**PORT OF OLYMPIA COMMISSION**
**RESOLUTION ~~2026-02~~2026-[ ]**

**A RESOLUTION OF THE PORT OF OLYMPIA COMMISSION ADOPTING RULES GOVERNING THE TRANSACTION OF PORT COMMISSION BUSINESS AND ~~SUPERSEDING~~SUPERSEDING RESOLUTION ~~2025-03~~2026-02**

**WHEREAS**, the Port of Olympia Commission seeks to adopt rules governing the transaction of Port Commission business as required by RCW 53.12.245;

**AND WHEREAS**, this Resolution supersedes Port of Olympia Commission Resolution ~~2025-03~~2026-02;

**NOW, THEREFORE, BE IT RESOLVED** that the Port of Olympia Commission hereby adopts the Rules set forth below, which shall be effective upon adoption.

## ARTICLE I
## Preamble

These Rules will govern the transaction of business by the Port of Olympia Commission.

## ARTICLE II
## Organization of the Commission

A. The Commission will annually elect a President, Vice-President, and Secretary.

B. The Commission will elect officers at its first regular meeting at the beginning of each calendar year. The term will run for one (1) year beginning when elected and terminate at the election of a successor. Vacancies in an office may be filled at any regular or special meeting of the Commission.

## ARTICLE III
## Duties of Officers

A. The President shall:

Preside at all meetings of the Commission and during executive sessions of the Commission in a manner consistent with these Rules; sign all resolutions, contracts, and other instruments on behalf of the Commission as authorized by the Commission; perform all such other duties as are incident to the office or are properly required by the Commission; meet with the Executive Director and other Commissioners to prepare and review agendas as specified in this Resolution; and, when needed, authorize the issuance of notices for regular and special meetings of the Commission as provided for in these Rules.

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B. The Vice-President shall:

During the absence or disability of the President, exercise all the functions of the President; and have such powers and discharge such duties as may be assigned from time to time by the Commission.

C. The Secretary shall:

Ensure the recording of the minutes, motions and resolutions adopted by the Commission by Port of Olympia staff; and otherwise perform such further duties as are incident to the office and as are properly required by the Commission.

D. Temporary Absence:

Any Commissioner who shall be elected to act for an incumbent elected officer during the temporary absence or disability of such officer shall exercise all the functions of the incumbent officer, but only during the continuance of the absence or disability of such official.

## ARTICLE IV
## Meetings

A. Meetings Schedule:

The Commission will adopt a calendar with its year-long schedule for its regular meetings at its first regular meeting of the calendar year, or the soonest meeting possible thereafter. The Commission will post its calendar to provide notice of all meetings on its website at *http://www.portolympia.com* in accordance with the Open Public Meetings Act (Ch. 42.30 RCW). The Commission schedule shall include a recess of approximately two-weeks the second half of the month in August and December. Accordingly, the Commission schedule should reflect one regular meeting in both August and December. The Commission's regular and special meetings shall be open and public except as otherwise provided by these Rules.

B. Regular Meetings:

The Port of Olympia Commission regular meetings are scheduled on the second and fourth Monday evenings of each month at 4:00 p.m. at the Port of Olympia, Percival Plaza, 626 Columbia Street NW, Suite 1-B, Olympia, Washington, unless specified otherwise.– Any regular meeting held at a time or place other than as stated in this Section, or rescheduled to a different date, shall be noticed as a special meeting in accordance with RCW 42.30.080. If a regular meeting falls on a holiday, it shall be held on the next business day (RCW 42.30.070). The Port will post the location of all regular meetings on its website at *http://www.portolympia.com* prior to each meeting date in compliance with the notice requirements of the Open Public Meeting Act. Regular meetings shall be open and public except as otherwise provided by these Rules.

C. Work Sessions:

The Port of Olympia Commission holds work sessions the third Monday of each month at 4:00 p.m. at the Port of Olympia, Percival Plaza, 626 Columbia Street NW, Suite 1-B, Olympia, Washington, unless specified otherwise.

