

PORT OF OLYMPIA COMMISSION

RESOLUTION 2008-12

A RESOLUTION OF THE PORT OF OLYMPIA COMMISSION authorizing the standing committee known as the Port Advisory Committee (PAC).

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 (PAC):

The Planning and Advisory Committee authorized by Resolution 94-03 is hereby reauthorized as a standing committee and redesignated as the Port Advisory Committee (the "Committee"). The purpose of this Committee is to provide continuing advice to the Port Commission on matters affecting the Port, the public, and the communities within which the Port operates. The redesignated committee is the successor of the Planning and Advisory Committee and shall continue under the same composition and governance 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 matters assigned by the Port Commission.

4. Work Plan:

When the Port Commission decides to seek advice from the Committee, the Commission will meet with the Committee to develop a work plan.

5. Meetings:

The Committee will establish a schedule consistent with the work plan. The chair of the Committee shall report periodically to the Port Commission. All documents created by and for the Committee are subject to the public records act.

6. Community Involvement:

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

All of the Committee meetings will be open to the public. A portion of the Committee's meetings will be open to public comment consistent with the time limits adhered to at Port Commission meetings.

7. Rules of Procedure:

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

8. 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 Chair and Vice Chair shall serve no more than two consecutive one-year terms. The Chair and Vice Chair shall be voted on by the Committee, however, the Commission reserves the right to appoint the Chair and Vice Chair, if needed.

The Port Shall supply a recording administrative assistant to assist the Committee by taking meeting minutes, recording discussion items, scheduling meetings, and other duties as agreed to by the administrative assistant and the Committee.

9. Terms:

The committee shall consist of 12 members, each serving no more than two three-year terms. Each year the Commission shall appoint or reappoint persons to fill the expiring terms, for a full three-year term. Any vacancy will be filled by the Commission to complete an unexpired term.

The process will consist of press releases to all local media advertising the vacancy and recruitment process and posted on the Port's website. The interview team will consist of the Commission President or Commissioner Designee and the Executive Director. Copies of each application will also be sent to the other two Commissioners for their review.

The interview team will evaluate each applicant based past volunteer, private/public work experience, experience or knowledge regarding the Port of Olympia and reasons for wanting to serve on the PAC. The interview team will interview the applicants and recommend the appointment of the new member(s) and the alternate(s) at a Commission meeting.

DATED at Olympia, Thurston County, State of Washington, this 28th day of April 2008.

PORT OF OLYMPIA COMMISSION

Bill McGregor, President

Paul Telford, Vice President

George Barner, Secretary