



**COMMISSION
AGENDA MEMORANDUM**

Item No. 10b

ACTION ITEM

Date of Meeting July 28, 2026

DATE : July 13, 2026

TO: Stephen P. Metruck, Executive Director

FROM: Aaron Pritchard, Commission Chief of Staff
Michelle M. Hart, Commission Clerk

SUBJECT: Introduction and Adoption of Resolution No. 3852, 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

Amount of this request: 0\$

Total estimated project cost: 0\$

ACTION REQUESTED

Request adoption on the same day as introduction for Resolution No. 3852. This proposed resolution amends the Commission's Bylaws and Rules of Procedure related to changing the meeting day from Tuesday to Wednesday for regular business meetings following an officially recognized Monday Port holiday. Separately, it codifies the process for accepting written comments submitted for Commission business meeting into the rules of procedure, reflecting current administrative procedures.

EXECUTIVE SUMMARY

The Commission's Bylaws and Rules of Procedure are required to be reviewed every three years. The last substantial review and amendments occurred in January 2025. Periodic interim updates may also come forward as needed.

The proposed resolution includes only two amendments. One comes forward at the request of Commission President Calkins and is related to meetings held following a port recognized holiday. The second amendment is proposed administratively for inclusion of the timeline associated with the acceptance of written comments for Commission regular business meetings.

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JUSTIFICATION

Amendment 1

At the request of Commission President Calkins, proposed Resolution No. 3852 would amend Article IV – Meetings, Section (4)(a), Regular Meetings, to provide that when a regular meeting falls on a Tuesday following a Monday port recognized holiday, the regular meeting shall be scheduled for the immediately following Wednesday. This prevents having to notice a regular meeting fitting this criteria as a ‘special’ meeting. It also provides an additional day for the Commission, the public, and staff to prepare for meetings immediately following a holiday.

Amendment 2

Administratively, the timeline for, and procedure in which, written comments are received and processed by the Commission Office for Commission meetings has been followed in practice for many years. Written comments are accepted beginning 3 days prior to a meeting up to 9 a.m. on the day of the meeting. Written comments are further accepted the day following a business meeting. Written comments received during this period are included as part of the respective meeting record. This timeline information is included in every meeting agenda. The information is further included on the Commission’s website. This procedure, however, is not currently included in Article VI – Rules of Order, Section (10) Rules governing public comment. Section (10)(b) does currently address how written public comments are included in the public meeting record, but is silent to the process and criteria for submission. Adopting the proposed amendment would codify the practice of, and bring greater transparency to how written comments are received and processed by the Port.

DETAILS

No additional details.

ALTERNATIVES AND IMPLICATIONS CONSIDERED

- (1) Accept the proposed amendments affecting the changes noted above in this memorandum.
- (2) Do not accept one or more of the proposed amendments.

FINANCIAL IMPLICATIONS

N/A

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ADDITIONAL BACKGROUND

None.

ATTACHMENTS

- (1) Proposed Resolution No. 3852
- (2) Presentation

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

None.