

## **PORT OF SEATTLE COMMISSION BYLAWS AND RULES OF PROCEDURE**

*Amended January 23, 2024*

### **Article I – Object**

- (1) Founded in 1911 by a vote of the people as a special purpose government, the Port of Seattle’s mission is to promote economic opportunities and quality of life in the region by advancing trade, travel, commerce, and job creation in an equitable, accountable, and environmentally responsible manner. *(Res. 3761, §1, 2019; Res. 3742, 2017)*
- (2) These bylaws constitute the rules governing the transaction of business by the duly elected Port of Seattle Commission. Commissioners shall faithfully, ethically, and transparently perform all duties of office and shall abide by the principle that public service is a public trust. It is the goal of these bylaws to outline the transaction of business in a way that appropriately safeguards the rights of the majority, minority, and individual within the body politic of the Port of Seattle Commission. *(Res. 3742, 2017)*
- (3) *[Repealed by Resolution 3761, September 10, 2019]*

### **Article II – Commissioners**

- (1) Membership. The Port of Seattle is led by a board of five commissioners elected by King County voters pursuant to the provisions of Chapter 53.12 RCW. Election and terms of port commissioners shall be pursuant to applicable law. As elected officials, each commissioner shall exercise the responsibilities of office and be accountable to the general public, the citizens of King County, and one another. *(Res. 3761, 2019; Res. 3742, 2017)*
- (2) Collegiality. The commission exercises port powers described by law and governs the Port of Seattle when a quorum of its membership is assembled in a properly noticed public meeting and action is taken by the required vote. It is the right of the individual or the minority of commissioners to dissent from the will of the majority, and it is the right of the majority to act by whatever vote is needed for passage of a question. Commissioners are independently elected and have the right to voice personal opinions on matters under consideration or that are pending final action by the commission. Commissioners have the right to express opinions that differ from the decision of the majority of the commission, provided that each commissioner transparently distinguishes his or her individual opinion from the collective decisions of the commission as a body. *(Res. 3778, 2020; Res. 3742, 2017)*

- (3) Oath of office. Pursuant to the requirements of RCW 29A.60.280, newly elected commissioners shall take the oath of office required by law during the time period defined by law. The oath shall be administered by a notary public holding the position of commission clerk. Another person qualified to administer oaths may administer the oath of office to newly elected commissioners when compliance with the legally required time period necessitates it. In addition to taking the oath of office required by statute, newly elected commissioners may take their oaths of office in a public ceremony. Provided such commissioners have already taken the oath in the manner required by applicable law, any person may administer the oath during such a ceremony. (Res. 3742, 2017)
- (4) Transparency pledge. Annually, prior to the first public meeting of the year, each commissioner shall execute the following transparency pledge:

As a duly elected Port of Seattle commissioner, I am responsible for ensuring that the Port of Seattle, a public agency of the state of Washington, conducts its business in the open in compliance with the state's Open Public Meetings Act, Chapter 42.30 RCW.

In fulfillment of my duties to the commission as a body, and in recognition of my responsibilities as an elected official serving the citizens of King County, I give my personal commitment to fostering and maintaining a culture of accountability and transparency within the commission, among Port of Seattle employees, and between the Port of Seattle and the citizens of King County.

Therefore, I affirm my commitment to openly governing the Port of Seattle pursuant to the Open Public Meetings Act and the state's Public Records Act (Chapter 42.56 RCW). As a commissioner, I will support and advance policies and practices that increase the Port's openness and accountability and expand citizen access to the port's decision-making consistent with the intent of the Open Public Meetings Act.

Signed this \_\_\_\_ day of \_\_\_\_, \_\_\_\_, for the term of January 1 through December 31, \_\_\_\_ . Commissioner \_\_\_\_ (Res. 3742, 2017)

- (5) ~~[ETHICAL BEHAVIOR]~~, **Behavioral standards**, conflict of interest, **limitations on voting** **[RECUAL PROCEDURE]**, and respectful interactions.
- (a) Commissioners shall uphold the ~~[STANDARD OF CONDUCT]~~ **requirements and behavioral standards** reflected in **the Commission** Code of Ethics ~~[FOR PORT COMMISSIONERS]~~ **(Code)**, these bylaws, and the Port of Seattle Statement of Values. The Board of Ethics established by the ~~[PORT OF SEATTLE CODE OF ETHICS FOR PORT COMMISSIONERS]~~ **Code** has the authority to review potential violations of **these requirements** and standards in the manner described in the ~~[PORT OF SEATTLE CODE OF ETHICS FOR PORT COMMISSIONERS]~~ **Code**. **When unaccompanied by potential Code violations, the Commission Governance Committee additionally has the authority to review potential violations of the bylaws' behavioral standards in the manner described in the Code.**
- (b) Commissioners shall avoid conflicts of interest ~~[AND THE APPEARANCE OF CONFLICTS OF~~

~~INTEREST~~ when performing their duties as port commissioners. If a potential conflict of interest arises, commissioners shall resolve the conflict pursuant to the requirements of the Code ~~[OF ETHICS FOR PORT COMMISSIONERS]~~, including when ~~[NECESSARY]~~ required, ~~[RECUISING THEMSELVES FROM ANY]~~ limitations on consideration and voting upon the issue that creates the conflict. When recusing themselves, commissioners shall announce the conflict ~~[OR POTENTIAL CONFLICT]~~ of interest prior to deliberation on the matter subject to recusal unless a recusing commissioner's presence is required to preserve a quorum, or the commissioner has a remote interest as defined in the Code, the commissioner shall leave the meeting room during consideration of business subject to the conflict and may return upon its completion.

- (c) Commissioners are committed to fostering a safe and healthy work environment for all, guided by the commission's commitment to treat one another, port staff and others with respect.
- (d) Commissioners shall receive training on the Code ~~[OF ETHICS FOR PORT COMMISSIONERS]~~, these bylaws, and the Port's Statement of Values within ninety days of being sworn into office for each term they serve.

*(Res. 3817, 2024; Res. 3778, 2020; Res. 3742, 2017)*

(6) Vacancy in office.

- (a) A vacancy in the office of port commissioner may occur as provided in Chapter 42.12 RCW or by the port commissioner's nonattendance at meetings of the port commission for a period of 60 days unless the commissioner is excused by the port commission. In the event a vacancy in the office of port commissioner occurs, such vacancy shall be filled in accordance with RCW 53.12.140 pursuant to Chapter 42.12 RCW and other applicable law. The remaining commissioners shall fill the vacancy by appointment no later than 90 days after the ~~[CREATION]~~ occurrence of the vacancy. When a vacancy is due to resignation, the commission shall appoint a new commissioner within 90 days of the resignation effective date.
- (b) Solicitation of applications. Within five business days after receiving notice of a vacancy or the creation of a vacancy, the commission shall solicit applications to fill the vacancy by issuing a press release and posting a request for applications on the Port of Seattle website. Applications shall be solicited from ~~[CITIZENS IN]~~ residents of King County interested in being considered for the appointment. All applications for the appointment shall be submitted to the port commission by the deadline noted in the commission's request for applications.
- (c) Review and selection of ~~[CANDIDATES]~~ nominee. The commission shall review the applications and shall obtain background investigations of the most qualified applicants. The commission may review applications in executive session and ~~[THE COMMISSION]~~ may conduct interviews in public of the most qualified candidates. The commission shall ~~[FILL THE VACANCY BY SELECTING]~~ nominate at least one candidate by majority vote of its membership in a public meeting.

(d) Posting and Notice. After nominating at least one candidate, the commission shall post the vacancy and name of the nominated candidate(s) in three public places including the Port's website for 15 days. During this time period, registered King County voters may submit nominations for the commission's consideration.

(e) Review. The commission may review nominations received during the notice period in executive session.

(f) Appointment of Candidate. The commission shall appoint the final candidate by majority vote of its membership in a public meeting.

(g) Vacancy in office of three or more commissioners. When a majority of the commissioner positions fixed by law are vacant, the provisions of RCW 42.12.~~[070]~~ .080 and applicable law shall govern the filling of the vacancies.

(h) Appointment until the next election. As provided in Chapter 29A.24 RCW, each person appointed to serve in the office of commissioner shall serve until a qualified person is elected at the next election at which a member of the governing body normally would be elected. The person elected shall take office immediately and serve the remainder of the unexpired term.

