

 <b>PORT of OLYMPIA POLICIES &amp; PROCEDURES MANUAL</b>			
Section:	100 EXECUTIVE POLICY & PROCEDURE	Revision Date:	5/2026
Policy:	GOVERNANCE	Policy No.	134
Approver:	COMMISSION	Resolution	Yes

**POLICY:** The Port Commission (“Commission”) is a quasi-legislative body consisting of five elected commissioners. Action by the Commission requires a majority vote (minimum of three of the five commissioners). The Commission approves policies which guide the port district in complying with its statutory obligations.

**COMMISSION ROLE:**

**Planning, Goal Setting, Evaluation**

The Commission helps plan the Port’s future, and then guides port activities in that direction. This planning process involves the Commission, Executive Director, Port staff, customers and citizens/voters. The process usually includes identifying the Port’s mission and goals and developing strategies to achieve them. The Commission is ultimately responsible for evaluating and updating the planning process.

**Policy Making**

The Commission develops and adopts policies to implement port goals and govern the many facets of Port operations. These include, but are not limited to, developing guidelines for long-term economic development, establishing positions and employment policies, and adopting budgets.

**Budgeting**

The Commission approves and adopts an annual budget pursuant to [RCW 53.35](#). Some key budget decisions include authorizing and adopting tax levy amounts, adopting policies, approving purchases, and disposing of or distributing supplies, property, and equipment.

**Designating the Port’s Executive Director**

The Commission is responsible for recruiting, hiring and evaluating the performance of the Port’s chief executive, known as the Executive Director. The Commission delegates responsibility to the Executive Director, then respects the Executive Director’s delegated authority to manage day-to-day operations of the Port consistent with policies established by the Commission.