

**PORT OF DOUGLAS COUNTY
RESOLUTION NO. 2022-02**

**A RESOLUTION OF THE PORT OF DOUGLAS COUNTY ADOPTING RULES
GOVERNING THE TRANSACTION OF ITS BUSINESS AT REGULAR AND SPECIAL
MEETINGS**

Whereas, RCW 53.12.245 requires a Port Commission to adopt rules governing the transaction of its business at its regular and special meetings, and

Whereas, the Port Commission believes it is important that citizens understand the process to be followed by the Commission when it conducts its meetings and considers taking action on matters before it,

Now, Therefore, be it resolved by the Commissioners of the Port of Douglas County that the following rules shall be utilized by the Port Commission at its regular and special meetings:

1. INFORMATION PHASE

a. Introduction of Issue

- i. The Port Commission President (or vice president in his/her absence) will introduce an issue, stating whether action will be taken on the issue or whether the issue is introduced for discussion only.

b. Conflict of Interest

- i. In the event a Port Commissioner believes that he/she has a conflict of interest, he/she will publicly disclose it and, if confirmed, he/she shall not further participate in any discussion and/or debate concerning such issue and shall not vote on the issue. Note: Any Conflict of Interest will be declared at the beginning of any regular meeting or special meeting.

c. Staff Report

- i. The Port Commission may ask Port staff to make a presentation on the issue including any recommendations they may have. On occasion this may also include a report from a consultant with subject expertise.

d. Port Commission Questions

- i. During and after a staff presentation Commissioners may ask questions of staff or any consultant to clarify any aspects of the presentation. Commissioners may also ask questions of Legal Counsel.

e. Public Input

- i. The Port Commission President will ask the public present at the meeting if anyone would like to provide input on the issue under consideration.

2. ACTION PHASE

a. Deliberation Phase

- i. The Port Commissioners will discuss among themselves the merits of the issue and the proposed action. Each Port Commissioner will have the opportunity to offer his/her opinion and any conditions he/she would want placed (if any) on a proposed action.
- ii. As part of its deliberation, the Port Commission may determine that the issue needs further staff review, consideration or discussion and, if so, may delay any action to another Port meeting. Alternatively, the Port Commission may proceed to the voting phase.

b. Motion Phase

- i. If there is support for action on an issue, a Port Commissioner will make a motion proposing the action to be taken. If there is sufficient support, another Port Commissioner will second the motion. If there is no second the motion fails and, unless an alternative motion on the issue is made and seconded, the Port Commission will proceed on to the next agenda item.
- ii. If the motion receives a second, the Port Commission President will ask if there is any additional input from Port staff, consultants, Legal Counsel, or the public present at the meeting. Input shall be limited to the motion before the Port Commission.
- iii. The Port Commission President will then call for the vote on the motion. Prior to the vote any Commissioner may elect to have a Port staff member and/or Legal Counsel restate the proposed motion to ensure clarity before the vote of the Port Commission.

c. Voting Phase

- i. The Port Commission President will call for the vote. Each Commissioner will publicly state whether he/she votes yes, no or abstain.
- ii. The Port Commission President will announce the result of the vote and the action to be taken on the issue, if any.

Adopted by the Commissioners of the Port of Douglas County at a regular meeting thereof held this 23rd day of February, 2022.



W. Alan Loebsock, Commissioner



Mark Spurgeon, Commissioner



Jim Huffman, Commissioner