

COVER MEMO

Briefing Date/Time: January 12, 2026
Staff Contact/Title: Alex Smith, (360) 528-8001, alexs@portolympia.com
Subject: Commission Rules Resolution
Purpose: Information Only Decision Needed

Type of Agenda Item:

Action/Other

Background:

This agenda item proposes amendments to the Resolution that sets out the rules for how the Commission transacts business at Port Commission Meetings.

The goal of the proposed amendments is to conform the rules to current practice; incorporate the change in the time for Commission business meetings; provide a regular schedule for Commission Work Sessions; to conform the language to current practice for people providing public comment virtually; and to correct any inadvertent errors..

The changes include the following:

- To change the time of Commission business meetings from 5:30 p.m. on the second and fourth Mondays of the month to 4:00 p.m. on those days (Article IV, par. B, page 2);
- To provide for regular Commission work sessions on the third Monday of each month at 4:00 p.m. (Article IV, par. C, pages 2-3);
- To incorporate current practices for how members of the public can participate virtually in Commission Meetings and provide public comment (Article VI, pars. D and C, pages 10-11).

Summary & Financial Impact:

N/A

Alignment with Vision 2050:

N/A

Environmental Considerations and Review:

N/A

Alternatives Considered:

N/A

Staff Recommendation:

Staff recommends approval of Resolution 2026-02 as presented.

Document(s) Attached:

PowerPoint Presentation

Resolution 2026-02, redlined with proposed amendments

Clean Copy of Resolution 2026-02