The purpose of work sessions is:

1. To provide an opportunity for the Commissioners to informally discuss Port issues and exchange ideas without the structure of a regular business meeting.

    a. Consistent with this purpose, the Commissioners may propose topics for future work sessions during the "Other Business" agenda item at a regular business meeting. .

2. To provide an opportunity for staff to present topics for preliminary feedback that may be considered later at a regular or special business meeting.

3. To provide an opportunity for the Executive Director to update the Commission on business, operational, and strategic issues for informal discussion. The Executive Director will coordinate with Port staff and Commissioners to add agenda items to work sessions.

The President will identify topics for work sessions with input from Commissioners and the Executive Director. Although the Commission may legally take action at a work session consistent with the Open Public Meetings Act (Ch. 42.30 RCW), it will strive to limit action during work sessions to extraordinary, exigent, or emergency circumstances where action is necessary prior to the Commission's next scheduled regular meeting. In the event action is taken during a work session, a period for public comment will be added to the agenda, after Commission discussion and prior to action being taken.

Meeting materials for work sessions will be provided and made available to the public consistent with these Rules.

D. Special Meetings:

Special meetings of the Commission may be called by the President or the agreement of a majority of the Commission. If the Commission calls a special meeting, the President will notify the Executive Director and Commission Coordinator of the proposed meeting date and business to be transacted at the special meeting. Notice of a requested special meeting under this provision must be provided sufficiently in advance of the requested special meeting date to allow the Port to provide the required twenty-four (24)-hour written notice of the meeting and to provide adequate public notice of the meeting and agenda, as required under the Open Public Meetings Act.

Special meetings shall be open and public except as otherwise provided by these Rules. A special meeting is limited to matters identified in the notice. The Commission may hold an executive session during a special meeting with appropriate notice.

E. Executive Sessions:

An executive session is understood to mean the part of a regular or special meeting of a governing body that is closed to the public. The Commission may meet in an executive session, which shall be closed to the public, during a regular or special meeting for any of the purposes permitted by the Open Public Meetings Act (RCW 42.30) and other laws. Such purposes include, but are not limited to, the following:

1. The consideration of matters affecting national security (RCW 42.30.110(1)(a));

2. The selection of a site or the acquisition of real estate by lease or purchase, when public knowledge regarding such consideration would cause a likelihood of increased price (RCW 42.30.110(1)(b));

3. The sale or lease of real estate when public knowledge regarding such consideration would cause a likelihood of decreased price; provided that final action selling or leasing public property shall be taken in a meeting open to the public (RCW 42.30.110(1)(c));

4. Review of negotiations on the performance of publicly bid contracts when public knowledge would cause a likelihood of increased costs (RCW 42.30.110(1)(d));

5. ~~The appointment,~~To evaluate the qualifications of an applicant for public employment~~,~~ or ~~dismissal~~to review the performance of a public ~~officer or~~ employee; provided that discussion of salaries, wages, and other conditions of employment to be generally applied within the Port shall occur in public, and final action hiring, setting ~~that~~the salary of an individual employee or class of employees, or discharging or disciplining an employee~~, or interviewing or appointing~~ shall be taken in a meeting open to the public (RCW 42.30.110(1)(g)); and to evaluate the qualifications of a candidate for appointment to elective office, provided that final action appointing a candidate shall be ~~at an~~in a meeting open ~~public meeting~~to the public (RCW ~~42.30.110(1)(g) and (h~~42.30.110(1)(h));

6. The hearing of complaints or charges brought against such officer or employee; ~~unless~~provided that, upon the request of such officer or employee ~~requests~~, a public hearing or a meeting open to the public shall be conducted (RCW 42.30.110(1)(f));

7. That portion of a meeting during which the Commission is planning or adopting the strategy or position to be taken by the Commission during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in such negotiations or proceedings while in progress (RCW ~~42.30.140(4)(a~~42.30.140(4)(b)), and;

8. Communications with legal counsel respecting active or threatened agency enforcement action or ~~,~~ litigation~~; or~~ potential litigation to which the Port, the Commission, and/or a Commissioner or Port employee acting in an official capacity is, or is likely to become, a party; or legal risks of a proposed action or current practice when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the Port (RCW 42.30.110(1)(i)). Port legal counsel is required to attend executive sessions called for this purpose.