*(Res. 3778, 2020; 2020; Res. 3742, 2017)*

(7) Outside boards and commissions. Commissioners may serve on external port-related boards and commissions. Participation in matters involving non-profit boards before the commission is governed by the Code of Ethics. No more than two commissioners shall serve on the same external board or commission at the same time to avoid creating a quorum of commissioners at the meetings of such board or commission. The commission shall consider the following factors when determining participation and length of service for commissioners on external boards and commissions:

(a) The membership and office-holding requirements of the external boards in question;

(b) The interests of individual commissioners in serving on various external boards; and

(c) Whether the port commission is adequately represented on the external boards and commissions needed to effectively advocate for the interests of the Port of Seattle.  
*(Res. 3778, 2020; Res. 3742, 2017)*

(8) All commissioners shall serve at least one, one-year term on the commission's audit committee prior to the completion of their fourth year in office. The audit committee participates directly in the oversight and review of the performance of the internal audit director in accordance with policy directives related to Port of Seattle salaries and benefits. In consultation with the audit committee, the audit committee chair shall contribute to the executive director's performance review of the internal audit director. *(Res. 3752, §1, 2018;*

*Res. 3744, §1, 2018; Res. 3742, 2017*)(9) Oversight and review of the executive director. As a body, the commission provides oversight and review of the performance of the executive director in accordance with the executive director's employment agreement. *(Res. 3742, 2017)*

- (10) Review of staff reporting to both the commission and the executive director (dual reports). In addition to oversight of the executive director and direct reports of the office of the commission, the commission as a body provides input to the executive director in executive session regarding the performance of those employees who report directly to the executive director. In particular, the commission as a body provides review of the general counsel and external relations senior director, who report dually to the commission and the executive director. *(Res. 3752, §1, 2018; Res. 3742, 2017)*
- (11) Oversight of the office of the commission and the commission chief of staff. The Commission, as a body, coordinated by the commission president, shall provide oversight and review of the performance of the commission chief of staff according to the Commission office standard operating procedures. The commission chief of staff shall be responsible for the organization and management of the office of the commission, according to the Commission office standard operating procedures. The commission chief of staff shall consult with the commission regarding the performance evaluation, hiring, and firing of staff of the office of the commission. However, strategic Advisors/aides are a dual report to the assigned Commissioner and the Chief of Staff, or delegates, with annual work plans jointly approved and final ratings reached through consensus between the assigned Commissioner and the Chief of Staff. *(Res. 3817, 2024)*

### Article III – Officers

- (1) All officers shall serve at the pleasure of the Port of Seattle Commission and shall carry out the responsibilities described in these bylaws. Commission officers may be censured or removed from office at any public meeting of the port commission legally convened in accordance with applicable laws and these bylaws. The Board of Ethics established by the ~~[PORT OF SEATTLE] Code [OF ETHICS FOR PORT COMMISSIONERS]~~ has authority to review potential violations of the standards of conduct for port commissioners set forth in Article II, Section 5(a) of these bylaws. ~~[CENSURE OR R]~~ Removal from an officer position shall require a vote of the majority of commissioners, as prescribed by applicable law and these bylaws. *(Res. 3778, 2020; Res. 3742, 2017)*
- (2) Election. At the first public meeting of each calendar year, the commission shall elect a president, vice president, and secretary. *(Res. 3778, 2020; Res. 3754, §2, 2019; Res. 3742, 2017)*
- (3) Term of office. An officer's term shall run from the date of election until the end of the calendar year. *(Res. 3742, 2017)*
- (4) Commission officer vacancy.

- (a) When a commission officer resigns or is removed from the office of president, vice president, or secretary, a commissioner may be selected to serve out the officer's uncompleted term and shall so serve until the end of the calendar year. When such vacancies arise, they may be filled at any regular or special meeting of the commission. During the temporary absence of any commission officer, the officer next in line shall assume all prescribed duties of the absent officer in an acting capacity in the following order of succession, provided that this order of succession does not apply to meetings of committees composed of fewer than a quorum of the port commission:
- (b) In the physical absence of the president, the vice president temporarily shall assume all prescribed duties of the president under Article III, Section 5.
- (c) In the physical absence of the vice president, the secretary temporarily shall assume all prescribed duties of the vice president under Article III, Section 6.
- (d) In the physical absence of both the president and vice president, the secretary temporarily shall assume all prescribed duties of the president under Article III, Section 5.

*(Res. 3778, 2020; Res. 3754, §3, 2019; Res. 3742, 2017)*

(5) Duties of the president.

- (a) Order and decorum. The president shall preside over all public meetings and executive sessions of the Port of Seattle Commission and shall be responsible for maintaining order and decorum in accordance with the provisions of these bylaws.
- (b) Preliminary agenda. The president shall authorize the formation of the commission's preliminary public meeting agenda and shall propose the agenda for commission approval on the day of the meeting in the appropriate order of business.
- (c) Notice of meetings. The president shall authorize the issuance of such legal notices of public meetings as may be required by law and these bylaws.
- (d) *[Repealed by Resolution 3817, January 23, 2024]*
- (e) Oversight of staff reporting to both the commission and the executive director (dual reports). On behalf of the commission and in concert with the executive director, the president shall provide oversight to the general counsel and external relations senior director, who report dually to the commission and the executive director. The president shall serve as the commission's primary point of contact to these positions.

- (f) Commission spokesperson. The president shall be the spokesperson for the commission in expressing views held collectively by the Port of Seattle Commission that have been established by action taken in public session or that are consistent with the policies, statements, and actions of the port commission. The president may delegate this role on a case-by-case basis. The president shall make reasonable efforts to consult with another commissioner prior to making public statements on behalf of the commission. When the president expresses his or her own individual opinions, he or she shall refrain from using the title of commission president. In an effort to keep the president informed in the role of commission spokesperson, commissioners are requested to forward a courtesy copy of individual commissioners' media publications to the president 24 hours prior to issuance by the member. Members' media publications shall reflect that views expressed therein are the sole views of the individual commission member and are not representative of the views of the Port of Seattle Commission, unless the media publication is approved and sanctioned by the full commission prior to publication. This provision does not apply to media publications issued in a personal capacity and not purported to be written by a member of the port commission in their public capacity. The External Relations Communications Director coordinates all media inquiries in order to streamline responses and to avoid multiple responses on the same issue. To support this role, Commissioners should coordinate media inquiries with the external relations communications director and the Commission Chief of Staff.
- (g) Signature of instruments. The president shall execute all agreements required in the normal course of fulfilling his or her duties. The president shall sign all official correspondence and other instruments on behalf of the commission that are consistent with the opinions or policy direction of the commission established by public action.
- (h) Travel Coordination. Port Policy No. AC-2 requires that all domestic travel, as defined by the policy, be authorized by the Port Commission President. All international travel is approved by the full commission in an open public meeting.

Domestic travel approval shall be administratively authorized by official notification from the president of the approval. If changes to travel requests occur, the request shall be revised by a commissioner and re-submitted to the president for re-approval in advance of any requested domestic travel. The request for travel shall include the number of commissioners traveling (if applicable), the port-related reason for travel, and the dates and destination of travel. Commissioners shall submit requests for domestic travel to the president for review at least 14 days before the travel departure date, unless scheduling considerations require submission less than 14 days. Travel to British Columbia, Canada, is treated as domestic travel for the purposes of this policy.

Approval of international travel shall be authorized by formal action of the commission. The authorizing commission memorandum shall detail the number of commissioners traveling (if applicable), the port-related reason for travel, and the dates and destination of travel. International travel requests shall be submitted to the commission office 21 days in advance of each calendar quarter (January, April, July, October). Travel change

requests for previously approved international travel shall again be put before the full commission for review and action.

Commissioners not receiving advanced travel authorization for international travel shall report to the full commission regarding the purpose of their travel, dates of travel, location of travel, benefit received by the port through the travel and shall seek majority approval of the post-travel authorization in order to submit claims for travel expense reimbursement.

For both domestic and international travel, approving authority shall review travel requests of commissioners to ensure travel opportunities are equitable to all members and are consistent with the interests of the Port. An appropriate port employee may be delegated the responsibility of processing travel reimbursements associated with domestic and international travel of commissioners.

