Port of Olympia Community Advisory Committee
Operating Procedures and Rules

The Port of Olympia Community Advisory Committee (POCAC) operates under the authority of Port Resolution 2026-04. If there are any conflicts between operating rules of the POCAC and the Resolution, the Resolution takes precedence.

1 POCAC 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 2026-04.

2 Ethical Behavior and Community Representation

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.

Official Port Communications: POCAC members will not claim 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.

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

The POCAC will include a staff liaison, appointed by the Executive Director, as an ex-officio member. The staff liaison may change, depending on the nature of the work task being executed.

POCAC subcommittees, when formed, will include a staff liaison.

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

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

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

Meeting location: All POCAC meetings will be held at the Port of Olympia or using a virtual platform 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.

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.

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.

The meeting agenda will generally follow the format below:

AGENDA

Welcome and Call to Order

Approval of Minutes

Acceptance of Agenda

Formal Agenda Items

Old Business

New Business

Adjourn

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

Membership: Membership on the POCAC will be governed by the Resolution 2026-04. The POCAC will report vacancies to the Port of Olympia Commission with a copy to the Executive Director.

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, at the discretion of the POCAC, the Commission may choose to revoke the committee member’s appointment or accept their resignation.

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.

Officer Elections: Each November, the Executive Director will solicit interest from POCAC members interested in serving as POCAC Chair or Vice-Chair for the following year. The Commission will choose a Chair and Vice-Chair from the names submitted in an open public meeting in December. *To ensure efficiency, the POCAC will establish a chair and vice chair at the earliest opportunity when required due to membership changes. Members are encouraged to work collaboratively to rotate these roles annually*.

Officer nominations and elections shall occur as an agenda item at a regular POCAC meeting. Officer election results shall be included in meeting minutes and sent to the commission coordinator.

7 Committee Operations

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).

Rules of Engagement: Members will operate on the principles of respect, collaboration, and transparency. Members commit to listening to diverse perspectives, communicating constructively, and focusing on solutions that benefit the broader community. All discussions should remain respectful, inclusive, and aligned with the group's shared goals.

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

Breach of POCAC Operating Rules: In the case of a breach of operating rules, the matter will be discussed with the full POCAC, and the offending member may be recommended for dismissal from their role. These recommendations will be heard and decided by the Commission per section 10 of the POCAC Policy.

Recommendations: The POCAC shall make recommendations in accordance with the Commission-approved work plan. 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.

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

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.

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

Email:: Port email addresses will be available for POCAC members to use, but members shall also be free to use personal emails for the conduct of POCAC business.

POCAC Task Request Form

As required by Exhibit A of POCAC Resolution 2026-04

Date assigned:

Name of task:

Origin and need of task:

Description of the issue at hand, analysis or work needed, and the deliverables:

Alignment with Port Strategic/Vision 2050 Priorities:

Timeline for completing the task:

Resources, including staff, needed for task completion:

Budget:

Commission endorsement/approval

_____
Jasmine Vasavada, President

_____
Sarah Montano, Vice President

_____
Joel Hansen, Secretary

_____
Jerry Toompas

_____
Krag Unsoeld