The Commission may invite Port staff or others with some relationship to the matter being discussed, or who provide assistance to the Commission, to the executive session.

An executive session may be held only as part of a regular or properly noticed special meeting. To avoid inconvenience to the public ~~during regular meetings~~, the Commission will endeavor to ~~hold~~schedule executive sessions ~~immediately prior to~~at the beginning or end of a regular meeting ~~of the Commission and, if possible, at~~by calling the ~~same location or~~meeting to order in ~~close proximity to~~public, making the ~~location of the regular meeting. Notwithstanding this provision~~announcement required below, ~~the Commission may enter~~and recessing into executive session ~~during any meeting for any purpose consistent with the Open Public Meetings Act~~at the same location or in close proximity to it.

Before convening in executive session, the President or presiding officer shall publicly announce the purpose for excluding the public and the time when the executive session will be concluded. The executive session may be extended to a stated later time only by public announcement of the presiding officer. The announced purpose shall be entered in the minutes (RCW 42.30.110(2)). No final action shall be taken in executive session.

The public meeting will be reconvened following an executive session. Items discussed in the executive session will be considered during the meeting, as appropriate and required by law.

Commissioners will not take notes during executive session using an electronic device such as, but not limited to, a computer, tablet, or cell phone. Commissioners may take handwritten notes during executive session; however, all handwritten notes will be provided to the Executive Director at the conclusion of the executive session for appropriate retention.

F. Adjournment or Continuation to a Special Meeting:

Adjournment or continuation to a special meeting, if necessary, shall be pursuant to notice as required by law.

G. Commissioner Town Hall Guidelines:

A Commissioner Town Hall is a forum convened by an individual Commissioner who desires to meet with members of the public for informal discussion of subjects related to Port business. Individual Commissioners may hold Commissioner Town Halls subject to compliance with the following guidelines:

1. Location and Staffing. A Commissioner Town Hall may be held in a Port facility or meeting room, or other public meeting place in Thurston County. Port staff will not be required to attend a Commissioner Town Hall.

2. Minutes and Recording. The Port will not create or retain minutes or recordings of Commissioner Town Hall sessions.

3. Public Notice. The Port will publish the times and locations of scheduled Commissioner Town Halls on the Port's website, online calendar, and will be sent to the e-mail distribution list for distribution of Commission agenda and meeting materials. Times and locations for Commissioner Town Halls will also be included as part of Port meeting announcements made at the conclusion of regular Commission meetings.

4. Scheduling. Requests to schedule Commissioner Town Hall sessions must be submitted to the Commission Coordinator no later than seven (7) days prior to the Commissioner's desired meeting date. Scheduling is subject to the availability of Port facilities.

5. Attendance by Other Commissioners. Attendance of more than two (2) Commissioners at a scheduled individual Commissioner Town Hall creates a quorum of the Commission and requires compliance with the Open Public Meetings Act. To ensure the Port's compliance with the Open Public Meetings Act, Commissioners shall not attend Commissioner Town Hall sessions being held by other Commissioners without five (5) days' advance notice to the Commission Coordinator.

6. Limitations on Use. Commissioner Town Hall sessions may not be used for campaign purposes. Further, to ensure compliance with RCW 42.52.180 governing use of public resources for political campaigns, individual Commissioners may not hold Commissioner Town Hall sessions as defined in this section during any period of the Commissioner's active candidacy for re-election to the Commission or other elected office. The term of "active candidacy" for purposes of this limitation shall run from the date the Commissioner becomes a "Candidate" as defined in RCW 42.17.005(7) and its implementing regulations until the results of the primary, general, or special election on which the Commissioner appears as a candidate on a ballot are certified pursuant to RCW 29A.60.190.