- (i) Coordination of the commission office budget. The chief of staff shall work with members of the commission to identify member budget priorities and requests. The president of the commission shall review the commission office budget proposal of the chief of staff and consult with members of the commission regarding the proposal and their priorities as needed.
- (j) Other duties of the president. The president shall perform other duties incidental to the office of the president, as established from time to time by the commission.

*(Res. 3817, 2024; Res. 3778, 2020; Res. 3742, 2017)*

(6) Duties of the vice president.

(a) *[Repealed by Resolution 3754, January 8, 2019]*

(b) *[Repealed by Resolution 3744, January 30, 2018]*

(c) As described in Section 4 above, in the physical absence of the president, the vice president temporarily shall assume all prescribed duties of the president under Article III, Section 5.

(d) Other duties of the vice president. The vice president shall perform other duties incidental to the office of the vice president, as established from time to time by the commission.

*(Res. 3754, §1, 2019; Res. 3744, §1, 2018; Res. 3742, 2017)*



(7) Duties of the secretary.

- (a) The secretary shall oversee the recording of official actions of the Port of Seattle Commission and shall oversee the distribution, retention, and disposition of such records as described in these bylaws. To carry out this responsibility, the secretary shall coordinate with the commission clerk. The secretary shall present minutes for approval to the commission and shall attest to the authenticity of approved minutes by signature. When the secretary is physically absent, the presiding officer shall so attest.
- (b) Other duties of the secretary. The secretary shall perform other duties incidental to the office of the secretary, as established from time to time by the commission.

*(Res. 3778, 2020; Res. 3742, 2017)*

(8) Duties of the commission clerk.

- (a) A staff position shall perform the duties of the commission clerk. The commission clerk shall be supervised by the commission chief of staff. The work of the commission clerk shall support the secretary as the officer responsible for overseeing the recording of actions of the Port of Seattle Commission.
- (b) Legal notices. Subject to authorization of the president, as described in Section 5, the commission clerk shall ensure the posting, distribution, retention, and disposition of port commission public meeting notices, as may be required by law and these bylaws.
- (c) Minutes. The commission clerk shall ensure the recording, distribution, retention, and disposition of records of the official actions of the Port of Seattle Commission in accordance with applicable law and best practices.
- (d) Catalogs and indices. The commission clerk shall ensure the collection and cataloguing of policy directives and resolutions of the Port of Seattle Commission and shall coordinate with the office of the port's executive director to ensure that policies and procedures promulgated by executive leadership are regularly reviewed for conformity with commission policy directives. The commission clerk shall maintain such indices of the records of the port commission as are considered appropriate to accommodate the normal course of business. At a minimum, the commission clerk shall maintain indices of actions of the port commission contained in its minutes, and the subject matter of adopted resolutions, policy directives, and commission orders as described in Article VI, Section 6.
- (e) Record holder. The commission clerk shall be the record holder and custodian of the commission's approved minutes, adopted resolutions, proclamations, commission orders, policy directives, the Delegation of Responsibility and Authority to the Executive Director (General Delegation of Authority), and other commission governance policies. The commission clerk also shall be the record holder of certificates of election of port

commissioners, commission transparency pledges, lists of commissioner assignments to commission committees and external boards and commissions, and secondary copies of commissioner oaths of office, which shall be recorded with the King County recorder's office.

- (f) Port seal. The commission clerk shall be the custodian of the official Seal of the Port of Seattle and shall affix its impression on official instruments whenever required.
- (g) Administration of oaths. The commission clerk shall be the ordinary administrator of the oath of office for newly elected port commissioners within the manner required pursuant to RCW 29A.60.280, shall ensure the recording of such oaths with the King County Recorder's Office, and shall provide other notarial services as required in the regular course of business. If the commission clerk is not available to administer the oath of office during the time period required pursuant to RCW 29A.60.280 or other law, another official authorized to administer oaths pursuant to Chapter 5.28 RCW may administer the oath, a copy of which shall be provided to the commission clerk for submission to the recorder's office. The provisions of this section are intended to ensure compliance with legal requirements and do not preclude additional public oath-of-office ceremonies.
- (h) Notice of adjournment. When circumstances prevent assembly of a quorum of port commissioners at the scheduled place or time, the commission clerk shall call the scheduled meeting to order exclusively for the purpose of adjourning to another time or location and shall ensure the posting of a notice of adjournment as described elsewhere in these bylaws.
- (i) Public comment. When the public is invited to comment pursuant to the provisions of law or these bylaws, the commission clerk shall assemble a list of speakers.
- (j) Roll-call votes. When a vote by roll call is required pursuant to the rules of order, the commission clerk shall call the roll, announce the result to the presiding officer, and record the votes so cast. The presiding officer shall announce the decision of the commission on any motion.
- (k) Parliamentarian. When questions of order arise, the presiding officer may consult the commission clerk on the commission's rules of order and established parliamentary authority.
- (l) Other duties of the clerk. The commission clerk shall perform other duties consistent with the responsibilities of a municipal clerk, as may be required from time to time.
- (m) Delegation of duties. The duties of the commission clerk may be performed on a temporary basis by a deputy commission clerk or suitable delegate, as circumstances require.

- (n) Affixing digital signatures of commissioners. Adopted regular and special meeting actions in the form of resolutions and proclamations of the commission requiring signature of commissioners shall be signed within six business days of adoption. The commission clerk is authorized to affix digital signatures of commissioners if signatures are not obtained by the sixth business-day, excepting from time to time those actions that require signing in a more expeditious manner.

*(Res. 3817, 2024; Res. 3778, 2020; Res. 3742, 2017)*

#### **Article IV – Meetings**

##### **(1) Public meetings.**

- (a) All meetings of a quorum of port commissioners shall be open to the public as required by law and these bylaws; provided deliberations may be closed to the public pursuant to the exemptions provided for explicitly in state law and in accordance with the procedures required by statute and these bylaws.
- (b) Record of proceedings. A record of all actions of the port commission taken during its public meetings shall be kept by the commission clerk and shall be made available to the public in the form of minutes approved by the port commission. When the commission has approved the minutes of a meeting, the minutes so approved shall represent the sole, final, and considered determination of the commission as to the actions contained therein, superseding all statements made by commissioners at the meeting. Unless prevented by extenuating circumstances, regular meetings shall, and special meetings may, be recorded electronically.

*(Res. 3742, 2017)*

- (2) Quorum. A majority of the persons holding the office of port commissioner at any time shall constitute a quorum of the port commission for the transaction of business. No business of the port commission shall be transacted unless there are in office at least a majority of the full number of commissioners fixed by law. No action defined by statute as the transaction of the official business of a public agency shall occur in the absence of a quorum. In the absence of a quorum, individual commissioners may participate in informational presentations. Such presentations are not deliberations of the Port of Seattle Commission, and comments made by individual commissioners in the absence of a quorum are advisory only and are not binding as decisions of the port commission. In the event a public meeting is interrupted by the loss of a quorum of commissioners, the presiding officer shall announce that the commission meeting has been adjourned or recessed due to the absence of a quorum before continuing with further informational presentations.

*(Res. 3778, 2020; Res. 3742, 2017)*

(3) Absences.

- (a) The failure of a port commissioner to attend port commission meetings for a period of 60 days, unless excused by the commission, shall constitute a vacancy in office as described in RCW 53.12.140. If a port commissioner is absent from port commission meetings in order to attend to other port business, such absences shall be deemed excused. Absences shall be noted in the meeting minutes as either “excused” or “absent.”
- (b) Remote participation. Commissioners shall attend public meetings of the Port of Seattle Commission in person unless prevented from doing so by extenuating circumstances. Commissioners who are unable to attend in person may participate in meeting deliberations electronically or by telephone, provided the commissioner can interact in the deliberations and can be heard by the other commissioners and others attending the meeting. Commissioners participating in a meeting remotely shall be counted for purposes of establishing a quorum and shall vote on all matters put for a decision during the meeting.

*(Res. 3817, 2024; Res. 3742, 2017)*

(4) Regular meetings.

