

**RESOLUTION NO. 532-10**  
**A Resolution of the Commission of the Port of Port Townsend**

**RESOLUTION AMENDING RESOLUTION No. 487-07,**  
**UPDATING COMMISSION MEETING PROCEDURES**

**WHEREAS: The Port of Port Townsend did establish and approve, in public session, "Commission Meeting Procedures" by Resolution No.42-87 dated November 18, 1987, and;**

**WHEREAS: The Port of Port Townsend did rescind Resolution No.42-87, and adopted new Commission Meeting Procedures which were more efficient and beneficial for both the Commission and participating public, by Resolution No. 326-00 on July 26, 2000, and which was subsequently amended by Resolution No 344-01 on March 14, 2001, by Resolution No. 363-02 on February 27, 2002, by Resolution No. 367-02 on March 27, 2002, by Resolution No. 390-03 on January 22, 2003, Resolution No. 392-03 on April 9, 2003, by Resolution No. 471-06 on July 26, 2006, and by Resolution No. 487-07 on April 25, 2007, and;**

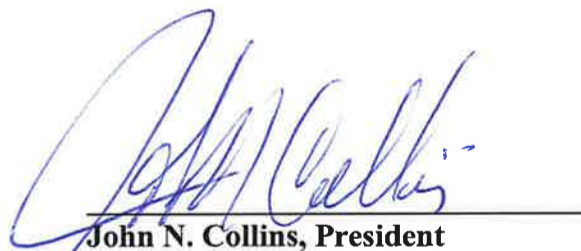
**WHEREAS: The Port Commission has decided to change the start time for the first Commission meeting of the month, and reschedule the workshop date and time to the second meeting date of the month, and;**

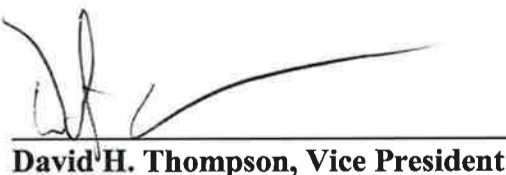
**NOW, THEREFORE BE IT HEREBY RESOLVED: by the Port Commission of the Port of Port Townsend, that Resolution No. 487-07 adopted on April 25, 2007 shall be amended and the new Commission Meeting Procedures, as shown in the attached "Appendix A" shall be adopted.**

**ADOPTED this 27<sup>th</sup> day of January 2010, by the Commission of the Port of Port Townsend and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission duly affixed.**

**ATTEST:**

  
Leif W. Erickson, Secretary

  
John N. Collins, President

  
David H. Thompson, Vice President

**APPROVED AS TO FORM:**

  
Robert Goodstein, Port Attorney



## **APPENDIX A**

The Policy and Procedures on pages 1-2 have been adopted by Resolution 532-10, amending Resolutions 326-00, 344-01, 363-02, 367-02, 390-03, 392-03, 471-06, and 487-07. Any changes or deletions will require an amendment to the Resolution.

### **COMMISSION MEETINGS**

#### **TIME AND LOCATION OF MEETINGS**

The regular meetings of the Port of Port Townsend will be held on the second Wednesday of each month at 3:30 p.m. and the fourth Wednesday of each month at 6:30 p.m. in the Port Administration Office Commission Room, 375 Hudson Street, Port Townsend, Washington. The workshop will now precede the regular meeting on the fourth Wednesday of each month from 3:30 p.m. to 5:30 p.m.

#### **RULES OF TRANSACTION OF BUSINESS**

1. Order of Business shall be as follows:
  - I Call to Order
  - II Approval of Agenda
  - III Consent Agenda
  - IV Public Comments (Not related to Agenda items and or Guest Presentations  
(If applicable))
  - V Old Business
  - VI New Business
  - VII Staff Comments
  - VIII Public Comments
  - IX Commissioner Comments
  - X Next Meeting
  - XI Executive Session, (If called)
  - XII Adjournment
  
2. All matters which, in the judgment of the Commission, are of a legislative character shall be embodied in the form of Resolutions. Resolutions may be put on final passage at the same meeting at which they are introduced. Resolutions shall be numbered consecutively, and the original copy shall be signed by the President and Vice President and attested by the Secretary in open session. Resolutions shall be filed by the Secretary and shall be recorded in a book or books kept for such purpose, which shall be public records.
  
3. Upon presentation of a motion by one of the Commission Members, no second to that motion will be required before calling for a vote.

## **RULES OF TRANSACTION OF BUSINESS – continued**

4. Discussion of the motion on the floor will be held first between Commission Members, comments will next be received from the Executive Director, Attorney and/or other staff members, **and** any member of the audience who wishes to comment may then be heard after identifying themselves to the Commission. Any participant, having been recognized, will hold the floor and may be interrupted only by the Commission President. The Commission may impose a time limit for citizen comments.
5. The draft agenda may be available by Friday of the week previous.
6. The Executive Director or his designee would be responsible for keeping track of each issue.
7. All public comments and questions should be directed to the Commissioners. If the Commissioners desire, they may refer the question to the Executive Director, Port Attorney, and/or other Port Staff in attendance.

## **SMOKING**

Smoking is prohibited during the Commission meetings.

## **MINUTES**

1. Additions and or corrections to the Minutes will be recorded and become a part of the revised and approved consent agenda. Minutes are to be available to the Commissioners prior to the meetings.
2. Minutes are recorded according to **RCW 42.32.030**

## **VOUCHER APPROVAL**

It shall be the policy of the Port of Port Townsend Commissioners to approve vouchers for payment and authorize the issuance of warrants by signing a list which will indicate the voucher number, to whom paid, amount and purpose of the payment. Voucher approval is incorporated under “New Business”.

## **COMMISSIONER'S COMPENSATION**

Each Commissioner shall be reimbursed or compensated for actual attendance at general meetings and for performance of other services in behalf of the Commission up to the maximum rate allowed in accordance with **RCW 53.12.260**.