H. Quorum:

Three (3) Commissioners shall constitute a quorum for the convening of a meeting.

I. Cancellation of a Meeting:

The President may direct the cancellation of a regularly scheduled Commission meeting.

J. Administration of Meetings:

Meetings shall be conducted in accordance with these Rules.

K. Commissioner Remote Attendance:

From time to time, a Commissioner may not be able to attend a Board of Commissioners meeting in person. The Commission recognizes the benefits of fullest practicable attendance and participation by its members. Attendance from remote locations is intended to be an alternative and infrequently used method for participation by Commissioners. Attendance by remote communication may occur as follows:

1. Consistent with these rules, any Commissioner may attend a meeting via remote communication to the extent permitted by the Washington Open Public Meetings Act, Ch. 42.30 RCW, as it now exists or as it may be amended in the future.

2. A Commissioner planning to attend via remote communication must provide notice to the Executive Director and Commission Coordinator at least 24 hours prior to the scheduled meeting. The notice must indicate the Commissioner's intent to attend via remote communication and the reason(s) why the Commissioner cannot attend the meeting in person.

3. A Commissioner may not attend remotely unless satisfactory equipment is available at the physical location of the meeting. Satisfactory equipment means any telephone or other communications device equipped with a speaker junction capable of broadcasting the Commissioner's voice clearly and sufficiently enough to be heard by those in attendance at the meeting and allowing a Commissioner attending remotely to hear discussion at the meeting.

4. During any meeting that a Commissioner is attending via remote communication, the Commission President or presiding officer shall state for the record that a particular Commissioner is attending via remote communication and the reasons for such attendance.

5. Commissioners attending via remote communication may participate and vote during the meeting as if they were physically present at the meeting.

6. Commissioners attending via remote communication shall comply with all rules and procedures as if they were physically present at the meeting.

7. In the case of executive sessions, the Commission may permit participation from remote location(s) only when the Commission is confident in the security of such remote communications.

L. Commissioner Absence and Excusal:

Each Commissioner is responsible for requesting to be excused from regular or special meetings of the Port Commission to avoid causing an inadvertent vacancy in the office according to RCW 53.12.140. A Commissioner who is unable to attend a regular or special meeting will

notify the Commission Coordinator no later than two (2) hours before the scheduled start of the meeting, if feasible to do so, to request excusal. The Commission Coordinator will inform the President (or other officer presiding over the meeting) of the Commissioner's excusal request prior to the meeting. The President (or presiding officer) shall note the Commissioner's request for excusal on the record for the minutes and shall also state for that purpose whether the Commissioner's absence is or is not excused. Alternatively, during the initial portion of any meeting, as noted in Article V below, the Commission may act on the Commissioner's excusal request by motion as provided for in Article VI.

The Commission shall automatically excuse the absence of a Commissioner resulting from attendance to other Port business.

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## ARTICLE V
## Order of Business

A. The President of the Commission and the Executive Director determine the placement of items on the Agenda for the Commission. The Commission shall vote to add agenda items to the list for a future work session or regular meeting and allow for the President and Executive Director to schedule the item as appropriate.

B. Regular meetings will ordinarily follow the below prescribed format:

1. Call to Order
2. Pledge
3. Approval of Agenda
4. Special recognition (if needed)
5. Executive Director's Report
6. Litigation Report
   (as needed)
7. Public comment
   a. Commission statement on nature of public comment
   b. The general public comment period is the time for public comments on any item on the agenda, or any other topic related to Port business.
8. Opportunity for Commission Response/Follow Up to Public Comment

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9. Partner Spotlight

10. Consent Calendar
    a. Approval of minutes
    b. Warrants and vouchers
        i. Any warrant or voucher exceeding $200,000 will be listed with the amount and the payee
    c. Other consent items, including, but not limited to: (1) items for which an Advisory was given at a preceding Commission meeting and for which there were no Commission concerns or requests for additional information; and (2) pro forma contract or lease updates.
    d. Should any Commissioner wish to move an item on the consent calendar to be an "Action" item, he or she can make a motion to do so during the "Approval of Agenda" portion of the meeting. If a majority of the Commission votes in favor, the item will be moved from the consent calendar.