- (a) Date, place, and time. Regular meetings of the Port of Seattle Commission shall be held on the second and fourth Tuesdays of every month except August, November, and December. In August, November, and December, regular meetings shall be held on the second and third Tuesdays. The meeting on the second Tuesday of the month shall be held at port headquarters at Pier 69, 2711 Alaskan Way, Seattle, Washington. Regular meetings on the fourth Tuesday of the month shall be held at the conference center at Seattle-Tacoma International Airport, 17801 International Boulevard, Seattle, Washington. The meeting held on the third Tuesdays of August, November, and December shall be held at the conference center at Seattle-Tacoma International Airport, 17801 International Boulevard, Seattle, Washington. Regular public meetings shall be convened at 12:00 noon. When an executive session is to be held, the regular meeting may convene at 10:30 a.m. and shall immediately recess to an executive session that shall be closed to the public, after which the public session shall reconvene at 12:00 noon. When a regular meeting falls on a holiday, the regular meeting shall be cancelled, and a special meeting shall be rescheduled as soon as possible thereafter. Regular public meetings held pursuant to the schedule described in this section shall not require additional publication of notice; however, notice similar to that provided for special meetings may be provided for regular meetings.
- (b) Cancellation. Regular or special meetings may be cancelled by authorization of the president or by written request of a majority of the membership of the commission. Such a request shall be provided to the president and the commission clerk at least 25 hours in advance of the scheduled convening time of the meeting to be cancelled. The commission clerk shall issue notice of such cancellations no later than 24 hours in advance of the

scheduled convening time pursuant to the same procedures required for notice of special meetings. Meetings requiring cancellation less than 24 hours in advance of the scheduled convening time due to extenuating circumstances shall be convened at the scheduled time and immediately adjourned as otherwise provided for in this section.

(Res. 3817, 2024; Res. 3778, 2020; Res. 3742, 2017)

(5) Order of business for regular meetings.

- (a) The order of *business* for regular meetings shall be as follows, subject to the conditions specified in this section:

- Call to Order
- Executive Session
- Approval of the Agenda
- Special Orders of the Day
- Executive Director's Report
- Committee Reports
- Public Comment
- Consent Agenda
  - Items Removed from the Consent Agenda
- Unfinished Business
- New Business
- Presentations and Staff Reports
- Questions on Referral to Committee and Closing Comments
- Adjournment

- (b) Call to order. At the time specified by notice or these bylaws, the presiding officer shall call the meeting to order, announce the date, location, and convening time, and announce the presence of those commissioners constituting a quorum. When using the regular order of business, upon establishing a quorum, the presiding officer shall announce any absences and shall lead the commissioners and public assembled in reciting the Pledge of Allegiance to the Flag before continuing with other public business.
- (c) Executive session. An executive session closed to the public may be held as described elsewhere in these bylaws for the purposes permitted by state law. When an executive session is held prior to transacting public business pursuant to the procedures in these bylaws, the commission shall reconvene in public session and may again recess into executive session as provided for by law.

- (d) Approval of the agenda. Following convening of the public session of a meeting using the regular order of business, the presiding officer shall call for approval of the agenda by putting the question for the revision of the proposed agenda. If any commissioner objects to the day's agenda, the commissioner shall offer an amendment to add to, remove from, or reorder items on the preliminary agenda. If there are no amendments offered for the day's agenda, the proposed agenda shall be deemed approved without objection. Any commissioner present at the time of approval of the agenda may remove an item from the consent agenda for separate consideration and vote. Removal of an item from the consent agenda shall not require a vote unless the proposal is to remove the item from the day's agenda altogether. Any other amendments to the agenda shall be decided in the order moved, shall require a second to be considered, and shall be decided by a vote of a majority of the membership. The approved agenda, including any successful amendments, shall constitute the specific order of the day. Upon approval of the agenda, the proposed motions on it shall be considered filed with the commission clerk and, in the possession of the commission, and these shall not be withdrawn or amended prior to adoption except by the required vote. Further changes to the approved agenda may be made later in the meeting and shall require a two-thirds vote. Final actions shall not be added to the agendas of special meetings at the time of approval of the agenda.
- (e) Special Orders of the Day. Items that are ceremonial, or otherwise special in nature. Examples of Specials Orders of the Day include but are not limited to: presentation of proclamations; appointment of officers; appointment of committee members; swearing in of newly elected commissioners; stakeholder engagement sessions; policy roundtables; or any actions the commission chooses to take up at a special time on its agenda.
- (f) Executive director's report. The executive director may make a brief report and announcements to the commission on matters relevant to commission deliberations prior to consideration of the orders of the day.
- (g) Committee Reports. The commission ~~[POLICY-MANAGER]~~ **chief of staff**, or designee, may provide committee updates, reports, and recommendations at this time. Members of the commission may also provide reports of their participation on regional committees at this time, as the need arises.
- (h) Public comment. The commission may accept public comment at a regular or special meeting and shall accept public testimony during public hearings and at other times as required by law. Submission of written comment to the commission shall be encouraged.
- (i) Consent Agenda. Items on the consent agenda shall include routine matters and actions considered by the president to have consensus of all commissioners, including approval of the minutes. Resolutions may be included on the consent agenda for final adoption if they are routine and considered by the president to have consensus of all commissioners, have already been introduced on a prior day, and do not require a public hearing or amendment. Items on the consent agenda shall not be subject to discussion or debate

and shall be decided by a single vote. Any commissioner present at the time of consideration of approval of the agenda may request removal of an item from the consent agenda for separate consideration and vote. Items removed from the consent agenda shall be taken up immediately after passage of the consent agenda. The minutes of each meeting will detail items removed from the consent agenda under the separate subheading "Items Removed from the Consent Agenda" to show clearly where the items were discussed and the disposition of those items.

- (j) Unfinished Business. Items postponed to a time certain or tabled from a current or previous meeting.
- (k) New Business. Consists of subjects which have not previously been considered by the commission and which may require discussion and action. Introduction of commission resolutions and public hearings may also appear under this order of business.
- (l) Presentations and staff reports. Presentations and staff reports that are informational in nature or not requiring immediate final action.
- (m) Questions on referral to committee and closing comments. Matters referred to committees for recommendation in advance of public consideration by the commission may be discharged from committee pursuant to the provisions of Article V.
- (o) Adjournment. Provided there is no further scheduled business to transact, the commission shall adjourn without the need for a motion.

*(Res. 3778, 2020; Res. 3742, 2017)*

(6) Special meetings.

- (a) Any meeting held at a time or location other than as described for a regular meeting pursuant to these bylaws constitutes a special meeting of the Port of Seattle Commission. Special meetings may be called at any time by the president or a majority of the membership of port commissioners, provided notice is issued by the commission clerk in the manner prescribed by law not later than 24 hours in advance of the convening time of a special meeting. The date, time, and location for convening such meetings shall be described in the notice for the special meeting as required pursuant to Chapter 42.30 RCW. The call for a special meeting shall include a description of the business to be transacted during the special meeting and final action shall not be taken on any other matter at such meeting. A special meeting may follow the order of business prescribed for a regular meeting.
- (b) Waiver of notice. Written notice issued at least 24 hours in advance of convening a special meeting shall not be required when a special meeting is called to deal with an emergency involving injury or damage to persons or property, or the likelihood of such injury or damage, as described in RCW 42.30.080. The requirement to issue written notice at least 24 hours in advance of convening a special meeting may be dispensed with in the case of

any commissioner who files with the commission clerk a written waiver of notice prior to the convening of such meeting. Such written notice may also be dispensed with as to any commissioner who is actually present at the time of convening the special meeting. The written waiver of notice shall include the commissioner's signature or similar authentication and shall state the date, time, location, and description of the business to be transacted at the special meeting. The commission clerk shall provide forms for executing notice waivers.

- (c) Notice waiver not submitted. Special meetings called with less than 24 hours' written notice shall comply with all requirements of law and these bylaws. Special meetings called to deal with an emergency involving injury or damage to persons or property, or the likelihood of such injury or damage, as described in RCW 42.30.080 do not require 24 hours' written notice. When any other special meeting is called with less than 24 hours' notice, written notice shall be posted as far ahead of convening the meeting as practicable. In such a case, if any commissioner has not filed a written waiver of notice as prescribed in this section, and such commissioner is not present when the special meeting convenes, the special meeting shall immediately adjourn to a time that is at least 24 hours after the actual time of posting the written notice for the meeting. The procedures for adjourning a special meeting are described further in Section 7 below.
- (d) Special meetings called by a quorum of commissioners. When a majority of the membership of the commission calls a special meeting, the commissioners calling the meeting shall notify the president and commission clerk in writing of their intention to convene the special meeting. The written request shall indicate the place and time for convening the special meeting and a description of the business to be transacted. This information shall be included in the notice for the special meeting pursuant to the notice requirements of law and these bylaws. Final action shall not be taken on any other matter at such meeting. Such a written notification to call a special meeting by a majority of the membership of the commission shall be delivered to the commission clerk at least three business days prior to the convening date of such a special meeting. No special meeting called pursuant to the procedures in these bylaws shall commence earlier than 24 hours after the time of posting of the required meeting notice.
- (e) Special meetings; community engagement. At least twice every year, the commission shall hold special meetings for the purpose of engaging the public in the consideration of matters relevant to the work of the Port of Seattle. The meeting locations, times, and agendas shall be appropriate to the intended participants and shall comply with applicable law and these bylaws.

