

**PORT OF LONGVIEW BOARD OF COMMISSIONERS
RESOLUTION 2022-06**

(Adopted 5/25/22; Revised 8/24/22)

**A RESOLUTION OF THE PORT OF LONGVIEW'S BOARD OF
COMMISSIONERS ADOPTING RULES GOVERNING THE
TRANSACTION OF PORT BOARD BUSINESS.**

WHEREAS, the Port of Longview's Board of Commissioners (the "Commission") seeks to adopt rules governing the transaction of Port Commission business as required by RCW 53.12.245, which states that the Commission shall organize by the election of its own members of a President and Secretary, shall by resolution adopt rules governing the transaction of its business and shall adopt an official seal, and that all proceedings of the Commission shall be by motion or resolution recorded in a book or books kept for such purpose, which shall be public records; and

WHEREAS, in adopting these rules, the Commission seeks to comply with the letter, spirit and intent of both the Washington Open Public Meetings Act (Ch. 42.30 RCW) and the Public Records Act (Ch. 42.56 RCW); and

WHEREAS, this Resolution supersedes all other Port Commission resolutions on the same subject matter, and replaces and rescinds in its entirety Resolution 2020-9; and

NOW, THEREFORE, BE IT RESOLVED that the Commission hereby rescinds Resolution 2020-9 and simultaneously adopts the Rules set forth below, which shall be effective upon adoption.

**ARTICLE I.
Preamble**

These Rules govern the transaction of business by the Port Commission.

**ARTICLE II.
Organization of the Commission**

A. The Commission will elect as its officers a President, Vice-President, and Secretary at its first regularly scheduled meeting of each calendar year.

B. The term of each Commission officer will run for one (1) year beginning when elected, and terminating at the election of a successor. A Commissioner may hold the same office for consecutive years as approved by the Commission annually. Vacancies in any office may be filled at any regular or special meeting of the Commission. If there is a change in a

Commissioner for any reason after officers are elected for the calendar year, the Commission will re-elect the Commission Officers.

**ARTICLE III.
Duties of Officers**

A. The President shall:

Preside at all meetings, regular and special, work sessions and executive sessions of the Commission in a manner consistent with these Rules; develop draft agendas, inclusive of their content and sequence, for Commission meetings; perform all such other duties as are incident to the office or are properly authorized by the Commission; and authorize the issuance of and revisions to notices for meetings of the Commission as provided for in these Rules.

B. The Vice-President shall:

During the absence or disability of the President, exercise all the functions of the President; and have such powers and discharge such duties as may be assigned from time to time by the Commission.

C. The Secretary shall:

Ensure that the Port staff person designated as the Commission Coordinator duly assembles and distributes the Commission briefing materials in advance of each Commission meeting, records meeting minutes, motions and resolutions adopted by the Commission; and otherwise perform such further duties as are incident to the office and as are properly authorized by the Commission.

D. Signing of Official Documents:

The Commission as a whole, when all Commissioners vote in favor of a particular action, or no fewer than two Commissioners, when one Commissioner is absent and the remaining two Commissioners vote in favor of a particular action, shall sign all resolutions, contracts, and other official documents on behalf of the Commission in an open meeting, or immediately thereafter, unless the Commission authorizes the President or the Port's Chief Executive Officer to be the sole signatory an official document on behalf of the Port in an open meeting.

In the event a resolution, contract or other official document requires only two signatures, one of which is that of a Commissioner in their officer capacity (e.g. Commission Secretary) who voted against the action, one of the remaining Commissioners who voted in favor of the action may sign the document on behalf of the Commissioner who voted against the action. Otherwise, in all other instances, where a Commissioner is either absent (excused or unexcused) or votes against an action, the Commission Coordinator should note in the

signature line of the document for that Commissioner that they were "Absent" or "Voted Nay". Commissioners who attend Port meetings remotely shall be entitled to sign all relevant documents on which action was taken where they voted "Aye" prior to those documents becoming official Port documents.

ARTICLE IV. Meetings

A. Regular Meetings:

By resolution prepared by the Commission Coordinator and acted on during the last regular meeting of each calendar year, the Commission shall establish its regular meeting schedule for the following year consistent with RCW 42.30.070. Such resolution shall include an enumerated list of each regular meeting date and time for the year, in addition to any meetings that may be canceled due to national holidays or other known calendaring conflicts.

