

## Port of Olympia Citizens Advisory Committee

The Port of Olympia Citizens Advisory Committee (POCAC) operates under the authority of Port Resolution 2025-02. If there are any conflicts between operating rules of the POCAC and the Resolution, the Resolution takes precedence.

### 1 Overview of the Port of Olympia Citizens Advisory Committees

The POCAC, its sub-committees, and the Port of Olympia offer a structured opportunity for community members to actively engage in specific port's initiatives.

### 2 Advisory Committee Duties and Responsibilities

The Port Commission has set out the POCAC's objectives, authority, composition and tenure, roles and responsibilities and reporting, administrative and governance arrangements in Resolution 2025-02.

The POCAC is to provide input to the Port Commission on matters assigned to them by the Commission.

#### 2.1 Ethical Behavior and Community Representation

**2.1.1 Conflict of Interest:** Committee members will not participate in providing advice or comments to the Commission, staff, or other POCAC members on any matter in which they have a financial interest. Additionally, POCAC members will not participate in issues related to any contract in which they have a financial interest. If a POCAC member has a conflict of interest, he/she will disclose such conflict to the other members of the POCAC and file a written statement disclosing the conflict with the Commission and Executive Director or designee.

**2.1.2 Official Port Communications:** POCAC members will not claim or imply that they are speaking on behalf of the Port unless they have been specifically authorized to do so by the Port's Commission or Executive Director.

**2.1.3 Committee comments and communications:** POCAC members will not comment about individual members of the public or Port staff in general commentary or comments regarding POCAC work.

### 3 Coordination with Internal Staff

At the Port of Olympia, each POCAC subcommittee is paired with an assigned staff member.

Port of Olympia's staff support the subcommittees as time and resources allow. In general, staff support subcommittees by:

- Providing guidance and offering recommendations to assist the subcommittee in its work.
- Supporting the subcommittee in maintaining progress towards its objectives.

## 4 Required Public Records Training

All POCAC members are required to receive training under the Public Records Act within 90 days of appointment and a refresher training every four years. Training is available on the Washington State Office of the Attorney General at: <https://www.atg.wa.gov/open-government-training>

## 5 Meetings

**5.1 Meeting location:** All POCAC meetings will be held at the Port of Olympia or using a virtual platform like Zoom or Microsoft Teams unless otherwise specified in advance. In the case of an alternative meeting location, the POCAC Chair will notify in writing the committee members and any other pertinent Port staff. All meetings will be open to the public.

**5.2 Date and time:** Regular meetings will be held on a specified monthly day or date and time, unless amended by the committee. Regular meetings may be cancelled by request of the Chair or by majority approval of the committee at a regular meeting. A meeting may also be cancelled by the Chair upon notice that no quorum is expected to be present or when there is no item on the agenda other than routine items.

**5.3 Meeting notice and agenda:** The agenda will be circulated to the membership five (5) calendar days preceding the meeting and shall be simultaneously published on the Port of Olympia website. Scheduled meetings of the POCAC shall not extend beyond two (2) hours without the consent of the members present.

At the conclusion of each meeting, any member may suggest item(s) to be added to an agenda for consideration at a subsequent meeting. A majority of members must concur with the suggestion for the item(s) to be added to a subsequent meeting agenda.

The meeting agenda will generally follow the format below, with changes to the format the prerogative of the committee Chair:

### AGENDA

- I. Call to Order
  - A. Attendance
  - B. Approval of Minutes
  - C. Announcements from Members and Port staff
  - D. Acceptance of Agenda
- II. Comments from the Public in Attendance
- III. The Business of the meeting
- IV. Other Business
  - A. Future Agenda Items
  - B. Next Meeting
  - C. Other Topics

**5.4 Minutes:** Meeting minutes will be kept indicating any POCAC action or recommendation, including any votes on agenda items. The Port of Olympia commission coordinator will keep minutes and distribute them to the committee for review and approval. Once approved by committee members, minutes will be posted to the Port website by the commission coordinator.

## 6 Committee Organization

**6.1 Membership:** Membership on the POCAC will be governed by the Resolution 2025-02. The POCAC will report vacancies to the Port of Olympia Commission President, with a copy to the Executive Director or designee.

**6.2 Attendance:** Members are expected to attend committee meetings and fully participate in and contribute to the committee's work. If a member is absent for three consecutive meetings or 35% of meetings within a calendar year, the Committee Chair will notify the Executive Director. The Commission may choose to revoke the committee member's appointment or accept their resignation.

**6.3 Duties of the Chair and Vice Chair:** The Chair will preside over the meetings and coordinate meeting agendas with committee members and the Port's commission coordinator. The Chair retains full rights and responsibilities to participate in deliberations and votes of the committee. The Vice Chair will, in the absence of the Chair, perform all duties of the Chair at the meeting. In the absence of the Chair and Vice Chair, members present may select a temporary Chair to preside at the meeting.

## 7 Committee Operations

**7.1 Quorum:** A simple majority of POCAC members constitutes a quorum. Meetings with less than a simple majority may take place; however, no official actions may be taken. For action to be taken by vote of the POCAC, it requires a simple majority of the quorum (members present).

**7.2 Robert's Rules of Order:** The POCAC process for taking action will be guided by the latest version of Robert's Rules of Order.

**7.3 Recommendations:** The POCAC shall make recommendations in accordance with the direction provided by the Port Commission. Recommendations shall indicate the POCAC's vote on the item. The Chair will determine who will present the committee's recommendation to the Commission in a public meeting.

**7.4 Majority and Minority Opinions:** A minority report may accompany any recommendation. Majority and minority opinions will be recorded in the POCAC's minutes.

**7.5 Act as a Body:** The POCAC will act as a body. The Chair, or Chair's designee, will serve as official spokesperson of the POCAC.

**7.6 Port Administrative Guidelines:** The POCAC will comply with Washington state records management and disclosure laws.

**7.7 Email:** If a Port email address is provided, advisory committee members will use such email address for the conduct of POCAC business.

## 8 Officer Elections

**8.1 Officer Elections:** To ensure efficiency within the Port, the POCAC will establish a chair, vice-chair, and secretary every September. Members are encouraged to work collaboratively to rotate these roles annually. Officer election results should be included in meeting minutes and sent to the commission coordinator.

## 9 Subcommittees

**9.1:** POCAC subcommittees meet at times determined by consensus of the members of the subcommittee. Meetings will be held at the Port of Olympia, unless otherwise specified. If meetings are held in another location, the chair of the subcommittee will notify all other subcommittee members in advance.

No subcommittee shall have so many members that it constitutes a quorum of the full POCAC. The decisions and recommendations of the subcommittee shall not be binding on the POCAC.

To the extent possible, subcommittees should operate by the consensus of the membership. However, consensus may not always be possible. Minority opinions will be included in products, recommendations and minutes. POCAC subcommittees are required to use the following processes to manage meetings to the extent possible:

- Identify regular meeting times on the Port website.
- Publish agendas five days in advance of meetings.
- Include minority opinions in reports and recommendations made to the full POCAC and Commission.
- Publish meeting minutes on the Port website.
- Use Robert's Rules of Order to conduct meetings.
- Present recommendations to the full POCAC.
- Subcommittees may invite members of the public to join meetings for discussion and presentations.
- Subcommittee members are to coordinate with the commission coordinator to publish materials online.

**9.2 Subcommittee elections:** To ensure efficiency within the Port, sub-committees will establish a chair, vice-chair, and secretary every September. Members are encouraged to work collaboratively to rotate these roles annually. Officer election results should be included in meeting minutes and sent to the commission coordinator.