*(Res. 3817, 2024; Res. 3742, 2017)*

- (7) Adjournment or continuation of a public meeting. Regular and special meetings may be adjourned or continued pursuant to the notice requirements of Chapter 42.30 RCW. When a meeting is so adjourned and provided members of the public are present at the time of the adjournment or continuation, the presiding officer or the commission clerk shall announce the place and time to which the meeting is to be adjourned or continued. An order of



adjournment shall be posted on or near the door of the room where the meeting was adjourned or continued immediately following the announcement of adjournment or continuation. If no members of the public are present at the time the meeting is adjourned or continued, the announcement may be dispensed with and a copy of the order shall be posted as described here. *(Res. 3742, 2017)*

(8) Executive sessions.

(a) Executive sessions shall be closed to the public pursuant to the limitations imposed by state law, including but not limited to the Open Public Meetings Act, Chapter 42.30 RCW. No final actions shall be taken during an executive session. Executive sessions may be held only during a regular or special meeting of the port commission and may be held at any time following convening of the public meeting in accordance with the procedures required by statute and described in these bylaws. Periodic review of executive sessions shall occur by outside counsel for Open Public Meetings Act compliance. *(Res. 3817, 2024)*

(b) *[Repealed by Resolution No. 3817, January 23, 2024]*

(c) Recessing to executive session; public present. The following procedure shall apply when an executive session is conducted prior to transacting other business of a regular or special meeting and when the public is present in the scheduled location of the public meeting. A quorum of port commissioners shall assemble at the location of the executive session. Once the required quorum is present and the published time for convening the regular or special meeting has arrived, the presiding officer and the commission clerk shall meet in the scheduled location of the public meeting and the presiding officer shall call the meeting to order. If the required quorum of commissioners is present at the location of the executive session but not present in the location of the public meeting, the presider shall announce that such a quorum is present. The presiding officer shall announce the number of topics to be discussed in executive session and identify them sufficiently to establish their legal exemption from public deliberation. The announcement shall provide an estimate of the time at which the public session will reconvene, and the public meeting will then immediately stand in recess. The time announced for reconvening the special or regular meeting shall not be earlier than the time otherwise published for commencement of the public session of such a regular or special meeting in accordance with the notice requirements of Chapter 42.30 RCW.

(d) Recessing to executive session; public not present. The following procedure shall apply when an executive session is conducted prior to transacting other business of a regular or special meeting and when the public is not present in the scheduled location of the public meeting. A quorum of port commissioners shall assemble at the location of the executive session. Once the required quorum is present and the published time for convening the regular or special meeting has arrived, the commission clerk shall notify the presiding officer that there are no members of the public assembled in the scheduled location of the public meeting, and the announcement procedures of subsection (c) above may be dispensed with. Under these circumstances, a notice listing the matters to

be discussed in executive session and noting the applicable legal exemptions from public deliberation shall be posted on or near the door of the scheduled location of the public meeting. This notice shall include the time previously published for reconvening of the public session of the regular or special meeting as required under Chapter 42.30 RCW.

- (e) Extension of executive session. The following procedure shall apply when an executive session is conducted prior to transacting other public business of a regular or special meeting and the length of the executive session requires extension by more than five minutes. The presiding officer shall return to the public meeting room and announce, or may designate the commission clerk to announce, the extension of the executive session pursuant to the requirements of Chapter 42.30 RCW. The announcement of extension shall include a revised time for reconvening the public session, and a quorum of commissioners shall not reconvene the public session at a time earlier than announced. The announcement of extension shall be made both within the meeting room and in any common area immediately adjacent to the meeting room where participants may be waiting.

*(Res. 3778, 2020;\_Res. 3742, 2017)*

- (9) Study Sessions. Study sessions are held for the purpose of close consideration and informal discussion of any matter by commissioners. Study sessions are considered special meetings of the commission, unless otherwise regularly scheduled. These meetings are open to the public pursuant to law and these bylaws. Study sessions may be held with or without electronic recording or invitation of public comment, as appropriate to the subject matter. No final actions shall be taken at a meeting described as a study session in its published notice under Chapter 42.30 RCW. (Res. 3778, 2020)

(10) Public Hearings.

- (a) Public hearings are defined by law and are characterized by an obligation to allow the public to testify on matters that may be legislative or quasi-judicial in nature. Public hearings shall be held when required by law and when required shall be held as part of a regular or special public meeting and shall be included on the meeting agenda.
- (b) At the commission's discretion, special opportunities for public comment may be provided, even when a public hearing is not legally required. Such engagement to obtain public comment may be described on a meeting agenda as a "public hearing."
- (c) The order for conducting any public hearing on matters requiring final action shall be as follows:

The matter to be considered shall be read into the record.

There may be a staff presentation on the matter and questions of staff by commissioners. The presiding officer shall open the public hearing.

After receipt of testimony, the presiding officer shall close the public hearing.

The presiding officer shall entertain a motion and second for consideration of the matter.

Following a motion to take action, there may be debate by commissioners.  
Once debate has concluded, the commission shall proceed to the vote on final action.

(11) Sponsorship of regular meeting orders, resolutions, policy directives, and proclamations.

- (a) A commissioner wishing to sponsor an order, resolution, or policy directive before the commission for action shall submit a request for sponsorship to the commission clerk prior to official publication of a regular meeting agenda, and no less than five business days prior to the meeting. The clerk shall ensure that sponsors' names are reflected on finalized records kept for historic preservation.
- (b) Sponsorship of an agenda memo is not permitted, as commission memos are generated by the executive director to the commission and are authorizations of the commission, not commission directives.
- (c) A second commissioner may join a first commissioner in sponsorship of an item if they submit this request for joining sponsorship to the commission clerk prior to the publication of a regular meeting agenda, and no less than five business days prior to the meeting. If more than one commissioner timely submits such a request, the first in time shall join in the sponsorship of the item. After the five business days prior to the meeting deadline, a commissioner may request their name be added to the sponsorship of a commission order, resolution, or policy directive at the time of the meeting. However, a quorum or more of commissioners may not join in sponsorship of any item until such time as the main motion to approve the item is on the floor and before the commission for action.
- (d) Proclamations of the commission. As noted in Article VI, Section (7), proclamations are ceremonial, in observance of, and commemorative in nature only. Proclamations are not intended to provide commission policy directives. Proclamations may also be sponsored by individual commissioners, as outlined here in this section; however, by their nature, proclamations are a statement of the entire body.  
*(Res. 3817, 2024; Res. 3778, 2020)*

## **Article V – Committees**

- (1) The commission may establish standing or special committees at any time to aid in the transaction of its business. The composition and leadership of committees shall be determined as provided elsewhere in this article. To ensure compliance with Chapter 42.30 RCW and other applicable law related to open public meetings, committees shall include not more than two commissioners, and the presence of both commissioners shall be required to establish a quorum for the purpose of conducting the committee's business. Additional committee members may be appointed from among port staff, public stakeholders, or subject matter experts, as appropriate to the committee's scope. Non-commissioners on a committee shall not be counted for purposes of establishing a quorum and shall not vote on any question put to the committee. An alternate commissioner may be identified as needed to attend meetings during times of absence of regular committee members.

*(Res. 3817, 2024; Res. 3778, 2020; Res. 3742, 2017)*

- (2) Charter required. Every committee of the port commission shall be established by adoption of a charter informed by the commission's strategic priorities and workplans and which shall include the following information:
- (a) The name of the committee;
  - (b) The extent to which meetings of the committee shall be open to the public;
  - (c) A schedule of regular committee meetings, if applicable;
  - (d) The scope of work;
  - (e) The extent to which the committee is legally authorized to act on behalf of the commission;
  - (f) Whether the committee is authorized to hold public hearings or other public engagement activities;
  - (g) The duration of the committee's work; and
  - (h) Specific outcomes or recommendations expected of the committee in the conduct of its business.

