

HATE CRIMES AND BIAS INCIDENTS HOTLINE ADVISORY COMMITTEE CHARTER

I. AUTHORITY, PURPOSE & SCOPE OF WORK

Authority: The Advisory Committee is established pursuant to Substitute Senate Bill 5427 (2024) and codified at RCW 43.10.305.

The legislature directs the Attorney General's Office (AGO) to (1) oversee a hate crimes and bias incidents hotline, staffed during business hours and dedicated to assisting people who have been targeted or affected by hate crimes and bias incidents, and (2) establish and appoint an Advisory Committee. The hotline shall provide appropriate information and referrals to services that are victim-centered, culturally competent, and trauma-informed for those who are targeted or affected by hate crimes and bias incidents.

Purpose: The purpose of the Advisory Committee is to provide advice and assistance to the AGO as it develops the hotline.

Scope: The Advisory Committee is charged with providing advice and assistance regarding program design, operation, outreach, service delivery objectives and priorities, and funding.

Duration: The Advisory Committee will hold bi-monthly meetings through August 2025. Thereafter, the Advisory Committee will meet quarterly.

II. MEMBERSHIP

Composition: The Advisory Committee represents legal aid, community organizations working with historically underserved communities, local and culturally specific service providers, state agencies, law enforcement, and additional entities deemed relevant by the AGO. Members of the Advisory Committee can be found [here](#).

Code of Conduct: The Advisory Committee intends to leverage the experiences, expertise, and insights of its membership and respective stakeholder constituencies. Advisory Committee members are not directly responsible for managing project activities, but are expected to, at a minimum:

- Work respectfully with other members of the Advisory Committee, subcommittees, and AGO staff;
- Attend and participate in all scheduled Advisory Committee meetings, including community meetings and public comment sessions;
- Not make any statements or act on behalf of the Advisory Committee independently;
- Respond timely and by identified deadlines to communications from the Attorney General's Office (AGO) that relate to the Advisory Committee and require a response;
- Even when representing yourself or your organization, keep the AGO staff informed about all communications, media interviews and appearances and any other business related to Advisory Committee work;
- Share relevant information regarding Advisory Committee work with your constituency;
- Not use their position on the Advisory Committee for personal or organizational gain;

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- Identify any actual or potential conflicts of interest that arise and recuse themselves from participating in any voting or decision making that give rise to conflict of interests; and
- Be courageous in challenging biases and previously held beliefs;
- Not engage in comments that perpetuate negative stereotypes about race, gender identity, sexual orientation, mental health status, housing status, political affiliation or religious beliefs; and
- Prioritize care of other members, the community and families.

Advisory Committee Members can expect that the Attorney General's Office will:

- Provide administrative and staff assistance to the Advisory Committee and subcommittees;
- Provide the necessary direction and guidance to subcommittees in their work to advise the Advisory Committee on findings and recommendations;
- Provide oversight and coordination of the members and subcommittees of the Advisory Committee;
- Oversee the development of the Hate Crimes and Bias Incidents Hotline as required by RCW 43.10.305; and
- Act as the fiscal agent for the Advisory Committee.

Removal of Members: The Advisory Committee will develop a process for removal of members when it adopts bylaws. Additionally, the Attorney General's Office reserves the right to remove members for violations of the above code of conduct following communication with an Advisory Committee member, including written notice, to inform them that their conduct is in violation of the code of conduct.

Non-Members: Meetings will be open to the public. The Hate Crimes and Bias Incidents Hotline Advisory Committee welcomes both written and verbal public comments from members of the public on items that appear on Hate Crimes and Bias Incidents Hotline Advisory Committee agendas. Registration for public comment opens after the Advisory Committee meeting agenda has been posted online to the AGO Task Force website. **Registration for members of the public will close 5pm the evening before the meeting is scheduled to begin.** Instructions and registration information for both written and verbal public comment can be found on the Advisory Committee [website](#).

Those who register for verbal testimony will be provided **up to two minutes** to give public comment. Depending on the number of people registered, verbal testimony may be shortened to accommodate all who registered during the time allotted on the agenda. Written comments received by 5pm the evening before the meeting will be distributed to advisory committee members.

III. MEETINGS

Meetings are expected to last 2 hours and will not extend past the time as stated on the agenda without the consent of the majority of the members attending that meeting.

Notification: The AGO will send notices that include the date, time, and place of the meeting, and will create agendas indicating the business to be transacted. The AGO will endeavor to send meeting agendas 2 days in advance and will send agendas no later than 24 hours in advance.

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Quorum: A simple majority of Advisory Committee members will constitute a quorum for the transaction of business, meeting operations, and voting.

Location: Advisory Committee meetings will be held in a hybrid environment, with options for attendance being in-person at the offices of the Attorney General and virtually through Zoom.

Voting Process: The AGO will facilitate Advisory Committee meetings, soliciting votes as follows:

- Solicit proposals from the subcommittees (as developed).
- Open discussion on the topic, soliciting opinions from all members.
- At the conclusion of the discussion, allow for feedback on unresolved issues related to the topic.
- Solicit final comments.
- Each member will be asked to vote openly on the proposed recommendations. No secret ballots will be allowed.
- Recommendations will be adopted by a simple majority.

Proxies: In limited circumstances, members may vote by proxies. Proxies may attend meetings. Intentions to have proxies vote or attend meetings must be submitted in writing to the Attorney General's Office at anti-hate@atg.wa.gov at least two hours prior to the meeting. Use of proxies for voting or meeting attendance should be limited and used only when absolutely necessary.

Meeting Decorum: For video conferences, group members are asked to use these meeting practices:

1. Mute yourself when you are not talking;
2. Be on camera if possible;
3. Use the rename function to post the name you prefer to be called & your representing entity in the meeting;
4. Limit background distractions to the extent possible;
5. Let the speaker finish their thought; and
6. Use the raised hand function to request a turn to talk.

Additionally, these social practices will help ensure the Advisory Committee's productivity:

1. Call people in, not out;
2. Seek multiple perspectives;
3. Maintain a flexible and open mind;
4. Listen from the speaker's point of view;
5. Confront ideas not people;
6. Pose questions rather than disagreements;
7. Respect time limitations; and
8. Work toward consensus and our shared purpose and common interests.

IV. COMMUNICATIONS

Electronic Communication: All email and other electronic communication to the Advisory Committee are subject to relevant public records laws and disclosure (RCW 42.56). To help ensure compliance with the retention requirements for public records, all non-transitory written correspondence should be cc'd or forwarded to the Anti-Hate Policy Team (anti-hate@atg.wa.gov). In addition, although the Advisory

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Committee is primarily advisory in nature, all “decisions” of the Advisory Committee must be made in the open during working group meetings.

Records Retention Clause: All original materials created by Advisory Committee members on behalf of this committee need to be retained for 6 years. Upon conclusion of this committee, members will be asked to send their records to the AGO for retention purposes.

Meeting Minutes: Meeting notes summarizing the highlights of the previous meeting will be prepared by the AGO and distributed to the Advisory Committee members. Meeting notes will be provided for consideration no later than 4 business days prior to the next meeting. Meeting notes shall include, at a minimum, the following information:

- i. Date, time, location of the meeting, and a list of members in attendance;
- ii. A summary of discussion topics; and
- iii. The outcome of proposals and recommendations.