

**PORT OF OLYMPIA COMMISSION
RESOLUTION 2019-10**

**A RESOLUTION OF THE PORT OF OLYMPIA COMMISSION regarding the
citizen advisory committee known as the Port of Olympia Citizens Advisory
Committee (POCAC) and superseding Resolution 2018-02**

WHEREAS, the Port of Olympia desires to have a citizen advisory committee to advise the Port Commission on matters it may wish to assign to the citizen advisory committee from time-to-time; and

WHEREAS, this Resolution supersedes Port of Olympia Commission Resolution 2018-02.

NOW, THEREFORE, BE IT RESOLVED, after due consideration it is the determination of the Port of Olympia Commission that:

1. The Port of Olympia Citizen Advisory Committee (POCAC):

The Port of Olympia Citizens Advisory Committee (“POCAC” or the “Committee”) is a Committee of citizens selected through an application process as determined by the Port of Olympia Commission (“Port Commission”). The purpose of this Committee is to provide advice to the Port Commission on tasks as assigned by the Port Commission. The Committee is the successor of a former committee referred to as the Planning Advisory Committee.

2. Composition:

The Committee shall consist of up to 13 and no less than 9 members selected by the Port Commission.

3. Duties:

The Committee shall advise the Port Commission on matters assigned by the Port Commission. It shall forward written, unsolicited public input received by POCAC members to the Port’s Communication Manager who will determine how such unsolicited input shall be handled.

4. Assignments:

When the Port Commission decides to seek advice from the Committee, the Port Commission will meet with the Committee to discuss the scope of the assignment. This meeting will be held in accordance with RCW 42.30 (Open Public Meetings Act).

5. Work Plan:

The Committee shall develop a work plan consistent with the assignments provided by the Port Commission.

6. Scheduled Meetings:

The Committee will establish a meeting schedule consistent with the time necessary to complete a work plan and the assignment. The chair of the Committee shall report periodically and no less than once a year to the Port Commission. All meetings and documents created by and for the Committee are subject to the Open Public Meetings Act Chapter 42.30 and the Public Records Act Chapter 42.56 RCW.

7. Community Involvement:

The Committee shall have the authority to solicit public involvement in many ways, consistent with the work plan.

Any matter referred to a POCAC sub-committee must ultimately be presented to the full POCAC for the POCAC's consideration prior to forwarding any recommendation to the Port Commission.

All of the Committee's scheduled meetings will be open to the public. A portion of the Committee's scheduled meetings will be designated for public comment related to the Committee's assignment(s) and consistent with the time limits adhered to at regularly scheduled Port Commission meetings. The Chair or acting Chair should promptly direct any other public comment that is not related to the Committee's assignment(s) to the Port Commission or Port Staff via the most expedient means such as e-mail, telephone, website, etc.

8. Rules of Procedure:

The Port Commission will provide a draft copy of "Rules of Operation" for review and discussion by the Committee. Thereafter, the POCAC Chair will discuss any proposed changes to the rules that the Committee would like the Port Commission to consider. The Port Commission will give consideration to the Committee's proposed changes and then approve a final copy of the Rules of Operation. The Commission approved Rules of Operation will be utilized by Committee to accomplish the objectives of the Committee.

9. Officers and Committee:

The officers of the Committee shall be a Chair and Vice Chair to preside and facilitate presenting reports, and such other offices, committees, or subcommittees as the Committee deems appropriate. The Chair and Vice Chair shall serve no more than two (2) consecutive one-year terms. The Chair and Vice Chair shall be voted on by the Committee; however, the Port Commission reserves the right to appoint the Chair and Vice Chair, if needed.

The Port shall supply an administrative assistant to publish the notice for scheduled meetings, to assist the Committee by taking meeting minutes, recording discussion items,

scheduling meetings, and other duties as agreed to by the administrative assistant and the Committee.

10. Terms:

The Committee members shall each serve no more than two (2) continuous three-year terms. Each year the Port Commission shall appoint or reappoint persons to fill the expiring terms, for a full three-year term. At its discretion, the Port Commission will decide when it will fill a vacancy of an unexpired term. If four or more member's terms will expire simultaneously, the Port Commission has discretion to establish a different schedule for the appointments or reappointments to prevent simultaneous expirations.

11. Selection of New Members:

The process to select new members will consist of press releases to local media advertising the vacancy and recruitment process and posted on the Port's website. The interview team will consist of the Port Commission President or Commissioner Designee, the Executive Director, and the current Chair of the Committee. Copies of each application will also be sent to the other two Port Commissioners for their review.

The Port may use automated tools, such as NEOGOV®, or similar software, to intake and process applications for new Committee members.

The interview team will interview and evaluate each applicant based on past volunteer activities, private/public work experience, experience or knowledge regarding the Port of Olympia, representation of the three Commissioner Districts in Thurston County, and reason(s) for wanting to serve on the POCAC. In making recommendations for appointment, the interview team will strive to maintain at least two members of the POCAC from each of the three Commissioner Districts in Thurston County. After completion of all applicant interviews, the Commissioner serving on the interview team will recommend the appointment of the new member(s) at a regularly scheduled Port Commission meeting.

12. Approval of Travel and Other Expenses:

The Commission will budget annually for unanticipated expenses and travel for the POCAC members. The POCAC Chair shall request approval of travel and other expenses for POCAC members to the Executive Director. Any amount over the annual budget will come back to the Commission for approval.

ADOPTED by a majority of the members of the Port Commission of the Port of Olympia, a majority being present and voting on this Resolution at a regular Commission meeting on, October 14, 2019, as attested to by the signatures below of the Commissioners physically present this 14th day of October, 2019.

PORT OF OLYMPIA COMMISSION

By: 
Bill McGregor, President

By: 
Joseph Downing, Vice President

By: 
E.J. Zita, Secretary