

**Port of Olympia
Operating Rules
Adopted by Vote of the PAC, June 13, 2007
Amended by a vote of the PAC on June 20, 2007**

1. General

The PAC operates under the authority of Port Resolution 94-03 which established the PAC. A copy of that resolution is incorporated as part of these rules. In any conflict between any rules of the Committee and the Resolution arises, the Resolution shall take precedence.

2. Meetings of the PAC

a. Committee of the Whole

Meetings of the PAC full committee will be scheduled by the committee chair (chair), or the vice-chair in his absence. Meetings are ordinarily held at 7 PM on the third Wednesday of every month, subject to the chair calling the meeting and announcing the meeting by the publication of the agenda. The agenda will be circulated to the membership not later than Friday preceding the meeting. Meetings of the PAC shall not extend beyond two (2) hours without the consent of the members present.

b. Meetings of Sub-Committees

Sub-Committees may meet at times and locations to be determined by consensus of the members of the sub-committee. In no case shall sub-committees constitute a quorum and the decisions and recommendations of the sub-committees shall not be binding on the committee. (See also Section 3 "Sub-Committees" below)

c. Special meetings

Special meetings may be set and conducted by the PAC to accomplish specific tasks within the work plan or to meet schedules as agreed to by the PAC. These meetings will normally be conducted at the same time and day of the week as the regularly established meeting and are in addition to the normally scheduled monthly meeting. Special meetings may also be scheduled to facilitate PAC activities such as open houses, workshops and Public Hearings.

d. Quorums

A meeting of the committee may not be conducted without at least half of the currently serving committee members present. No actions of the committee shall be taken without a quorum.

e. Public Comment

The PAC is a voluntary, appointed committee, whose members, as a demonstration of public service, agree to provide their efforts on behalf of the

public to the Port of Olympia. The primary way that the committee intends to reach any recommended decision is by consensus and that consensus is developed by discussion and debate among the members. To that end, participation by other members of the public will only be solicited by the members of the PAC through the public hearing process or through the establishment of workshops at which a location and sufficient resources are available to facilitate wider public input.

3. Sub-Committees

Sub-committees may be established by the PAC for the purpose of additional analysis or review of specific topics as determined by the general membership of the PAC. These sub-committees may be established pursuant to the intent of the Resolution.

4. Decision Process

a. General

To the greatest extent possible, the PAC intends to operate by the consensus of the membership.

b. Call for Vote

When it is necessary to establish clear decisions by the membership to be relayed to the commission as envisioned by the Resolution, a vote of the committee may be taken and reported to the commission as such. A member may call for a vote, after being recognized by the Chair, by making a motion to call for a vote. The motion must be seconded by a second member of the committee. A vote is taken after any discussion. A majority of the members present, if a quorum is established, shall rule.

5. Public Hearings

a. General

The Resolution authorizes the PAC to gather public input through various processes, including, but not limited to, conducting of public hearings under the Washington Administrative Code (WAC). A public hearing is the process of taking and recording comments from the members of the public present at an established meeting. Under the WAC, a public hearing must be established by the committee (scheduled, then published with a time, date, location, and subject of the meeting referenced) at a meeting of the committee, and the meeting announcement must be published in a newspaper of general circulation in the district. If the committee elects to conduct a public hearing, the chair shall, with the consent of the membership, establish a date and time for the hearing, and refer the decision of the PAC to the Port administrative staff to arrange a site suitable for such a meeting, the main concern being that the site is large enough to accommodate the public who may wish to attend.

The Chairman (or his designee for the purposes of chairing the meeting) shall open the public hearing at the appointed date, time and location.

A sign-up sheet shall be available, up to the opening of the hearing, for individuals to indicate their intent to offer public comment. Each member of the public shall be entitled to two (2) minutes of comment. Minutes of individuals may not be aggregated into a longer time period for any individual to speak longer than the time allotted. The chairman may, at his/her discretion, waive the time limit for any individual whose public comment is solicited by the committee, for example, to bring expert testimony before the committee on the record.

Only the chairman shall address any individual giving comment at a public hearing for the purposes of introduction, clarification of information, and acknowledgement of comment. After the close of the hearing, the committee members may discuss, at any length, the content of the hearing comments. Neither the chairman, nor any other member of the committee, shall engage in discussion, debate, rebuttal or argument with any member of the public.

If any individual(s) present at any public hearing is demonstrating disruptive or uncivil behavior, the chairman shall have the authority to order the individual(s) to be removed from the meeting. The chairman may order a recess of the hearing until order is restored. The chairman may adjourn the meeting in the event that order cannot be restored.

