

**PORT OF OLYMPIA COMMISSION  
RESOLUTION 2011-07**

**A RESOLUTION OF THE PORT OF OLYMPIA COMMISSION authorizing the standing committee formerly known as the Port Advisory Committee (PAC), now known as the Port of Olympia Citizens Advisory Committee (POCAC).**

WHEREAS, the Port of Olympia desires to maintain a citizen advisory committee to advise the Port Commission on matters of public concern involving the scope and direction of the Port and improving community relations.

NOW, THEREFORE, after due consideration it is the determination of the Port of Olympia Commission as follows:

1. The Committee (POCAC):

The Port Advisory Committee (PAC) authorized by Resolution 2008-12 is hereby reauthorized as a standing committee and renamed as the Port of Olympia Citizens Advisory Committee (POCAC or the "Committee") by this Resolution. The purpose of this Committee is to provide continuing advice to the Port Commission on matters affecting the Port, the public, and the communities within which the Port operates. The redesignated committee is the successor of the Planning Advisory Committee and shall continue under the same composition and governance and shall remain in effect until modified or terminated by resolution of the Port Commission.

2. Composition:

The Committee shall consist of 12 members selected by the Commission.

3. Duties:

The committee shall advise the Port Commission on matters assigned by the Port Commission and shall share written unsolicited public input received by POCAC members with the committee and the Port's Communication Manager who will help determine how such unsolicited input shall be handled.

4. Work Plan:

When the Port Commission decides to seek advice from the Committee, the Port Commission will meet with the Committee to develop a work plan. This meeting will be held in accordance with RCW 42.30 (Open Public Meetings Act).

5. Meetings:

The Committee will establish a schedule consistent with the work plan. The chair of the Committee shall report periodically and no less than once a year to the Port Commission. All documents created by and for the Committee are subject to the public records act RCW 42.56.

6. Community Involvement:

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

All of the Committee meetings will be open to the public. A portion of the Committee's meetings will be designated for public comment consistent with the time limits adhered to at regularly scheduled Port Commission meetings.

7. 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.

8. 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 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 a recording administrative assistant 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.

9. Terms:

The committee shall consist of 12 members, each serving no more than two three-year terms. Each year the Commission shall appoint or reappoint persons to fill the expiring terms, for a full three-year term. Any vacancy will be filled by the Port Commission to complete an unexpired term. Alternates when appointed to fill an unexpired term for a resigning member of the committee shall be appointed in the order of which they were ranked (1, 2 or 3) as fulfilling one term and shall be considered for re-appointment to a second term at the discretion of the Port Commission and provided that member indicates their desire for reappointment.

Alternates will remain as an alternate for up to three years. Alternates not utilized to fill a resigning member position on the POCAC will be given consideration by the commission to serve as a member at the next available appointment opportunity. Alternates who decline an appointment to serve as a member shall forfeit their roll as an alternate.

10. Selection of New Members:

The process to select new members and/or to select alternates will consist of press releases to all local media advertising the vacancy and recruitment process and posted on the Port's website. The interview team will consist of the 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 Commissioners for their review.

The interview team will evaluate each applicant based on past volunteer activities, private/public work experience, experience or knowledge regarding the Port of Olympia and reason(s) for wanting to serve on the POCAC. The interview team will interview the applicants and recommend the appointment of the new member(s) and up to three alternates at a regularly scheduled Port Commission meeting.

DATED at Olympia, Thurston County, State of Washington, this 9<sup>th</sup> day of May, 2011.

PORT OF OLYMPIA COMMISSION

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Bill McGregor, President

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Jeff Davis, Vice President

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George Barner, Secretary