The Port will post the location of and dates and times for all regular meetings on its website (<http://www.portoflongview.com>) consistent with RCW 42.30.077. Regular meetings will either be broadcasted by KLTV or recorded.

B. Special Meetings:

The President by communicating with the Chief Executive Officer, or any two Commissioners, by separately communicating with the Chief Executive Officer, may call a special meeting of the Commission. To the extent Commissioners, other than the Commission President, request a special meeting, it shall be the Chief Executive Officer's responsibility to coordinate with the Commission President fixing the meeting date, time, and business to be transacted at the special meeting. 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 prepare adequate briefing documents and resolutions in addition to the required twenty-four (24)-hour written notice of the meeting to provide adequate public notice of the meeting and agenda, both of which are required consistent with RCW 42.30.080.

Notice of a special meeting must be (a) delivered to each local newspaper of general circulation and local radio or television station that has on file with the Port a written request to be notified of such special meeting or of all special meetings; and (b) be prominently displayed at the main entrance of the Port's administrative offices and the meeting site if it is not held at the Port's principal location and is not held as a remote meeting; except that during a declared emergency which prevents a meeting from being held in-person with reasonable safety the Port may instead post notice of a remote meeting without a physical location on its website.

Action taken at a special meeting is limited to matters identified in the notice of the meeting. The Commissioners may hold an executive session during a duly noticed special meeting.

C. Work Sessions:

The Commission will schedule and hold work sessions as needed at the Port of Longview, 10 International Way, Longview, Washington, 98632, unless specified otherwise in the applicable meeting notice. The Port shall give notice of each work session as a special meeting consistent with RCW 42.30.080(2), or may include a work session as part of a regular meeting agenda.

The purpose of a work session is for the Commissioners to informally discuss Port issues and exchange ideas with Port staff and the public without the structure of a regular business meeting. The agenda will be set consistent with the process for setting the agenda for regular or special meetings. At the work session, items may be deleted from the agenda by consensus of the Commission due to time constraints or for other reasons.

D. Commission Briefing Materials:

Following each scheduled meeting of the Commission, the Port's Chief Executive Officer shall work with the Commission President to establish a draft meeting agenda for the next scheduled Commission meeting, whether it is a regular or special meeting. Once the draft agenda is established, the Chief Executive Officer shall ensure that Port staff promptly submits to the Commission Coordinator all associated draft briefing documents, exhibits, and proposed resolutions such that the Commission Coordinator is able to prepare and transmit a complete Commission meeting binder to each Commissioner and the Port's legal counsel. The Commission Coordinator must strive to deliver the Commission meeting binder no less than five days from the date of the next Commission meeting. Items not submitted for possible inclusion on a regular Commission meeting agenda within this timeline may be added to the agenda of the regular meeting with the approval of the Commission. Materials submitted for consideration by the Commission during executive session shall not be included in the Commission's briefing binder. The purpose of this section is to ensure that the Commissioners and the Port's legal counsel have adequate time to review items for discussion in each regular meeting.

E. Open Meetings, Public Records and Remote Meetings:

1. All regular, special, and work session meetings shall be open and public, and meeting materials, except executive session materials, will be provided and made available to the public consistent with these Rules, the Open Public Meetings Act and the Public Records Act.

2. If, after the declaration of an emergency by a local or state government or agency, or by the federal government, the Port determines that it cannot hold a meeting of the Commission with members or public attendance in person with reasonable safety because of the emergency, the Port may, in its discretion as it deems necessary or expedient:

a. Hold a remote meeting without a physical location; or

b. Hold a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency.

3. During an authorized remote meeting, Commissioners may appear or attend by phone or by other electronic means that allows real-time verbal communication without being in the same physical location. For a remote meeting or a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency, the Port will provide an option for the public to listen to the proceedings telephonically or by using a readily available alternative in real-time that does not require any additional cost for participation. Free readily available options include, but are not limited to, broadcast by the public agency on a locally available cable television station that is available throughout the jurisdiction or other electronic, internet, or other means of remote access that does not require any additional cost for access to the program. The Port may also allow the other electronic means of remote access.

4. No action may be taken at a remote meeting or a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency if the public agency has not provided an option for the public to listen to proceedings, except for an executive session.