*(Res. 3778, 2020; Res. 3742, 2017)*

- (3) Committee membership. As noted elsewhere in these bylaws, commissioners shall serve on or chair standing or special committees of the port commission and on external boards and commissions. Committee and external board and commission assignments shall be completed by the end of January each year. When there is not consensus among commissioners, the president shall make the appointment. Assignments to committees of the port commission and external boards and commissions may change during the year, and the commission clerk shall maintain an updated list, noting the dates and the nature of any revisions. Changes to such assignments shall be made only after consulting the commissioners affected, and the president shall provide the commission clerk with written notice of any changes. It is important the commission recognizes the need to rotate participation on its committees among members. This aides in maintaining diversity in committees and in providing succession and learning opportunities. As such, commissioners shall not serve more than two consecutive years on the same standing or special committee without at least one year between the next term of service. This lapse in term of service may be waived by majority vote of the commission. *(Res. 3778, 2020; Res. 3742, 2017)*
- (4) Standing committees. The charter for a standing committee shall be adopted by resolution, and adoption of such resolution shall add the committee to the list of standing committees included in these bylaws. The standing committees of the Port of Seattle Commission are the following:

- (a) Audit Committee
- (b) Aviation Committee
- (c) [Repealed by Resolution No. 3817, January 23, 2024]
- (d) Equity and Workforce Development Committee
- (e) Governance Committee
- (f) Portwide Arts and Culture Board
- (g) Sustainability, Environment, and Climate Committee
- (h) Waterfront and Industrial Lands Committee

*(Res. 3817, 2024; Res. 3778, 2020; Res. 3742, 2017)*

- (5) Special committees. Special committees are those committees established at any time by the commission that have a limited purview and limited duration. The charter of a special committee shall be adopted by a commission order and shall include the same kind of information prescribed for other committee charters under these bylaws. A special committee legally empowered to act on behalf of the commission, conduct hearings, or take testimony or public comment shall conduct its business in meetings duly noticed and open to the public. *(Res. 3778, 2020; Res. 3742, 2017)*
- (6) Referral to committee. Topics that involve establishment or revision of policy directives or governance structures shall be referred to a committee of appropriate purview for recommendations on action by the commission. Other matters may be referred to appropriate committees at the discretion of the commission by public action. If there is no standing or special committee of appropriate purview constituted for the policy matter, one shall be constituted by a charter adopted pursuant to the requirements of these bylaws. Such committee referral shall be made by the president or may be ordered by the commission by public action. Notwithstanding the timeline set in the committee's charter for consideration and recommendation to the commission, the commission may, by a vote of a majority of its membership, discharge a committee from further consideration of any matter. The motion to so discharge shall refer the matter to a different committee or place it on the agenda for commission consideration. *(Res. 3778, 2020; Res. 3742, 2017)*
- (7) Attendance at committees by additional commissioners. When more than two commissioners plan to attend a meeting of a standing or special committee, the additional commissioner(s) planning to attend shall notify the commission clerk in writing of their intention to attend the meeting. Notice to the commission clerk shall be provided at least three business days in advance of the date set for convening the meeting. If a quorum of commissioners will be present at a committee meeting, the commission clerk shall provide public notice of the meeting as both a committee meeting and a commission meeting with the agenda limited to the committee's business. No final action of the Port of Seattle Commission shall be taken at such a committee meeting. *(Res. 3778, 2020; Res. 3742, 2017)*
- (8) Record of committee proceedings and recommendations. Standing and special committees shall keep records of actions taken and assigned during their deliberations and of final

recommendations made to the commission. These records shall be prepared by the committee's staff coordinator. The commission clerk shall be the record holder for these records and shall make them available for public review. Final recommendations of standing or special committees shall be placed on the agenda of a commission public meeting as soon as practicable and may be discussed by the commission in public session. The charter of a standing committee may require it to electronically record its deliberations. (Res. 3817, 2024; Res. 3778, 2020; Res. 3742, 2017)

(9) Workplans and year-end reports.

- (a) Standing committees shall adopt annual workplans that list the activities or specific, measurable tasks by which the committee will implement its charter. Annual workplans shall be presented to the commission in public session, prior to their adoption by a standing committee, as close to the beginning of the calendar year as practicable. A year-end report of standing committees shall be made to the commission detailing committee recommendations to the Commission and work products produced.
- (b) Special committees shall adopt workplans as described above, adopted by the port commission, to execute the scope of the special committee. Because special committees have limited purview and duration, the scope defined in the committee's charter may be deemed sufficient so long as it includes objectives and strategies for carrying out the scope of work.

(Res. 3778, 2020)

## Article VI – Rules of Order

- (1) Parliamentary authority. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the commission in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the commission may adopt. (Res. 3742, 2017)

(2) Voting.

- (a) It shall be the responsibility of each commissioner to vote on all questions put for action. Two exceptions exist (1) If a commissioner has a remote interest, that commissioner may abstain from voting on the question before the commission. An abstention shall not be counted as either a yes or no vote; and (2) [E]commissioners shall recuse themselves when appropriate because of a conflict of interest. Commissioners shall announce their reasons for recusing themselves from consideration of a matter pursuant to the requirements of these bylaws. Commissioners who do not cast a yes or no vote because of a conflict or potential conflict of interest shall be subject to rules pertaining to recusal described in Article II, Section 5.
- (b) Motion required. The commission shall transact its business only by motion made by any commissioner during a public meeting, including the presiding officer. Motions shall be

decided by the vote prescribed by law or these bylaws. The decision of the commission shall be announced by the presiding officer. Only actions in the form of a motion adopted by the required vote shall be binding decisions of the port commission. Nonprocedural motions shall be submitted in writing for consideration by the commission. Motions of this kind shall include action requests submitted in a commission agenda memorandum that are attached to an approved agenda; commission orders as described in Section 6 of this article; ceremonial proclamations as described in Section 7 of this article; and amendments to main questions documented on forms provided for that purpose.

- (c) Motions to be seconded. Motions shall require a second to be considered, unless exempt from the need for a second by the adopted parliamentary authority or the provisions of these bylaws.
- (d) Motions postponed. Main motions and any associated subsidiary motions may be postponed to a time certain, postponed indefinitely, or may be tabled. Items laid on the table may be taken from the table during the same session or shall be listed as new business, or unfinished business as appropriate, at the next regular meeting.
- (e) Majority vote. In all cases where a majority vote is required for passage of any question, it shall require an affirmative vote of a majority of the commission's membership to pass.
- (f) Voting procedure. A vote by voice shall be sufficient for the passage of any matter, provided any commissioner may call for a vote by roll call as described in Article III, Section 8. Votes shall be indicated by "aye" for approval or "nay" for objection.
- (g) Unanimous consent. The commission may act by unanimous consent when it is the presiding officer's opinion that there is consensus among commissioners. In such cases "ayes" and "nays" need not be called for, provided the presider calls for objections and no objections are voiced. Actions taken by unanimous consent are decisions of the commission. The outcome of an action taken by unanimous consent shall be announced by the presider and shall be recorded in the minutes as taken "without objection." A single objection to action by unanimous consent shall put the question to a voice vote, or, if requested by any commissioner, a roll-call vote.

*(Res. 3817, 2024; Res. 3778, 2020; Res. 3742, 2017)*

- (3) Excusing absences. Those commissioners announced by the presider as excused shall be deemed excused by unanimous consent of the commissioners present provided there is no objection. Upon receipt of an objection to a commissioner's status as excused or absent, the presider may correct his or her previous announcement. The commission shall decide the attendance status if clarification is required. The question shall be for approval to record the subject commissioner as excused. *(Res. 3778, 2020; Res. 3742, 2017)*
- (4) Amendment of questions. Once a motion has been made and seconded, or a requested action filed by its inclusion on an approved agenda, it shall be modified prior to adoption only

by amendment. Any commissioner, including the presiding officer, may offer an amendment to a question that is subject to amendment. Amendments shall follow the parliamentary process for amendments as established by Roberts Rules of Order Newly Revised. Amendments shall be filed with the commission clerk at least 24 hours prior to the convening of a public meeting during which they will be offered for consideration in order to be considered timely filed. Amendments from the floor shall be written on forms provided at the time of the meeting in order to establish specificity of the amendment, as provided for in Article VI(2)(b). (*Res. 3778, 2020; Res. 3742, 2017*)

(5) Resolutions.

