

# Port of Olympia Citizens Advisory Committee Rules of Operation

Approved by the Port Commission 12-13-2021  
Adopted by the POCAC 11-16-2021

## 1. General

The Port of Olympia Citizens Advisory Committee (POCAC) operates under the authority of Port Resolution 2021-06. A copy of the resolution is incorporated by reference as if fully set forth herein. If any conflict between any rules of the POCAC and the Resolution arises, the Resolution shall take precedence.

## 2. Meetings of the POCAC

### *a. Committee of the Whole*

Regular meetings of the POCAC are scheduled the 3<sup>rd</sup> Tuesday of every month at 6:00 p.m. at the Port of Olympia, Percival Plaza, 626 Columbia Street NW, Suite 1-B, Olympia, Washington, unless otherwise specified.

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 Open Public Meetings Act Chapter 42.30 RCW applies to all meetings of the POCAC when operating as a Committee of the Whole.

### *b. Meetings of POCAC Sub-Committees*

POCAC Sub-Committees may meet at times and locations to be determined by consensus of the members of the sub-committee. In no case shall Sub-committees constitute a quorum, and the decisions and recommendations of the Sub-Committees shall not be binding on the POCAC. (See also Section 4 "Sub-Committees" below)

POCAC Sub-Committee meetings scheduled by the Sub-Committee Chair are not a meeting of the committee as a whole and therefore not subject to the public agency Open Public Meetings Act Chapter RCW 42.30.

### *c. Special meetings*

Special meetings may be set and conducted by the POCAC to accomplish specific tasks within the work plan or to meet schedules as agreed to by the POCAC. Special meetings may also be scheduled to facilitate POCAC activities such as open houses, and workshops as approved and/or directed by the Port Commission. The Chair may call a special meeting of the POCAC by notifying the Commission Coordinator of the proposed meeting date and business to be transacted. Notice of a requested special meeting under this provision must

be provided sufficiently in advance of the requested special meeting date to allow Port staff to provide required twenty-four (24) hour written notice of the meeting to POCAC members and to provide adequate public notice of the meeting and agenda, both of which are required under the Open Public Meetings Act. A special meeting is limited to the matters identified in the notice.

#### ***d. Quorums***

A meeting of the POCAC may be conducted with less than half of the currently serving committee members present. However, no actions of the POCAC shall be taken without a quorum of the then appointed members, for example, 5 members if there are only 9 members, 7 if there are 12 members who have been appointed.

In the event both the Chairperson and Vice Chairperson resign their office, the most immediate past Chairperson still serving on the POCAC presides until an election process is complete. In this interim period there is no Vice Chairperson.

Should the most immediate past Chairperson no longer be a member of the POCAC, the POCAC members shall select a current member to fill out the remaining term until the next election.

#### ***e. Public Comment***

The POCAC will designate a period for public comment at its regular meetings. Public comment shall follow the rules and procedures for public comment at Port Commission meetings as set forth in the Port Commission resolution specifying Rules Governing the Transaction of Port Commission Business as may then be in effect; except that provisions governing the use of electronic media during public comment shall not apply to POCAC meetings. Public comment received at POCAC meetings shall be limited to comment on those specific items listed on the monthly Agenda or assignments that the Port Commission has given to the POCAC. The Chair (or acting Chair) should direct any other public comment to the Port Commission or Port Staff via the communication avenues provided, i.e., Port Commission meetings, email, website, phone, etc.

The Port shall inform the POCAC of other public inquiries by providing the POCAC with any reports it prepares to summarize such inquiries.

A Port Commissioner or any Port Staff may ask any POCAC member to observe or participate in their meetings with other members of the public.

The POCAC Chairperson may include citizen presentations on POCAC agendas, provided the subject matter is related to items on the monthly Agenda or assignments that the Port Commission has given to the POCAC.