5. Notice of a remote meeting without a physical location or a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency must be provided in accordance with these Rules and must include instructions on how the public may listen live to proceedings and on how the public may access any other electronic means of remote access offered by the Port.

6. A remote meeting or a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency will be considered open and public in compliance with the requirements of the Open Public Meetings Act. Nothing in this section alters the ability of the Port to take action in response to an emergency as provided for in RCW 42.30.070, or to have members of the Commission participate in a meeting remotely with no declared emergency, as authorized by these Rules.

7. At any meeting with remote attendance, public comment will be taken via email at the email address publiccomment@portoflongview.com and be read during the virtual meeting.

F. Executive Sessions:

The Commission may meet in executive session, which shall be closed to the public during a regular or special meeting for all the purposes permitted by the Open Public Meetings Act and other laws, including, but not limited to, the following:

1. The consideration of matters affecting national security (RCW 42.30.110(1)(a));
2. To consider, if in compliance with any required data security breach disclosure under RCW 19.255.010 and 42.56.590, and with legal counsel available, information regarding the infrastructure and security of computer and telecommunications networks, security and service recovery plans, security risk assessments and security test results to the extent that they identify specific system vulnerabilities, and other information that if made public may increase the risk to the confidentiality, integrity, or availability of agency security or to information technology infrastructure or assets.
3. To consider the selection of a site or the acquisition of real estate by lease or purchase, when public knowledge regarding such consideration would cause a likelihood of increased price (RCW 42.30.110(1)(b));
4. To consider the minimum price for the sale or lease of real estate when public knowledge regarding such consideration would cause a likelihood of decreased price (RCW 42.30.110(1)(c)) (In *Columbia Riverkeeper v. Port of Vancouver USA*, the Washington Supreme Court, in a decision filed June 8, 2017, construed this provision strictly, ruling that only the minimum price can be discussed in executive session, and the factors affecting the minimum price can be discussed in executive session, only if these factors were first identified and discussed in open session);
5. To review negotiations on the performance of publicly bid contracts when public knowledge would cause a likelihood of increased costs (RCW 42.30.110(1)(d));
6. To consider, in the case of an export trading company, financial and commercial information supplied by private persons to the export trading company (RCW 42.30.110(1)(e));
7. To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge (RCW 42.30.110(1)(f)).
8. To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by the Port of salaries, wages, and other conditions of employment to be generally applied within the Port shall occur in a meeting open to the public, and when the Commission elects to take final

action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public (RCW 42.30.110(1)(g)).

9. To evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public (RCW 42.30.110(1)(h)).

10. To discuss with legal counsel representing the Port concerning enforcement action, litigation or potential litigation to which the Port, the Commission, and/or a Commissioner or Port employee acting in an official capacity is, or is likely to become, a party when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the Port (RCW 42.30.110(1)(i)). Port legal counsel is required to attend executive sessions called for this purpose.

11. That portion of a meeting during which the Commission is planning or adopting the strategy or position to be taken by the Commission during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in such negotiations or proceedings while in progress (RCW 42.30.140(4)(a)); and

The Commission reserves the right to invite Port staff or others with some relationship to the matter being discussed, or who may provide assistance to the Commission, to the executive session.

The Commission will endeavor to hold executive sessions such that any disruption to the public is minimized and, if possible, at the same location or in close proximity to the location of the regular meeting. Notwithstanding this provision, the Commission may enter into executive session during any meeting for any purpose consistent with the Open Public Meetings Act.

Prior to adjourning to executive session, the President shall announce whether any action is expected to be taken following executive session, and the anticipated length of time for executive session. The President or his or her delegate may extend the time for executive session by announcing the length of the extension in the Port meeting room. The announced purpose of excluding the public must be entered into the minutes of the meeting. The public meeting will be reconvened following an executive session. If the Commission intends to take action on any item discussed in the executive session, such action will be considered during the open session of the meeting, and as appropriate and required by law.

G. Adjournment or Continuation to a Special Meeting:

Adjournment or continuation of a regular meeting to a special meeting, if necessary, shall be pursuant to notice as required by law.

H. Quorum:

Two (2) Commissioners shall constitute a quorum for the convening of a meeting. At the beginning of each meeting, Port staff will confirm whether a quorum of Commissioners is present in person or by remote attendance.

