

## **Port of Olympia - Port of Olympia Citizens Advisory Committee**

### **Rules of Operation**

Approved by the Port Commission 11-14-16

Adopted by the POCAC 10-18-16

## **1. General**

The Port of Olympia Citizens Advisory Committee (“POCAC”; “Committee”) operates under the authority of Port Resolution 2015-11. A copy of that resolution is incorporated by reference as if fully set forth herein. If any conflict between any rules of the Committee and the Resolution arises, the Resolution shall take precedence.

## **2. Meetings of the POCAC**

### ***a. Committee of the Whole***

Regular meetings of the Committee 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 specified otherwise. 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 Sub-Committees***

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 Committee. (See also Section 3 “Sub-Committees” below)

### ***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.

Open houses and workshops are typically less formal forums. For example an open house might involve an event, publicized in advance, and held in an auditorium. Citizens would walk around to various stations in the room to provide informal input on their preferences for alternative concepts or proposals under consideration or to ask

questions of Port representatives. The number of citizens attending is only limited by the capacity of the room used. A workshop would typically involve a facilitated discussion of a smaller group, say 10 – 15 invited citizens, typically representing one or more affected constituencies, from whom input is sought. The facilitator helps ensure that all attendees have opportunity to provide input and that no one person or persons dominate the conversation to the exclusion of other attendees.

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

A meeting of the Committee may be conducted with less than half of the currently serving committee members present. However, no actions of the Committee 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.

#### ***e. 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 the event of a need for a runoff or in case of a tie will present a new ballot to the POCAC at the November monthly meeting. If there is not a need to have a runoff or any type of 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. The term limit for each position is one year.

In the event both the Chairperson and Vice Chairperson resign their office, the last 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.

### ***f. 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.

Nothing in this section limits the ability of the POCAC Chairperson to include citizen presentations on POCAC agendas, provided that the subject matter of such presentations is related to items on the monthly Agenda or assignments that the Port Commission has given to the POCAC.

## **3. Sub-Committees**

Sub-committees may be established by the POCAC for the purpose of additional analysis and/or review that may be 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 the POCAC's consideration prior to forwarding any recommendation to the Port Commission.

## **4. 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 that 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 not a consensus.

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

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

## **5. 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 subcommittee 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 Subcommittee meetings if assigned, is expected. If a member does not attend at least 60% of the scheduled meetings, or assigned Subcommittee meetings during the course of a year (fiscal year starting January 1, ending December 30), that person's membership on the POCAC will automatically be forfeited for the balance of that member's term.

## **6. Reports to the Commission**

The chair of the POCAC, or a designated representative of the POCAC, shall periodically report the POCAC's activities to the Commission. This report may be provided, in writing, or given verbally at a Joint POCAC/Port Commission meeting. The chair of the POCAC shall determine the appropriate format for the report.

The chair, with the consent of the Committee, may request the Committee meet with the Port Commission in a Joint POCAC/ Port Commission work or study session format for the purposes of presenting the work of the POCAC to the Port Commission.