- (a) The port commission shall act by resolution for actions that are required by law to be in resolution form; that repeal or amend actions previously taken by resolution; that establish or revise policy directives or governance structures; or that are actions of a legislative character, as defined by law and below.
- (b) Form of resolutions. Resolutions shall be consecutively numbered and shall include the following components:
  - (i) A title representative of the resolution's intent with reference to all prior resolutions on the same subject amended or repealed;
  - (ii) A preamble of recitals ("whereas" clauses) stating the rationale for the action to be taken;
  - (iii) A decision ("resolved") clause similar to the enactment clause of a city ordinance, organized into sections as needed and asserting the proposed action; and
  - (iv) A section indicating the date of public adoption with places to affix signatures and the impression of the port seal.

The commission clerk shall maintain a form for drafting of resolutions as approved for use by legal counsel.



~~(c) [MATTERS OF A LEGISLATIVE CHARACTER. FOR THE PURPOSES OF THIS SECTION, "ACTIONS OF A LEGISLATIVE CHARACTER" SHALL INCLUDE INTERLOCAL AGREEMENTS REQUIRING THE CORRESPONDING GOVERNMENTAL ENTITY TO ADOPT THE INTERLOCAL AGREEMENT BY ORDINANCE OR TAKE SIMILAR LEGISLATIVE ACTION.]~~

(d) A resolution shall be introduced and adopted by separate votes on the introduction of the resolution and the adoption of the resolution. No resolution shall be adopted on the same day upon which it is introduced, except by unanimous consent of all commissioners as described in these bylaws. Once a motion for introduction of a resolution has been made or a resolution has been filed by its inclusion on an approved agenda, it shall be modified prior to adoption only by amendment. Commissioners may give their consent to adopt a resolution on the same day it is introduced in person at the meeting during which final passage of the resolution is sought or, in the case of commissioners absent from such meeting, by advance written consent. Written consent for a vote on adoption of a resolution at the same meeting as its introduction shall include the resolution number or series of numbers, a brief description of the resolution(s), the date of the meeting for which such consent is given, and the name and signature or similar authentication of the commissioner giving consent. Such written consent shall be included in the record of the meeting.

(e) The commission clerk shall provide a form for consent to adoption of a resolution on the same day it is introduced.

(f) The commission clerk shall maintain records of adopted resolutions as described in these bylaws.

*(Res. 3817, 2024; Res. 3778, 2020; Res. 3742, 2017)*

(6) Commission Orders. The commission may adopt formal, written motions known as "commission orders." Commission orders may address subjects of limited applicability or duration and shall not be used to adopt policy or governance direction of indefinite duration. Commission orders shall be used to adopt special committee charters as described in Article V. The commission clerk shall keep a record of adopted commission orders of the Port of Seattle, which shall be sequentially numbered; shall include a brief title and text of the order; may include a statement in support of the order; and shall be indexed and made available for public review. *(Res. 3778, 2020; Res. 3742, 2017)*

(7) Proclamations. The commission may take actions of ceremony (to persons given to ceremony or to acts attended by ceremony), observance, and commemorative in nature by proclamation. Adopted proclamations shall be signed by the commission and shall have the port seal affixed. *(Res. 3817, 2024; Res. 3742, 2017)*

(8) Limitation on debate. As a board of less than twelve members, the Port of Seattle Commission President, or designated presiding officer, may allow any commissioner to speak multiple times on any subject under consideration. Before a commissioner speaks twice on

the same subject, the other commissioners shall have an opportunity to speak on that subject in turn. It is the role of the president, or designated presiding officer, to promote efficient operation of commission meetings. The presiding officer shall preserve order and decorum and in the interest of efficiency may impose time limits for testimony and comment given by the public and members of the commission. Time limits enacted by the President, or designated presiding officer, must be stated at the beginning of discussion on any motion or briefing before the Commission. Time limitations enacted later in a discussion on a motion or briefing before the Commission shall require a majority vote of the Commission. The presiding officer's ruling on limitations for debate may be appealed according to Roberts Rules of Order Newly Revised. (*Res. 3817, 2024; Res. 3742, 2017*)

- (9) Order and decorum. The presiding officer shall be responsible for maintaining order and decorum during public meetings. Commissioners shall address motions and procedural inquiries to the presiding officer and may address staff and guest presenters directly during consideration of any matter, provided they have been recognized by the presiding officer. All persons speaking during consideration of any matter, including commissioners, staff, and members of the public, shall limit remarks to the matter at hand and shall refrain from reference to personal traits, insults, inflammatory language, threats, abusive or harassing behavior including but not limited to obscene language and gestures, and other nongermane comments and actions. During a public meeting or hearing, commissioners shall refrain from engaging in dialog with speakers offering public comment but may request further information or consultation from the presiding officer or appropriate staff representative on a topic raised during comment. (*Res. 3778, 2020; Res. 3742, 2017*)

- (10) Rules governing public comment.

- (a) Persons wishing to address the commission shall sign up to provide spoken public comment on lists provided by the commission clerk and shall identify the specific agenda item or subject to be addressed. Public comment at commission meetings is limited to matters on the commission agenda and to the conduct of port business. Recorded spoken public comment and the identity of speakers shall be public records subject to the disclosure requirements of Chapter 42.56 RCW. The names of speakers shall be recorded in the minutes of the public meeting.
- (b) Written public comment related to spoken public comment presented at the time of a commission meeting shall be attached to the approved minutes of the meeting. Written public comment submitted for a commission meeting, in lieu of spoken public comment, shall also be attached to the approved minutes of the meeting and shall be summarized by the commission clerk at the time of the meeting. Written public comment shall be public records subject to the disclosure requirements of Chapter 42.56 RCW. Written public comment shall identify the commentor's name and the agenda item or other subject related to the conduct of port business to be addressed and shall follow the same rules as spoken comment provided for in the relevant

provisions of subsection (f) of this section. Written public comment not in compliance with these provisions shall not be included as a part of the meeting record.

- (c) The time allotted for public spoken comment shall be limited to a total of 45 minutes, unless extended at the commission's discretion. Each speaker shall be limited to two minutes unless otherwise revised by the presiding officer.
- (d) Public spoken comment shall be heard only during the time designated for public comment on the day's agenda.
- (e) Persons providing public spoken comment shall approach the podium or testimony table when recognized by the presiding officer and shall use the microphone provided. Each speaker shall repeat their name for the record and shall identify the agenda item or other subject related to the conduct of port business to be addressed. An initial failure to repeat a speaker's name or identify the subject of public comment will not be considered a disruption under subsection (f) if the speaker immediately does so when reminded by the presiding officer. Public comment at commission meetings is an opportunity for members of the public to address the commission and is not a dialogue between the commission and the public.
- (f) Individuals attending a commission meeting, including those providing spoken public comment, must not engage in speech or conduct that disrupts, disturbs or otherwise impedes the orderly conduct of any meeting. Disruptions include, but are not limited to, violations of the following standards:
  - (1) Individuals may speak out only if they have been recognized by the presiding officer for spoken public comment.
  - (2) Individuals may not hold or place a banner or sign in the meeting room in a way that endangers others or obstructs the free flow of people or the view of others at the meeting.
  - (3) Individuals may not intentionally disrupt, disturb or otherwise impede attendance or participation at a meeting.
  - (4) Individuals must follow the direction of the presiding officer or security personnel.
  - (5) Public comment must be related to agenda items or the conduct of port business.
  - (6) Public comment must be made to the commission as a body and not to any individual member except as related to action taken by that member in the member's commission capacity.
  - (7) Spoken public comment must be completed within the allotted time.