11. Agenda action items
    a. Staff presentations, if needed
    b. Action by motion, vote, or resolution

12. Agenda action items – OTHER (matters brought for action without prior advisory)
    a. Staff presentation, if needed
    b. Action by motion, vote or resolution

13. Agenda advisory items
    a. Staff presentations, if needed
    b. Commission discussion

14. Commissioner Reports

15. Additional Public Comment: This time is devoted to individuals who could not arrive at or register for the meeting earlier. It will be conducted in both an in-person and virtual format. The Commission President will ask for participants to raise their hand to indicate they want to speak.
    a. Commission statement on nature of public comment
    b. The general public comment period is the time for public comments on any item on the agenda, or any other topic related to Port business.
    c. Public comment at this time is for those members of the public who did not submit public comment previously during the current meeting.

16. Other business (during this period, Commissioners may also raise and discuss new issue(s), request to add such issue or issues to a future work session agenda or send the issue or issues to the POCAC for review), and

17. Future meeting announcements

18. Adjourn.

C. The Commissioners may agree to change the order of business set forth above at any time.

D. All ~~proceedings~~final actions of the Commission ~~will~~shall be taken by ~~consensus,~~ motion~~,~~ or resolution voted upon in a meeting open to the public and recorded in minutes and books maintained for that purpose, which shall be publicly available. Informal consensus may be used only to guide the order or conduct of a meeting and shall not constitute final action or direction to staff.

E. If any vote is unanimous then it shall be so recorded. A record of the vote on any resolution or motion shall be made by a roll call vote of "yea" or "nay" in the minutes of the Commission. The proceedings of the Commission shall be conducted in such a manner and such dispatch as may be mutually agreeable to the Members of the Commission. Robert's Rules of Order shall be applied for the governing of any proceeding, and thereupon no resolution shall be considered or other action taken, until the same has been duly moved, seconded and carried. All resolutions passed by the vote of the Commissioners present at any meeting shall be deemed to have been moved, seconded and passed in due form.

F. Any Commissioner, ~~the Port Attorney~~General Counsel or the Executive Director may make a point of order if necessary.

## ARTICLE VI
## Guidelines for Public Comment at Meetings

A. General Procedures: The following general procedures are applicable to public comment at Commission meetings. ~~There is one portion~~Portions of the regular Commission meeting agenda are set aside for public comment, consistent with RCW 42.30.240. ~~This is~~These are the ~~opportunity~~opportunities for members of the public to comment on agenda items before the Commission or any other topic related to Port business, subject to the following procedures:

1. The public comment period held at the beginning of the meeting will generally be limited to 30 minutes;

2. Each commenter will be allowed three (3) minutes for individual comment; commenters may not yield some or all the allotted three (3) minutes resulting in a longer comment period for another commenter. If a commenter is interrupted during the allotted three (3) minutes, the commenter shall be allowed to continue speaking beyond the three (3) minute timer for a period equivalent to the interruption;

3. If there are more than ten (10) commenters who wish to make public comments during the general public comment period, then the Commission reserves the right to defer

additional general public comment to proceed with meeting business, and instead hold an additional general public comment period prior to the conclusion of the meeting;

4. The subject of public comments not directed to a specific agenda item or items must be related to Port business; and

5. The President will enforce these requirements and shall be allowed to curtail any individual public comment that exceeds allotted time, is beyond the reasonable scope of Port business, is overly repetitive or lengthy, or includes disruptive behavior as defined in Section VI-D below.

