d’Alene Tribe of Indians).

### A. First Meeting:

Standing members will conduct a “first meeting,” and by majority vote:

- I. adopt by-laws,
- II. make a one-time selection of additional members to three-year terms, and
- III. select a Chair and Vice-chair.

### B. Terms

- IV. By governmental resolution, each initiating government shall appoint a standing member. The initiating government may change their representative at any time. Standing members may elect to appoint alternate representatives.
- V. After the first meeting, the full committee will appoint additional members to three-year terms.
- VI. After a three-year term has been concluded, the member may elect to re-serve another term, approved by a majority vote.

### C. Chair and Vice-Chair

- I. After the first meeting, the full committee will vote each fall on a Chair and Vice-Chair.

### D. Voting

- VII. The Chair, or in their absence Vice-chair, shall conduct meetings and administer votes.
- VIII. The committee shall consider passage of motions or resolutions using Roberts Rules of Order.
- IX. A quorum representing a majority of members is needed to hold a vote.
- X. A majority vote is needed to pass a motion or resolution with the exception that:
  - A. A two-thirds majority of members is required to amend SSRC bylaws or exclude a project from moving forward during a current year’s SRFB grant round.
- I. Votes may occur as part of in-person, conference calls and virtual meetings.
- II. Email or postal mail may not be used to conduct votes.

#### E. Meetings

- I. The Chair or SSRC Coordinator may call meetings to conduct SSRC business.
- II. Meeting time, location, agenda and minutes shall be distributed to all members and other interested parties by the SSRC Coordinator and be publicly available on the SSRC website: [www.spokanesalmon.org](http://www.spokanesalmon.org).
- III. One more than half of the seated committee membership shall constitute a quorum.
- IV. A member unable to attend three consecutive meetings may be removed by the Chair from the committee. For standing members, the Chair will request a new member be appointed by the initiating government body

#### Section 2: Technical Committee

The SSRC Coordinator is responsible for forming and maintaining a Technical Committee of local experts knowledgeable about the Spokane River watershed and its ecosystem. The number of committee members, with advice from RCO, the Citizens Committee and Contracting Agent, is at the discretion of the SSRC Coordinator.

#### B. Terms, Roster, Meetings and Voting

- I. The SSRC Coordinator will call meetings as needed.
- II. There are no membership terms.
- III. The SSRC Coordinator will maintain a roster of members that is posted on the SSRC website.
- IV. The committee will operate by consensus with the exception that:
  - a. A majority vote will be used to submit a ranked habitat project list for SRFB funding to the Citizens Committee. If a majority vote rather than consensus is used, the Citizens Committee will be provided with voting results.
- V. One more than half of the membership roster shall constitute a quorum for the purpose of reaching consensus-based or voting decisions.
- VI. In instances where a vote would occur, each member organization will have one vote, regardless of the number of staff members present from that organization.
- VII. In the event a consensus cannot be reached for an actionable item, the SSRC Coordinator may make a determination or request the Citizen's Committee conduct a binding vote on the item.
- VIII. Meeting time, location, agenda and minutes shall be distributed to all members and other interested parties by the SSRC Coordinator and be publicly available on the SSRC website: [www.spokanesalmon.org](http://www.spokanesalmon.org).

C. Sub and Ad-hoc Committees

With SSRC Coordinator support, the committee may form additional sub or ad-hoc committees that may include representation beyond the Technical Committee. Such committees are not given decision-making authority.

Section 3: Membership Addition and Removal

Members may be added or removed by a two-third majority vote.

**Article V  
Conflict of Interest**

Lead Entity members must avoid conflict of interest with respect to their fiduciary responsibility:

- a. There must be no conduct of private business or personal services between any member and the organization, except as procedurally controlled, to assure openness, competitive opportunity and equal access to information.
- b. In the event a LE Committee rules upon an issue in which a member has an unavoidable conflict of interest, that member shall recuse themselves following discussion with the committee.
- c. Individuals may be asked annually to disclose their involvement with other organizations, with vendors, or any other associations that might produce a conflict.

**Article VI  
Amendments**

The Citizens Committee may make amendments to these bylaws with a two-thirds majority vote of appointed members. Amendments shall be recorded and shown as an attachment to the bylaws.

**Article VI  
Identification**

I hereby certify the foregoing Bylaws were adopted by authorized representatives of SSRCs initiating governments (Spokane County, Stevens County, Lincoln County, City of Spokane, Spokane Tribe of Indians, and the Coeur d'Alene Tribe of Indians) by a minimum two-thirds vote on the 19<sup>th</sup> day of March 2025.



Caleb McGivney, Spokane Salmon Restoration Collaborative Coordinator