I. Cancellation of a Meeting:

The President may direct the cancellation of any scheduled Commission meeting.

J. Administration of Meetings:

Meetings shall be conducted in accordance with these Rules.

K. Commissioner Remote Attendance:

The Port would benefit by a Commissioner's ability to participate in meetings by means of remote communication. The Commission recognizes the benefits of the fullest practicable attendance and participation by its members. Attendance via remote communication is intended to be an alternative method for participation by Commissioners in unforeseen extenuating circumstances beyond a commissioner's control and for occasional personal reasons. Attendance by remote communication may occur as follows:

1. A Commissioner may attend a meeting via remote communication due to unforeseen extenuating circumstances beyond a Commissioner's control, such as medical conditions, accidents, or other emergencies.
2. A Commissioner may attend a meeting via remote communication for planned personal absences no more than four regular meetings per calendar year, with no more than two consecutive regular meetings. Remote attendance under subsection(j)(1) shall not count in the number of allowed times a Commissioner can attend remotely under this subsection.
3. A Commissioner wishing to attend a meeting via remote communication must provide notice to the Chief Executive Officer at least 24 hours prior to the scheduled meeting for unforeseen circumstances or with two weeks prior notice for a planned personal absence. The notice must advise of the Commissioner's intent to attend via remote communication and the reason(s) why the Commissioner cannot attend the meeting in person.
4. A Commissioner may not attend remotely unless satisfactory equipment is available at the physical location of the meeting. Satisfactory equipment means any telephone or other communications device equipped with a speaker junction capable of broadcasting the Commissioner's voice attending clearly and sufficiently enough to be heard by those in attendance at the meeting. The device must allow the Commissioner to pose and answer questions as posed from time to time.

5. During any meeting that a Commissioner is attending via remote communication, the Commission President or presiding officer shall state for the record that a particular Commissioner is attending via remote communication and the reasons for such attendance.
6. Commissioners attending via remote communication may participate and vote during the meeting as if they were physically present at the meeting.
7. Commissioners attending via remote communication shall comply with all rules and procedures as if they were physically present at the meeting.
8. In the case of executive sessions, the Commission may permit participation from remote location(s) only when the Commission on a case-by-case basis considers such participation to be necessary and the Commission is confident in the security of such remote communications.

L. Commissioner Absence and Excusal:

Each Commissioner is responsible for requesting to be excused from a duly noticed meeting of the Commission so as to avoid causing a vacancy in the office under RCW 53.12.140, by nonattendance at meetings of Commission for a period of sixty days unless excused by the Commission. A Commissioner who is unable to attend a scheduled meeting will endeavor to notify the Chief Executive Officer no later than twenty-four (24) hours before the scheduled start of the meeting, if feasible to do so, and in any event as soon as practicable, to request excusal. The Chief Executive Officer will promptly inform the President (or other officer presiding over the meeting) of the Commissioner's excusal request prior to the meeting. The President (or presiding officer) shall note the Commissioner's request for excusal on the record for the minutes and shall also state whether the Commissioner's absence is or is not excused. Alternatively, when Commissioner attendance is confirmed, as noted in Article V below, the Commission may take action on a Commissioner's excusal request by motion as provided for in Article VII.

The Commission shall automatically excuse the absence of a Commissioner resulting from attendance to other Port business.

**ARTICLE V.
Order of Business**

- A. Regular meetings will ordinarily follow the below prescribed format:
 1. Call to Order
 2. Pledge of Allegiance
 3. Confirmation of Commissioner attendance
 4. Meeting Guidelines

5. Approval of Agenda / Consent Agenda
(Commission action following call for public comment)
6. General Public Comment (for items not on the agenda)
7. CEO and Staff Reports
8. Awards / Presentations
9. Action Items (brought following prior advisory consideration)
 - a. Staff Presentation (if needed)
 - b. Motion and Second
 - c. Public Comment Period
 - d. Commissioner Deliberation (no public comment)
 - e. Action on Motion or Resolution
10. Urgent Action Items – (brought without prior advisory consideration)
 - a. Staff Presentation
 - b. Motion and Second
 - c. Public Comment Period
 - d. Commissioner Deliberation (no public comment)
 - e. Action on Motion or Resolution
11. Advisory Items
 - a. Staff Presentation
 - b. Public Comment (on all advisory items)
 - c. Commissioner Deliberation (no public comment)
12. Additional General Public Comment Period (Commission discretion)
13. Commissioner Reports
14. Executive Session, if any
15. Reconvene
16. Good of the Order
17. Adjourn Meeting
- B. Special Meetings will ordinarily follow the below prescribed format:
 1. Call to Order
 2. Pledge of Allegiance
 3. Confirmation of Commissioner attendance
 4. Meeting Guidelines

