

## COVER MEMO

<b>Briefing Date/Time:</b>	January 12, 2026
<b>Staff Contact/Title:</b>	Alex Smith, (360) 528-8001, <a href="mailto:alexs@portolympia.com">alexs@portolympia.com</a> )
<b>Subject:</b>	Election of Officers
<b>Purpose:</b>	<input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Decision Needed

**Type of Agenda Item:**

Action/Other

**Background:**

The Commission elects officers at the first meeting of each year for that calendar year. The appointments are effective immediately and continue until the first meeting of the following year.

The appointments to be filled include: Commission President, Commission Vice-President, and Commission Secretary.

As outlined in the Commission’s Rules Resolution, the President presides over all meetings, signs documents on behalf of the Commission, and meets with the Executive Director to review agendas. The Vice President carries out the President’s duties during his/her absence, as needed. The Secretary ensures the minutes, motions, and resolutions adopted by the Commission are recorded.

In 2025, the officers were as follows:

Commission President – Jasmine Vasavada

Commission Vice President – Maggie Sanders

Commission Secretary – Sarah Montano

**Summary & Financial Impact:**

N/A

**Alignment with Vision 2050:**

N/A

**Environmental Considerations and Review:**

N/A

**Alternatives Considered:**

N/A

**Staff Recommendation:**

Staff offers a sample motion:

*“I move to appoint the following Port of Olympia Commission officers to serve during the calendar year 2026:*

- *Commissioner \_\_\_\_\_ as President;*
- *Commissioner \_\_\_\_\_ as Vice President; and*
- *Commissioner \_\_\_\_\_ as Secretary”*

**Document(s) Attached:**

PowerPoint Presentation