

RESOLUTION NO. 646-16

**A RESOLUTION OF THE COMMISSION OF THE PORT OF PORT TOWNSEND
ADOPTING A COMMISSION CODE OF CONDUCT**

WHEREAS, the Port of Port Townsend seeks to adopt rules governing commission conduct and values;

WHEREAS, the Commission of the Port of Port Townsend has the authority to adopt rules governing the transaction of business pursuant to RCW 53.12.245;

WHEREAS, pursuant to delegated authority, the Executive Director of the Port of Port Townsend has adopted a Personnel Manual setting forth standards of conduct and behavior of Port employees demonstrating the Port of Port Townsend's commitment to effective performance, good conduct and accountability;

WHEREAS, the Commission of the Port of Port Townsend desires to conduct the Port's official business with social and fiduciary responsibility that fosters and maintains the public trust;

WHEREAS, by representing and serving the Port's interests, Commissioners also represent and serve all citizens of Jefferson County, Port customers, and their constituents;

WHEREAS, the Commission of the Port of Port Townsend desires to commit itself to the values and standards it expects of its employees;

WHEREAS, the adoption of a Commission Code of Conduct will facilitate the transaction of Port business and will engender respectfulness, integrity, and accountability among the Commission, with Port employees, and with the public the Commission serves; and

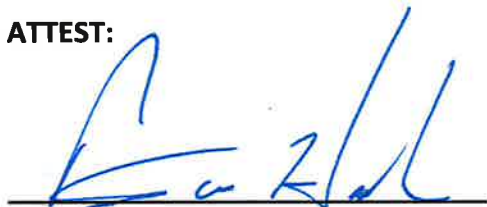
WHEREAS, the values and commitments set forth herein are intended to uphold and protect the trust placed in the Port of Port Townsend both by the public and by Port employees;

NOW, THEREFORE BE IT HEREBY RESOLVED by the Port Commission of the Port of Port Townsend that:

The Commission Code of Conduct, dated May 9, 2016 is hereby approved, incorporated herein by this reference, and attached as Exhibit "A".

ADOPTED this 25th day of May 2016 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:



Peter W. Hanke, President



Stephen R. Tucker, Vice President



Brad A. Clinefelter, Secretary



APPROVED AS TO FORM:



Port Attorney

EXHIBIT "A":

Commission Code of Conduct

May 25, 2016

With accountability to the citizens of Jefferson County, as Port Commissioners we will conduct ourselves lawfully, with integrity and high ethical standards, also to establish a sustainable model of appropriate behaviors to build public confidence and credibility.

We will conduct the Port's official business with social and fiduciary responsibility that fosters and maintains public trust.

1. To build trust among citizens, fellow Commissioners and to ensure an environment conducive to effective governance, we will:
 - a. Focus on issues rather than personalities;
 - b. Exercise honesty in all written and interpersonal interaction, never intentionally misleading or misinforming each other;
 - c. Respect decisions of the "Commission" and will not undermine those decisions; a Commissioner may express his or her vote on an issue, but underscore that the decision of the "Commission" will move forward;
 - d. Come prepared to meetings, reading materials in advance, engaging with staff with questions prior to the meetings;
 - e. Make every reasonable effort to protect the integrity, and promote the positive image, of the Port and one another; and
 - f. Maintain confidentiality appropriate to sensitive issues and information that otherwise may tend to compromise the integrity of legal standing of the Commission and the Port of Port Townsend, especially those matters discussed in executive session.
2. We will not attempt to exercise individual authority over the organization. The Commission has hired an Executive Director to manage all aspects of the organization.
 - a. We will not attempt to assume personal responsibility for resolving operational problems or complaints;
 - b. We will not personally direct any and all parts of the operational organization;
 - c. We will not publicly express individual negative judgments about the staff performance; any such judgments of the staff performance will be expressed in executive session;
 - d. We will refer any requests for access to Port records to the Executive Director; and
 - e. We will treat Port employees with respect, using appropriate tone and language, when personal interaction (spoken and written) is involved.
3. We will serve the interests of the entire organization. We recognize this responsibility to the whole to be greater than:
 - a. Any loyalty a Commissioner may have as an elected official; or
 - b. Loyalty based upon public perception.
4. Process for Addressing Commissioner Violations. The Commission and each of its Commissioners are committed to faithful compliance with the provisions of the Commission's Code of Conduct. The Commission recognizes that its failure to deal with deliberate or continuing violations of its policies risks the loss of confidence in the Commission's ability to govern effectively. Therefore, in the event of an allegation of a Commissioner's extraordinary, willful and/or continuing violation of the Code of Conduct, the Commission shall investigate the issue and may use the following process:
 - a. Discussion in executive session between the alleged offending Commissioner and the full Commission per RCW 42.30.0110 (f) and upon request, Legal Counsel;

- b. If the Commission determines the alleged violation(s) are well founded, and that circumstances warrant action, the Commission may take appropriate action in public session to include, verbal warning, written warning, letter of censure, and or removal by the Commission from one or more leadership or committee positions to which the offending Commissioner has been appointed; (i.e., removal from President or Vice President standing, removal from representing the Port on various boards and committees).