5. Approval of Agenda / Consent Agenda
(Commission action following call for public comment) (no additions to the agenda are allowed for Special Meetings)
6. General Public Comment (for items not on the agenda)
7. Action Items (brought following prior advisory consideration)
 - a. Staff Presentation (if needed)
 - b. Motion and Second
 - c. Public Comment Period
 - d. Commissioner Deliberation (no public comment)
 - e. Action on Motion or Resolution
8. Urgent Action Items – (brought without prior advisory consideration)
 - a. Staff Presentation
 - b. Motion and Second
 - c. Public Comment Period
 - d. Commissioner Deliberation (no public comment)
 - e. Action on Motion or Resolution
9. Advisory Items
 - a. Staff Presentation
 - b. Public Comment (on all advisory items)
 - c. Commissioner Deliberation (no public comment)
10. Additional General Public Comment Period (Commission discretion)
11. Executive Session, if any
12. Reconvene
13. Good of the Order
14. Adjourn Meeting

C. The Commission reserves the right to change the order of business set forth above at any time.

D. Items appropriate for the consent agenda include invoice approval, correction of scrivener's or other non-substantive errors in Port records, and other ministerial matters. Each Commissioner may request that an item on the consent agenda for a regular meeting be moved to an advisory or action item, or request separate discussion on that item prior to the vote on the consent agenda.

E. The Commission may decide to move an advisory item to an action item at a regular meeting by voting first to change the item to an action item on the agenda, and then by voting on the item.

F. All proceedings of the Commission will be by consensus, motion, or resolution recorded in minutes maintained for that purpose, which shall be publicly available.

G. Commissioner Reports at meetings shall be confined to official Port business, and other matters specifically approved in advance by the Commission where a Commissioner has been asked to attend a community event or other gathering in an official capacity.

ARTICLE VI.

Guidelines for Public Comment / Participation at Meetings

A. General Procedures. The following general procedures are applicable to all types of public comment at Commission meetings.

1. Sign-In Procedures. The Port will provide a sign-in sheet for those who wish to provide general comment at public meetings. The sign-in period for public comment will begin when the public meeting space opens and will close when the meeting is called to order. Commenters are strongly encouraged to provide their name and city of residence on the sign-in sheet in order to be called. The public should expect that any comments made to the Port may be broadcast, streamed, videotaped, or preserved in an audio file, and all comments, written or verbal, will be public records under the Public Records Act.

2. Limitations on Use of Public Comment for Campaigning or Advertising. No person may use public comment periods for the purpose of campaigning or promoting a campaign, whether for an election or ballot proposition. In addition, no person may use public comment periods for the purpose of commercial advertising. These limitations do not prevent or preclude any person addressing the Commission from expressing views or opinions on matters related to the Port's business or within the Commission's jurisdiction. In addition, these limitations do not prohibit individuals or organizations from promoting public events relating to Port business.

3. Comments to be Directed to Commission President. All public comments should be directed to the Commission President (or presiding officer). The President may stop people from speaking to the Commission when not recognized to speak. In order to hear as many people as possible during the General Public Comment Period, the Commission will refrain from responding to individual comments. Following the General Public Comment Period, the Commission may deliberate with each other, or direct Port staff to follow up, on one or more of the public comments. For public comments made during the Action, Urgent or Advisory Item comment periods, the Commission at the President's discretion may choose to respond to one or more public comments at the end of the public comment period. The purpose of public comment during the Action, Urgent or Advisory periods is for the Commission to receive public

input on issues under consideration before it takes action and not to debate or deliberate with the public on issues before the Commission.

4. Courtesy. All speakers (members of the public, Port staff, and Commissioners) shall be courteous in language, tone and demeanor and shall confine remarks to those facts that are germane and relevant to the matter under consideration. All cell phones should be turned off or turned to vibrate only. If either cell phone use or a cell phone ring tone disrupts a Commission meeting, the Commission reserves the right to request that the cell phone user only use the phone outside of the meeting room.