B. Procedures for Providing Public Comment at In-Person Meetings: The Port will provide a sign-in sheet for those who wish to provide general comment at the beginning of regular in-person Commission meetings. The sign-in period for public comment will begin when the public meeting space opens and will close when the meeting is called to order. Commenters must provide their legal name on the sign-in sheet in order to be called, and may not wear costume masks that obscure the entirety of their face to address the Commission. Commenters may wear face coverings as per public health requirements and/or recommendations. To comment virtually, commenters must pre-register no later than five minutes after the meeting begins using a Zoom link published in the meeting agenda. Those who pre-register will be called to comment by the Commission President during the public comment period. Commenters must provide their legal name.

C. Procedures for Providing Public Comment at Virtual Meetings: Those who wish to provide verbal public comment at a Virtual Meeting must, no later than five minutes after the meeting begins, pre-register using a Zoom link published in the meeting agenda. The Commission President will call those who registered in advance by name to provide comment. After all who have signed up are called, the Commission President may accept further public comment by asking participants to raise their virtual hands to indicate they want to comment.

D. Procedures for Providing Written Comment (In-Person and Virtual Meetings). Members of the public may also provide the Commission with written comment by sending the written comments via email to the Commission Coordinator or by using the form on the Port's website (www.portolympia.com) from the time and date the agenda is published to the public through 12:00 noon the day of the meeting. The Commission Coordinator will compile the public comments received by the above-referenced deadline and forward the compiled public comments to the Commission prior to the related meeting.

E. Use of Electronic Media During Public Comment: Commenters may use electronic media (such as presentations or video) to present information to the Commissioners during the public comment period at regular Commission meetings, subject to the following limitations:

1. Electronic media to be used during public comment must be related to Port business.

2. Commenters must abide by the three (3) minute time limit when using electronic media and should select and edit presentations accordingly. Commenters may not yield some or all their allotted three (3) minutes resulting in a longer presentation time for another commenter.

3. To protect the integrity of Port information systems, electronic media or a link to internet-based information must be e-mailed to the Commission Coordinator at *CommissionCoordinator@portolympia.com* no later than noon on the day of the Commission meeting when the electronic media is to be used. To be accepted for presentation, email submissions must include (i) the name of the individual who will be providing public comment; (ii) the author of the electronic media being submitted; and (iii) a brief description of the content of the electronic media.

4. Commenters may not use jump drives, external drives, or other direct connection to Port information systems to present electronic media to the Commission during public comment. Links to internet-based information must be accessible using the Port's web browser. The Port will not be responsible for resolving compatibility issues related to electronic media submitted for public comment.

5. The Commission Coordinator will review all timely submitted electronic media prior to the Commission meeting to determine that the content is functional and viewable. Prior to the meeting, the Commission Coordinator will provide the President with a report identifying the electronic media submittals received, if any. The report will include the commenter's name, the author of the electronic media, and the brief description of content provided with the submittal.

6. The President will enforce the above guidelines and shall be allowed to preclude commenters from using electronic media that fails to comply with submittal guidelines, guidelines for public comment, or otherwise contains information unrelated to Port business.

F. Limitations on Use of Public Comment for Campaigning or Advertising: No person may use public comment periods for the purpose of campaigning or promoting a campaign, whether for an election or ballot proposition. In addition, no person may use public comment periods for the purpose of commercial advertising. These limitations do not prevent or preclude any person addressing the Commission from expressing views or opinions over matters related to the Port's business or within the Commission's jurisdiction. In addition, these limitations do not prohibit individuals or organizations from promoting public events.

G. Comments to be Directed to Commission: Comments should be directed to the Commission as a whole and should not include comments about individual Port staff or members of the public.

Courtesy: All speakers (members of the public, Port staff, and Commissioners) shall be courteous in language and demeanor and shall confine remarks to those facts that are germane and relevant to the question or issue under discussion.