If the list of persons wishing to offer public comments causes the meeting to extend beyond the normal time frame for the meeting, the chairman may adjourn the public hearing and extend the public hearing to an additional meeting. Said meeting for the purposes of the continuation of the Public Hearing shall be established in the same manner as outlined in 5a above.

. The Chairman or the designated representative who opened the hearing shall close it after public comment is heard or at the appointed time for adjournment.

6. Reports to the Commission:

The chair of the PAC, or a designated representative of the PAC, shall report the PAC's activities to the Commission not less frequently than quarterly basis. This report may be provided, in writing, or given verbally at a Port Commission meeting. The chair of the PAC shall determine the appropriate format for the report.

The chair, with the consent of the committee, may request the committee meet with the Port Commission in a work or study session format for the purposes of presenting the work of the PAC to the membership of the commission, or to engage the membership of the PAC in a joint meeting with the members of the commission.

PORT OF OLYMPIA COMMISSION

RESOLUTION 94 – 03

A RESOLUTION OF THE PORT OF OLYMPIA COMMISSION authorizing the standing committee known as the Planning and Advisory Committee.

WHEREAS, the Port of Olympia desires to create a citizen advisory committee to advise the Port Commission on matters of public concern involving the scope and direction of the Port and improving community relations.

NOW, THEREFORE, after due consideration it is the determination of the Port of Olympia Commission as follows:

1. The Committee:

There is hereby created a standing committee of the Port of Olympia known as the Planning and Advisory Committee (the “Committee”). The purpose of this Committee is to provide continuing advice to the Port on matters affecting the Port, the public, and the communities within which the Port operates. The committee shall become effective upon the commencement of its organization meeting and shall remain in effect until modified or terminated by resolution of the Port Commission.

2. Composition:

The Committee shall consist of 12 members selected by the Commission.

3. Duties:

The committee shall advise the Port Commission on issues relating to:

- a. Modification of Port Comprehensive Plan
- b. Development of Capital Facility Plans as part of the Comprehensive Plan process
- c. Other questions assigned by the Commission

4. Staff and Budget:

The Port Commission shall identify staff to serve the Committee as part of the annual budget process and shall designate a first year budget as part of the approval of the 1994 Committee work plan.

5. Work Plan:

The Commission will annually meet with the Committee to develop a work plan as part of the annual budget process. For 1994, the Committee will follow the recommended strategic plan agenda developed by the Strategic Planning Committee and Commission, as may be modified by the Committee after initial scoping meetings with the Commission.

6. Meetings:

The Committee will establish a meeting and hearing schedule consistent with the work plan. The chair of the Committee shall report periodically to the Port Commission. All meetings of the Committee shall be subject to the requirements of the Open Public Meetings Act and all documents and records of the Committee shall be maintained in accordance with the public records requirements of the State of Washington.

7. Community Involvement:

The committee shall have the authority to solicit public involvement in many ways, consistent with the work plan and budget and staff constraints.

Public hearings shall be held by the Committee, after due notice, on any issue for which the Port Commission is required to hold a public hearing.

The Committee may hold such additional work sessions, hearings, and meetings with other groups interested in planning in the community, as the Committee deems appropriate and consistent with the approved work plan to increase public involvement, participation, and understanding of Port operations.

8. Rules of Procedure:

The Committee shall adopt rules of operation to accomplish the objectives of the Committee.

9. Officers and Committee:

The officers of the Committee shall be a chair and vice chair to preside and facilitate presenting reports, and such other offices, committees, or subcommittees as the Committee deems appropriate.

The Port Shall supply a recording secretary to comply with the requirements of state laws pertaining to open meetings and public records.

10. Terms:

The committee shall consist of 12 members, each serving a staggered three-year term.

The first year the Commission shall appoint 12 committee members:

- a. Four positions, for full three-year terms
- b. Four positions, for partial two-year terms
- c. Four positions, for partial one-year terms

Each year thereafter the Commission shall appoint or reappoint persons to fill the expiring terms, for a full three-year term. Any vacancy may be filled by the Commission to complete the unexpired term.

DATED at Olympia, Thurston County, Sate of Washington, this 14th day of March, 1994.

PORT OF OLYMPIA COMMISSION

s/s _____
Jeff Dickison, President

s/s _____
Gary C. Alexander, Vice President

s/s _____
Robert A. VanSchoorl, Secretary