

**PORT OF SEATTLE
RESOLUTION NO. 3852**

A RESOLUTION of the Port of Seattle Commission amending the Commission's Bylaws and Rules of Procedure Policy Directive, Article IV, Meetings, to modify the day of a regular meeting following a Monday holiday; and Article VI, Rules of Order, to codify the process of accepting written comments submitted for Commission regular business meetings.

WHEREAS, the voters of King County authorized and approved the formation of a port district coterminous with King County to be known as the Port of Seattle in a special election on September 5, 1911; and

WHEREAS, the Port of Seattle Commission is the legally constituted governing body of the Port of Seattle; and

WHEREAS, the Commission requires its Bylaws and Rules of Procedure be reviewed for updates every three years; and

WHEREAS, the last substantial review and amendment of the Commission's Bylaws and Rules of Procedure occurred in January 2025; and

WHEREAS, periodic updates may come forward from time to time, as may be needed.

NOW, THEREFORE, BE IT RESOLVED by the Port of Seattle Commission as follows:

SECTION 1. Article IV – Meetings, Section (4)(a), Regular Meetings, is hereby amended to provide that when a regular meeting falls on a Tuesday following a recognized Monday Port holiday, the regular meeting shall be scheduled for the immediately following Wednesday to read as follows:

(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 Tuesday following a Monday port holiday, the regular meeting shall be scheduled for the immediately following Wednesday, and shall be held at the applicable location as noted above.** 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.

SECTION 2. Article VI – Rules of Order, Section (10)(b) Rules governing written public comment, is hereby amended to codify the process for the acceptance of written comments submitted for Commission regular business meetings.

(10)(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 is accepted for any regular meeting beginning three business days prior to the meeting and before 9.a.m. on the day of the meeting. Late written comments received after the meeting, but no later than the day following the meeting will be included as part of the meeting record.** Written public comment shall identify **the purpose is for public comment at a commission meeting; shall include** 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.

SECTION 3. The Commission Clerk is hereby directed to update the Port of Seattle Commission's Bylaws and Rules of Procedure policy directive document currently on file in the Commission Office, as reflected in this resolution.

SECTION 4. Resolution No. 3852 shall become immediately effective upon adoption.

ADOPTED by the Port of Seattle Commission at a duly noticed public meeting thereof, held this 28 day of July, 2026, and duly authenticated in open session by the signatures of the commissioners voting in favor thereof and the seal of the commission.

Port of Seattle Commission