B. Procedures for General Public Comment. The Commission will allow general public comment on issues related to Port business that are not on the agenda, subject to the following procedures:

1. The general public comment period held at the beginning of the meeting will be limited to 30 minutes. If there are more than ten (10) commenters who wish to make public comments during the general public comment period, then the Commission reserves the right to defer such additional general public comment to proceed with meeting business, and instead hold an additional general public comment period prior to the conclusion of the meeting.

2. Each commenter will be allowed three (3) minutes for individual comment. In order to ensure audio coverage of comments made, commenters must approach and speak from the microphone equipped podium in the meeting room.

3. The subject of public comments during the general public comment period must be related to Port business.

C. Procedures for Public Comment on Action, Urgent or Advisory Items. The Commission shall also provide separate public comment periods during the meeting for action, urgent and advisory and items appearing on the meeting agenda. The public comment required under this section may be taken orally at a public meeting, or by providing an opportunity for written testimony to be submitted before or at the meeting. If the Port accepts written testimony, this testimony must be distributed to the Commission. The Port may set a reasonable deadline for the submission of written testimony before the meeting.

Upon the request of any individual who will have difficulty attending a meeting of the Commission by reason of disability, limited mobility, or for any other reason that makes physical attendance at a meeting difficult, the Port shall, when feasible, provide an opportunity for that individual to provide oral comment at the meeting remotely if oral comment from other members of the public will be accepted at the meeting; provided that this request to provide comment remotely must be sent to the Port no later than 24 hours before the scheduled meeting. Any commenter at a meeting or attending remotely will be allowed three (3) minutes to provide comments on the specific agenda item under consideration by the

Commission at the time the commenter chooses to speak. In order to ensure audio coverage of comments made, commenters must approach and speak from the microphone equipped podium in the meeting room.

D. Disruptive Behavior. Disruptive behavior includes, but is not limited to: speaking beyond the allocated time limit; clapping or making other disruptive sounds or gestures at commenters or Commissioners; preventing members of the public from hearing or viewing the discussion of the Commission, whether by standing or holding a banner or sign in a manner that obstructs view of or passage through the meeting room, and speaking in a volume louder than low, conversational tone when not recognized by the President for public comment; or serial comments from several public commenters that has the effect of tagging together three minutes segments to speak for a longer period.

E. Managing Public Comment. The President has discretion to curtail public comment that exceeds allotted time, is beyond the scope of the subject agenda item under consideration, is overly repetitive, or includes disruptive behavior as defined in Section VI-D. The President will first request that the commenter follow these guidelines. If an individual fails to comply with the President's request, the President may deem the individual out of order and direct that the individual be removed from the Commission meeting. If the individual presents a threat to those present at the meeting, the President may request assistance from law enforcement in removing the individual. The President also has the discretion to allow a speaker to speak beyond the allotted time in instances where the speaker has specialized knowledge about a subject, or on matters of substantial or special interest to the Port, and for other reasons as determined by the President in his or her discretion.

F. Public Hearings. The Port may be required to hold public hearings to take testimony from the public on certain matters, and in that case, the Port will follow any required procedures for conducting the public hearing. The President has the discretion to manage the testimony at a public hearing similar to the rules applicable to general public comment.

G. Security. In order to promote the efficiency of Commission meetings, the President may request the presence of security for meetings expected to address sensitive and/or controversial subjects.

H. Commissioner Attendance at Non-Port Meetings. In the event a Commissioner attends a community event or other gathering not approved in advance by the Commission, that Commissioner should make clear in the event or gathering if they choose to offer public remarks that their remarks are made as an individual Commissioner and not representing the Port's position on a particular issue.

ARTICLE VII.

Motions

- A. Except as otherwise required by these Rules, the Commission shall transact its business by motion, which may be made by any Commissioner in attendance.
- B. Voting on all motions shall be “Aye” or “Nay.” Port Commissioners may also choose to abstain from voting by stating “Abstain” when the vote is taken and the stating the reason for the abstention.
- C. Concurrence of two (2) Commissioners shall be necessary and shall be sufficient for the passage of any motion.
- D. Commissioners must abstain on voting “Aye” or “Nay” due to an actual or apparent conflict of interest under RCW Chapter 42.52 and any applicable Commission resolution, which sets ethical standards for Port Commissioners.