- (8) An individual's spoken public comment period may not be used for purposeful delay, including remaining silent or engaging in other activity without conveying a discernible message.
  - (9) Public comment for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition is not allowed except when addressing action being considered or taken by the port on a ballot proposition.
  - (10) Spoken public comment cannot be directed to the audience.
  - (11) Individuals, including those providing spoken public comment, must not engage in abusive or harassing behavior including, but not limited to, derogatory remarks based on age, race, color, national origin/ancestry, religion, disability, pregnancy, sex/gender, sexual orientation, transgender status, marital status or any other category protected by law; the use of obscene or profane language and gestures; assaults or other threatening behavior; and sexual misconduct or sexual harassment.
  - (12) Individuals, including those providing spoken public comment, may not physically approach commissioners or staff during the meeting, provided individuals may provide written public comment before or after the meeting, and in addition, speakers may offer written materials to the commission clerk for distribution during their testimony to commissioners.
- (g) Consequences for disruptions.
- (1) Warning process for disruption and loss of speaking privileges.
    - (i) If a meeting is disrupted, the presiding officer shall warn the individual that the disruptive conduct is out of order and that further disruption will result in the speaker's loss of speaking privileges.
    - (ii) A second disruption at the same meeting or within 90 days after the first disruption, will result in loss of speaking privileges. The presiding officer will, if the individual is providing public comment, direct that the speaker's microphone be turned off to end the individual's comment period and will announce that any further disruption by the individual within the next 180 days will be grounds for exclusion from commission meetings.
    - (ii) Notice of disruptions. The presiding officer of a commission meeting shall either provide an oral warning during the meeting or a written warning after the meeting has concluded to anyone found to be in violation of these rules governing public comment.**
  - (2) Exclusion from meetings.

- (i) If an individual engages in a disruption within 180 days from losing speaking privileges, the individual shall lose attendance privileges for the commission meeting in which the disruption occurs and for 180 days thereafter. The presiding officer will, if the individual is providing public comment, direct that the speaker's microphone be turned off, and will direct that the individual be removed from the meeting. In addition, the presiding officer shall inform the individual that they are excluded from attendance at future commission meetings for a period of 180 days.
- (ii) If, during the three years following a 180-day period of exclusion, an individual engages in another disruption, the presiding officer shall follow the process in subsection (g)(2)(i) and the individual shall lose attendance privileges for the commission meeting in which the disruption occurs and for one year thereafter.
- (h) Notice of exclusion. At the commission president's direction, the commission clerk or designee shall notify an individual in writing of the specific reasons and length of the exclusion by mailing the notice to the individual's last known address, if any. The notice shall advise that if the person desires to address the commission during the period of exclusion, they may submit written comment to the commission clerk by email or by leaving them at the port reception desk, which will be provided to the commission if the comments follow the rules set forth above in subsection (b) of this section. If the individual attempts to attend a commission meeting during the period they are excluded, the commission clerk shall provide the individual with a copy of the written notice of exclusion and the individual shall be removed from the meeting.
- (i) The decision to exclude an individual from spoken public comment or meeting attendance may be overruled by a majority vote of those commission members in attendance at the meeting where the exclusion is announced or by a majority vote of the commissioners at the next regularly scheduled meeting following the exclusion.
- (j) If a meeting is interrupted by a disruption, as provided in this section, that renders the orderly conduct of the meeting infeasible, the presiding officer may recess or adjourn the meeting to another location and order the room cleared. If a meeting is adjourned due to a disruption, commissioners shall leave the meeting room until the meeting is reconvened.

*(Res. 3817, 2024; Res. 3778, 2020; Res. 3742, 2017)*

- (11) Questions for which objection requires offering of an amendment. As noted in these bylaws, the following are motions that are normally decided by unanimous consent, and which require that objection be accompanied by the offering of an amendment to the main question:

- (a) Approval of the agenda. The form for the question for approval of the agenda shall be put as a call for revisions to the preliminary agenda as proposed, followed by a brief pause. Objection shall take the form of an amendment to add to, remove from, or reorder items on the preliminary agenda.
- (b) Excusing absences. The form for excusing absences shall be put as an announcement of those present, absent, and excused, followed by a brief pause. Objection shall take the form of an amendment to the presiding officer's announcement. If a vote is taken on whether to record a commissioner as either excused or absent, the question shall be put as a request to show the commissioner "excused."
- (c) Approval of the minutes. Minutes typically shall be included on the consent agenda. When removed from the consent agenda for separate consideration, the question shall be on approval of the minutes as proposed and circulated to commissioners in advance. Objection shall take the form of the offering of an amendment to correct the record contained in the minutes as proposed. All commissioners present at the time of the vote to approve the minutes, and any amendments offered to the proposed minutes shall vote on the question put, regardless of their presence or absence from the meeting for which the subject minutes have been prepared.

*(Res. 3778, 2020; Res. 3742, 2017)*

- (12) Questions requiring unanimous consent of all commissioners. As noted elsewhere in these bylaws, the following motions require unanimous consent of the membership, whether present or absent, and an objection has the effect of defeating the question:

- (a) Motion to allow adoption of a resolution on the same day it is introduced, as described in Article VI, Section 6.

*(Res. 3742, 2017)*

- (13) The waiver of any rule contained in these bylaws shall require either an affirmative vote of two-thirds of those voting or the vote explicitly stipulated in these bylaws, whichever is more restrictive. *(Res. 3742, 2017)*

## **Article VII – Amendment of Bylaws**

- (1) Amendment by resolution. These bylaws may be amended by the commission at any regular or special meeting by resolution duly adopted. *(Res. 3742, 2017)*
- (2) Publication. The commission clerk shall revise the bylaws to reflect amendments, record a history of revisions to the bylaws, make the bylaws available for public review, and maintain an index to the content of the bylaws. *(Res. 3778, 2020; 3742, 2017)*
- (3) At least once every three years, the commission shall refer the bylaws to an appropriate committee for review and recommendation for revisions. *(Res. 3778, 2020; 3742, 2017)*

## APPENDIX A

### Typical Forms Called for in the Port of Seattle Commission Bylaws

Form for waiver of written 24-hour public meeting notice:

"In accordance with RCW 42.30.080, I waive my right to 24 hours' notice of the special Port of Seattle Commission meeting of \_\_[date]\_\_, called for the purpose of \_\_[subject]\_\_, and set to convene at \_\_[time]\_\_ in \_\_[location]\_\_ . Commissioner \_\_[full name]\_\_"

Form for consent to allow introduction and adoption of a resolution on the same day:

"MEMORANDUM

DATE: \_\_[date of consent]\_\_  
TO: \_\_[Name]\_\_, President, Port of Seattle Commission  
FROM: \_\_[Name]\_\_, Port of Seattle Commissioner  
SUBJECT: Written Consent for Introduction and Adoption of Resolution \_\_\_\_

I will be unable to attend the port commission public meeting on \_\_[date]\_\_, to be held in \_\_[location]\_\_, and will not be present when Resolution \_\_\_\_ is considered and voted upon by the commission. However, I am familiar with Resolution \_\_\_\_, which relates to \_\_[subject]\_\_. In accordance with Article VI, Section 5, of the port commission bylaws, I consent to Resolution \_\_\_\_ being introduced on \_\_[date]\_\_ and being offered for adoption at the same meeting at which it is first introduced. Please proceed with consideration of Resolution \_\_\_\_, and enter this advance written consent in the record of the meeting as required by the bylaws.

\_\_[Commissioner's signature]\_\_"

## Revision History

January 23, 2024	Resolution 3817 revised rules for public comment; created a commission sponsorship provision; provided for ethical and respectfulness standards; addressed the recording requirement for executive sessions; provided for committee alternates; and addressed other structural and technical amendments.
October 27, 2020	Resolution 3778 revised multiple sections throughout the document.
September 10, 2019	Resolution 3761 revised the object statement in Article I and the membership description of Article II, Section 1.
January 8, 2019	Resolution 3754 removed the automatic succession of the vice president to president.
January 30, 2018	Resolution 3744 removed the requirement that the vice president be the chair of the audit committee (Article III, Section 6) and moved provisions relating to oversight and review of the internal audit director to Article II, Section 8.
December 19, 2017	Resolution 3742 repealed all prior resolutions amending the Port of Seattle Commission bylaws. The previous version had been adopted August 15, 2017. The December 19, 2017, version reorganized the bylaws into seven articles, established <i>Robert's Rules of Order</i> as a parliamentary authority, changed the order of business and regular meeting schedule somewhat, provided for formal committee structures, incorporated rules for order and decorum, and otherwise articulated several processes which previously had been left to informal understanding.