H. Disruptive Behavior: Disruptive behavior includes, but is not limited to: speaking beyond the allocated time limit; preventing members of the public from hearing or viewing the discussion of the Commission, whether by standing or holding a banner or sign in a manner that obstructs view of or passage through the meeting room; speaking in a volume louder than low, conversational tone when not recognized by the President for public comment; and any threatening or harassing comments or behavior, whether directed at any or all Commissioners, Port of Olympia staff, or members of the public.

I. Curtailing Public Comment and Disruptive Behavior: The President has discretion to curtail public comment and Disruptive Behavior which violates these guidelines.

1. The President will first request that the individual follow these guidelines. If an individual fails to comply with the President's request, the President may deem the individual out of order and direct that the individual be removed from the Commission meeting. If the individual is engaging in Disruptive Behavior that is threatening or harassing, the President may direct the individual be removed from the Commission meeting regardless of whether the threatening or harassing behavior occurs during the public comment portion of the Commission meeting. If the individual presents a threat to those present at the meeting, the President may request assistance from law enforcement or security in removing the individual.

2. If a meeting is interrupted by an individual or group ~~of individuals disrupts the~~so as to render its orderly conduct ~~of a meeting and~~unfeasible, and order cannot be restored by removal of the ~~President cannot restore order~~individuals interrupting the meeting, the ~~Open Public Meetings Act (RCW 42.20.050) also allows the President to~~Commission may order the meeting room cleared and continue in session, or may adjourn the meeting and reconvene ~~it~~ at another location selected by ~~a~~ majority vote of the Commission~~.~~ (RCW 42.30.050). In such a session, ~~the Commission~~final disposition may ~~only take final action~~be taken only on matters appearing on the agenda, and representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend.

J. Security: In order to promote the safety and efficiency of Commission meetings, the President may request the presence of additional security for meetings expected to address sensitive and/or controversial subjects.

## ARTICLE VII
## Motions

A. Except as otherwise required by these Rules, the Commission shall transact its business by motion, which may be made by any Commissioner in attendance.

B. Voting on all motions shall be either "yea," "nay," or "abstain." Robert's Rules of Order shall be applied for the governing of any proceeding, and thereupon no motion shall be considered or other action taken, until the same has been duly moved, seconded and carried. All motions passed by the vote of the Commissioners present at any meeting shall be deemed to have been moved, seconded and passed in due form.

Concurrence of three (3) Commissioners shall be necessary and shall be sufficient for the passage of any motion unless otherwise required by Robert's Rules of Order.

C. ~~Commissioners may vote~~The Commission, acting by motion ~~to~~in a public meeting, may direct the Executive Director's work consistent with the Delegation of Authority to the Executive Director. Individual Commissioners have no authority to direct Port staff.

D. Commissioners shall vote on all motions unless required to abstain due to an actual or apparent conflict of interest under Chapter 42.52 RCW and Port of Olympia Commission Resolution 2021-03, which sets ethical standards for Port Commissioners.

## ARTICLE VIII
## Resolutions

A. All matters which, in the judgment of the Commission, are of a legislative character shall be embodied in the form of resolutions. Text of the proposed resolutions shall be provided prior to the public meeting as set forth in these Rules.

B. Voting on all resolutions shall be either "yea," "nay," or "abstain." Robert's Rules of Order shall be applied for the governing of any proceeding, and thereupon no resolution shall be considered or other action taken, until the same has been duly moved, seconded and carried. All resolutions passed by the vote of the Commissioners present at any meeting shall be deemed to have been moved, seconded and passed in due form.

C. Resolutions shall be numbered consecutively by the year in which they are enacted and the original copy of each resolution shall be duly authenticated in open session by the signatures of the Commission President, Vice-President and Secretary, which shall serve to attest to a majority of the Commission members voting in favor of the Resolution. Adopted resolutions shall be filed, published on the Port's website, and recorded in minutes and a book or books kept for such purposes, which shall be public records.