ARTICLE VIII.

Resolutions and Motions

- A. All matters, which in the judgment of the Commission, are of a legislative or ceremonial character shall be embodied in the form of resolutions. It is intended that policies or other Commission action which governs ongoing Port internal or external operations, that are not implemented by the CEO under his or her delegation of authority, will be adopted by resolution. In contrast, Commission action that approves a one-time action, activity or event (e.g. purchase of property, approval of lease or public works contract, etc.) will be typically done by motion. The text of the proposed resolutions shall be provided prior to the public meeting as set forth in these Rules.
- B. Voting on all resolutions shall be “Aye” or “Nay.”
- C. Resolutions shall be numbered consecutively by the year in which they are enacted, and the original copy of each resolution shall be duly authenticated in open session by the signature of the Commissioners voting in its favor. Adopted resolutions shall be filed, published on the Port’s website, and recorded in minutes, which shall be public records.

ARTICLE IX.

Minutes

- A. The Commission Coordinator will prepare draft minutes of each meeting and distribute them to the Commission for review with other meeting materials. The Commission prefers that the Commission Coordinator provide minutes for review no later than thirty (30) days after the

subject meeting. The draft minutes must contain motions, actions taken, and a summary of each discussion item.

B. When the Commission has approved the minutes of a meeting, the minutes as approved shall represent the final and considered determination of the Commission as to the motions and resolutions set forth therein.

**ARTICLE X.
Publication of Meeting Materials**

A. Agendas, staff briefing memos, proposed resolutions, and any other supporting materials, should ordinarily be posted on the Port's website no later than 3:00 p.m. three (3) business days before a meeting, but in no event later than 24 hours in advance of the published start time of the Commission meeting, or as follows:

1. The preceding Friday before a Wednesday meeting;

Meeting materials posted on the Port's website may be modified at any time subsequent to posting and prior to the meeting based upon changes to the agenda or to reflect updates to posted materials.

B. Members of the public may request to be included on an electronic mailing or distribution list for receipt of the Commission agenda and meeting materials. The Port will strive to electronically send the agenda and a link to the meeting materials to those on this list on the same day the materials are posted on the Port's website, but in no event later than 24 hours in advance of the published start time of the Commission meeting.

C. The Port will provide a hard copy of the final agenda and meeting materials at the Port's principal place of business during meetings.

**ARTICLE XI.
Organizational Memberships**

On an annual basis, and as part of the Port's annual budget preparation and approval process, the Commission shall consider and approve its participation in membership organizations, in addition to establishing a primary and secondary Commissioner liaison for each Commission approved membership organization. Prior to considering whether to join a new membership organization or continue an existing membership, the Commission shall endeavor to evaluate each new organization's mission and vision statement, corporate status (e.g. whether incorporated or not), governing documents, annual budget / financial statement, a statement of membership benefits, as well as the role of fiscal agents if any, in order to assess the compatibility of the organization with the Port's mission driven budget objectives.

ARTICLE XII.
Commissioner Remuneration

- A. Each Commissioner shall receive compensation as set forth in RCW 53.12.260, as clarified by Port Resolution 2022-04.
- B. All Commissioner travel requiring an overnight stay must be pre-approved by the Commission in accordance with the Commission adopted Travel and Business-Related Expense Policy.
- C. Travel days to a Port-related event or conference shall be eligible for the daily per diem compensation.

ARTICLE XIII.
Official Seal & Port Logo

Pursuant to RCW 53.12.245, the Port's official seal shall on be used for official Port related business, as sanctioned by the Commission. In addition, the official Port trademarked logo, as indicated below, shall not be used for purposes other than official Port business without the express consent of the Commission.



ARTICLE XIV.
Amendment of Rules

These Rules may be amended from time to time by Resolution.

[SIGNATURE PAGE TO FOLLOW]

ADOPTED by the Port of Longview Port of Longview Commissioners this 25th day of May, 2022.

**PORT OF LONGVIEW
BOARD OF COMMISSIONERS**

By: 
Allan Erickson, President
Commissioner, District 3

By: 
Jeff Wilson, Vice President
Commissioner, District 1

By: 
Doug Averett, Secretary
Commissioner, District 2