

AGENDA | Seattle Women's Commission
Tuesday, June 20th, 2023, 5:30 –7:30 p.m.
<https://www.seattle.gov/womenscommission>

Facilitators: S. Liu | **Note taker:** J. Williams | **Timekeeper:**

Attendance:

Guests:

Time	Topic	Lead
5:30	Welcome to SWC Monthly Meeting Land/ Labor Acknowledgment Introductions/ Roll Call Approve minutes for May meeting Approve Agenda for June meeting	S. Liu
5:40	Public Comment	
5:45	Co-Chair Elections	S. Liu
6:00	KCWAB Report Discussion	S. Liu
6:10	BREAK	
6:20	Subcommittee Report-out <ul style="list-style-type: none"> • Subcommittee Updates on 2022-2023 SWC Initiatives • Outreach and Recruitment 	Subcommittee Chairs
6:50	Budget	S. Liu
7:00	Commissioner Handbook Section Review: (see <i>supplemental information on following pages</i>) <ul style="list-style-type: none"> • Participate Effectively • Code of Ethics • (As time allows) Use Available Resources 	M. Stone
7:20	Seattle Office of Civil Rights Updates/ Report	M. Stone
7:30	Adjourned	

Supplemental Information & Materials

6/20/23 Seattle Women's Commission Meeting

Land/Labor Acknowledgment

We are currently occupying the unceded lands of many First Peoples; Coast Salish people, Muckleshoot, Suquamish, Stillaguamish, and Duwamish. We acknowledge and thank local First Nations for their centuries of land stewardship that long predates the arrival of European settlers. We remind you to be aware of the spaces you occupy locally, that these lands were stolen from First People in the name of white settler colonialism and that you seek ways to continue your education and give back to local Indigenous communities.

Duwamish Tribe's website

"We must acknowledge that much of what we know of this country today, including its culture, economic growth, and development throughout history and across time, has been made possible by the labor of enslaved Africans and their descendants who suffered the horror of the transatlantic trafficking of their people, chattel slavery, and Jim Crow. We are indebted to their labor and their sacrifice, and we must acknowledge the tremors of that violence throughout the generations and the resulting impact that can still be felt and witnessed today."

Dr. Terah "TJ" Stewart)

From pg. 9 of the SOCR Commissions Handbook:

Participate Effectively

One of the fundamental responsibilities of any Commissioner is to stay informed about current issues, legislative activities, and laws that affect the work of the Commission and those whom it serves. Examples are the Seattle Municipal Code Title 14 Human Rights (Employment, Public Accommodations, All Gender Restroom, Open Housing, Fair Chance Housing, Paid Sick and Safe Time, Minimum Wage, Wage Theft, etc.) and the Americans with Disabilities Act. This knowledge makes your services to the community more responsive and effective.

Secondly, come prepared and actively participate in Commission meetings. Active participation in meetings by all Commissioners ensures that a diversity of perspectives are included in decision-making. The bylaws of each Commission define attendance requirements. A Commissioner may forfeit their position on the commission as a result of poor attendance.

In addition, effective service as a Commissioner means that you:

- Devote time outside of Commission meetings for committee work, research, analysis, outreach, meetings, or other activities as needed

- Focus on serving members of your community when making recommendations
- Be willing to take sides in a controversy, weather criticism, and be open to others' perspectives
- Cooperate with other Commissioners to effectuate the decisions made by the Commission as a body
- Communicate respectfully with members of the community, the Liaison, fellow Commissioners, and others in government
- Accept leadership opportunities consistent with your availability and competencies
- Maintain openness to continual improvement of commission procedures

Code of Conduct

By accepting the appointment of City of Seattle Commissioner, each Commissioner agrees to conduct themselves in a respectful manner and with the spirit of collaboration between the Commission, City staff, and community. The use of abusive, indecent, offensive, coarse, or insulting language, or any form of harassment is prohibited and will not be tolerated. Misconduct will be taken seriously, and may lead to the removal, or recommendation of removal (depending on the appointment authority) of the offending Commissioner.

*From pg. 17 of the SOCR Commissions Handbook, under the heading: **Adhere to Laws Affecting Commissions***

Code of Ethics

Commissioners must uphold high ethical standards as established by the [Code of Ethics](#).¹ It is extremely important that members of Commissions avoid conflicts of interest or the appearance of conflict of interest, and that Commissions adopt policies and procedures to ensure their advisory status and independence. The Code of Ethics sets standards of conduct to ensure that public employees and Commissioners perform their duties in the public interest.

The City of Seattle Ethics and Elections Commission can discuss concerns with you and suggest alternative actions to take. You also can request an advisory opinion about ethical standards or conflicts of interest. You should feel free to call or e-mail with any questions (206-684-8500, ethicsandelections@seattle.gov). For complicated questions, you can make your request in writing to explain all the pertinent facts and circumstances. Advisory opinions are intended to guide future conduct. Additionally, the Ethics and Elections Commission has indexed its opinions back to 1974.

Commissioners are not allowed to:

- Act on City of Seattle business in which they have a private or financial interest
- Hold a financial or beneficial interest in a City of Seattle transaction made by, through, or under their supervision
- Use their Commission status for private gain

- Accept any gift or loan that would appear to influence action on City matters
- Disclose privileged or proprietary information
- Take a public stance as a Commissioner or encourage people how to vote on a ballot initiative or campaign

If you perceive a potential conflict of interest while serving as a Commissioner, bring this to the attention of your Liaison right away.