## ARTICLE IX
## Minutes

A. Port staff will prepare draft action minutes of each meeting and distribute them to Commissioners for their review as to accuracy of actions taken. The goal will be to provide concise and complete minutes for Commission review no later than thirty (30) days after the subject meeting. The minutes must contain a record of motions, agenda and agenda changes, participants, and actions taken. The minutes may include a summary of each topic's staff

presentation and discussion. Minutes of all regular and special meetings, except executive sessions, shall be recorded and open to public inspection (RCW 42.30.035), and shall include the announced purpose of any executive session (RCW 42.30.110(2)).

B. The Commission Coordinator will send the draft minutes to Commissioners as soon as possible following each meeting and will include a date for Commissioners to return corrections. Commissioners will individually send any corrections back to the Commission Coordinator. If a substantive correction is offered to the draft minutes, the Commissioner offering the correction will include a reference to the place in the Commission video timeline from where the correction originates. The Commission Coordinator will prepare a final draft incorporating corrections. The Executive Director will complete a final review of the draft.

C. In most cases, minutes will be presented for approval at the next regular business meeting. Approval of the minutes will be included in the Consent Agenda.

D. Written public comments submitted directly to Commissioners or to the Commission Coordinator pursuant to Article ~~VI.A.3~~VI.D will not be appended to or included in the minutes. The minutes will reflect the names of commenters only.

E. When the Commission has approved the minutes of a meeting, the minutes as approved shall represent the final and considered determination of the Commission as to the motions and actions set forth therein. Following their approval, minutes shall be signed by the Commission President and Secretary.

## ARTICLE X
## Publication of Meeting Materials

A. Agendas, reports, cover memos, and any supporting materials will ordinarily be posted on the Port's website no later than 3:00 p.m. two (2) business days before a meeting, which will be the preceding Thursday before a regular Monday business meeting or work session. In no event shall the agenda for a regular meeting be posted online later than twenty-four (24) hours before the published start time of the meeting (RCW 42.30.077). Agendas and materials for special meetings of the Commission called pursuant to Art. IV(D) of this Resolution will be posted no later than 3:00 pm two (2) business days before a meeting as a rule; however, consistent with the Open Public Meetings Act, in no event will agendas for special meetings be posted later than 24 hours prior to the scheduled meeting.

Meeting materials posted on the Port's website may be modified at any time subsequent to posting and prior to the meeting based upon changes to the agenda or to reflect updates to posted materials.

It is the responsibility of Staff to prepare materials for presentations including PowerPoint slides, maps, or other materials for presentation to the Commission. Commissioners will not provide supplementary materials to be considered for inclusion in the meeting materials packet. The exception to this rule is when a Commissioner has information to share regarding a

committee they serve on behalf of the Port. For that exception, the Commissioner must submit the proposed materials to the Commission Coordinator for inclusion by no later than 3:00 pm the preceding Thursday before a Monday meeting.

B. Members of the public may request to be included on a voluntary e-mail list for distribution of Commission agenda and meeting materials. The Port will e-mail the agenda and a link to the meeting materials to those on this voluntary e-mail list on the same day the materials are posted on the Port's website.

C. The Port will provide a hard copy of the agenda and/or meeting materials, if requested, by visiting the Port's administrative office during the Port's regular business office hours.

D. Meeting videos supplement efficient written meeting minutes documenting action taken by the Commission. Video recordings for regular Port meetings held on or after February 18, 2016, will be published and retained on the Port's website, to be readily and available for viewing. This is subject to system capacity and budget authorization by the Commission. Video recordings will be maintained and archived at the Washington State Archives pursuant to applicable state records retention schedules.

## ARTICLE XI
## Amendment of Rules

These Rules may be amended by Resolution.

**ADOPTED** by a majority of the members of the Port Commission of the Port of Olympia, a majority being present and voting on this Resolution at a regular Commission meeting on ~~January 26, 2026,~~[DATE], as attested to by the signatures below of the Commissioners this ~~26th day of January, 2026.~~[DATE].

PORT OF OLYMPIA COMMISSION

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Jasmine Vasavada, President

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Sarah Montano, Vice President

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Joel Hansen, Secretary

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