### **3. Officer Elections**

At the monthly September meeting of the POCAC, a Nominating Committee will be formed from the interested membership. Members of the Nominating Committee shall excuse themselves from standing for office as the Chairperson or Vice Chairperson. Between the September monthly meeting and the October monthly meeting, the members

of the Nominating Committee will poll all other POCAC members to ascertain their interest in being either Chairperson or Vice Chairperson. The Nominating Committee will then put forward a slate of interested Committee members who have served on the POCAC for a minimum of one year for the positions of Chairperson and Vice Chairperson. It is desirable to have more than one candidate for each office and nominations shall be accepted from the floor for any member. The POCAC will approve a ballot at the October monthly meeting and this ballot will be either:

- a.) created and sent out by U.S. mail by a designated Port of Olympia staff member to each Committee member allowing for two weeks for members to return their ballots to the Port staff member or,
- b.) created and sent out via e-mail by a designated Port of Olympia staff member to each Committee member allowing for two weeks to return the vote via e-mail to the Port staff member.

The Port staff member shall then forward the cast ballots to the Nominating Committee. The Nominating Committee will then count the ballots, and in the event of a need for a runoff or in case of a tie, a new ballot will be presented to the POCAC at the November monthly meeting. If there is no need for a runoff or an additional election, the Nominating Committee will announce the results of the vote at the November monthly meeting or the next available regularly scheduled monthly meeting.

The newly elected Chairperson and Vice Chairperson will assume their leadership positions at the January monthly meeting. The Vice Chairperson does not automatically assume the role of Chairperson the following year but rather serves to fill in if the Chairperson is absent, or to fill in for the remainder of the term if the Chairperson resigns. In the event the Chairperson resigns an election for a new Vice Chairperson will be conducted as described above unless there are less than three months remaining in the term of office year in which case the position may remain vacant. An elected term is 1 year. The Chair and Vice Chair shall serve no more than two (2) consecutive one-year terms.

## **4. Sub-Committees**

Sub-Committees may be established by the POCAC for the purpose of additional analysis and/or review required to accomplish the Port Commission assigned task(s). Any matter referred to a Sub-Committee must ultimately be presented to the full POCAC for consideration for approval prior to forwarding any recommendation to the Port Commission.

## **5. Decision Process**

### ***a. General***

To the extent possible, the POCAC intends to operate by the consensus of the membership, however, as a diverse group of citizens, it is recognized consensus may not always be achievable. The Port Commission values and welcomes the advice of each member of the POCAC and therefore would expect to hear the range of comments and advice from the majority, minority, or single individual in cases where there is no consensus.

### ***b. Call for a Vote***

When it is necessary to establish clear decisions by the membership to be relayed to the Port Commission as envisioned by the Resolution, a vote of the POCAC will be taken and reported to the Port Commission as such. A member may call for a vote, after being recognized by the Chairperson, by making a motion to call for a vote. The motion must be seconded by a second member of the POCAC.

## **6. Attendance**

The Port Commission values and appreciates citizens' willingness to volunteer, actively participate, and provide advice as a member of the POCAC. Participation in scheduled POCAC meetings (and participation in Sub-Committee meetings, if assigned), is important to stay current with, and actively contribute to, the POCAC's role of providing relevant advice to the Port Commission on the assigned tasks. Attendance at scheduled POCAC meetings, and POCAC Sub-Committee meetings if assigned, is expected. If a member does not attend at least 60% of the scheduled meetings or assigned Sub-Committee meetings during the course of a year (starting January 1, ending December 31) without advanced notification of absence to the Chair and Vice Chair, the person's membership on the POCAC will automatically be forfeited for the balance of member's term.

## **7. Reports to the Port Commission**

The Chairperson of the POCAC, or a designated representative of the POCAC, shall report to the Port Commission no less than twice each year on POCAC activities. This report may be provided in writing or given verbally at a Joint POCAC/Port Commission meeting. The Chairperson of the POCAC shall determine the appropriate format for the report.

Final POCAC product reports will be presented to the Port Commission in accordance with the Port of Olympia Commission Resolution, paragraph 4. Assignments.