



COMMISSION REGULAR MEETING AGENDA

January 23, 2024

To be held virtually via MS Teams and in person at the Seattle-Tacoma International Airport – Conference Center, International Room, located at 17801 International Blvd, Seattle WA, Mezzanine Level. You may view the full meeting live at meetings.portseattle.org. To listen live, call in at +1 (425) 660-9954 or (833) 209-2690 and Conference ID 873 474 282#

ORDER OF BUSINESS

10:30 a.m.

1. CALL TO ORDER

2. **EXECUTIVE SESSION** – *if necessary, pursuant to RCW 42.30.110 (executive sessions are not open to the public)*

▶ 12:00 noon – PUBLIC SESSION

Reconvene or Call to Order and Pledge of Allegiance

3. **APPROVAL OF THE AGENDA** (*at this time, commissioners may reorder, add, or remove items from the agenda*)

4. SPECIAL ORDERS OF THE DAY

5. EXECUTIVE DIRECTOR'S REPORT

6. COMMITTEE REPORTS

7. **PUBLIC COMMENT** – *procedures available online at <https://www.portseattle.org/page/public-comment-port-commission-meetings>*

During the regular order of business, those wishing to provide public comment on items related to the conduct of the Port will have the opportunity to:

1) Deliver public comment via email: All written comments received by email to commission-public-records@portseattle.org will be distributed to commissioners and attached to the approved minutes.

2) Deliver public comment via phone or Microsoft Teams conference: To take advantage of this option, please email commission-public-records@portseattle.org with your name and the topic related to the conduct of the Port you wish to speak to by 9:00 a.m. PT on Tuesday, January 23, 2024. (***Please be advised that public comment is limited to topics related to the conduct of the Port only.***) You will then be provided with instructions and a link to join the Teams meeting.

3) Deliver public comment in person by signing up to speak on your arrival to the physical meeting location: To take advantage of this option, please arrive at least 15 minutes prior to the start of any regular meeting to sign-up on the public comment sheet available at the entrance to the meeting room to speak on items related to the conduct of the Port.

For additional information, please contact commission-public-records@portseattle.org.

8. CONSENT AGENDA (*consent agenda items are adopted by one motion without discussion*)

- 8a. Approval of Minutes of the Regular Meeting of January 9, 2024. **(no enclosure)**
- 8b. Adoption of Resolution No. 3818: A Resolution of the Port of Seattle Commission Adopting the Charter of the Governance Standing Committee. ([memo](#), [draft resolution](#), [charter](#), and [presentation](#) enclosed) **(p.3)**
- 8c. Commission Approval of the Port's 2024 Federal Legislative Agenda and Direction for the Executive Director to Authorize Staff to Engage in Advocacy Efforts to Support Implementation of These Policy Priorities. ([memo](#), [agenda](#), and [presentation](#) enclosed) **(p.16)**

10. NEW BUSINESS

- 10a. Adoption of Resolution No. 3817: A Resolution Amending Resolution No. 3778 and Prior Corresponding Enacting and Amending Resolutions Through Incorporation, Pertaining to the Commission's Bylaws and Rules of Procedure. ([memo](#), [draft resolution](#), [Exhibit A](#), and [presentation](#) enclosed) **(p.36)**
- 10b. Order No. 2024-03: An Order of the Port of Seattle Commission to Update the Port's Diversity in Contracting Goals for 2024. ([order](#) and [presentation](#) enclosed) **(p.92)**

11. PRESENTATIONS AND STAFF REPORTS

- 11a. Tourism Development Briefing. ([memo](#) and [presentation](#) enclosed) **(p.100)**
- 11b. 2024 Local, Regional and Community Engagement Policy Priorities Briefing. ([memo](#) and [presentation](#) enclosed) **(p.123)**

12. QUESTIONS on REFERRAL to COMMITTEE and CLOSING COMMENTS**13. ADJOURNMENT**



**COMMISSION
AGENDA MEMORANDUM**

Item No. 8b

ACTION ITEM

Date of Meeting January 23, 2024

DATE : January 10, 2024

TO: Stephen P. Metruck, Executive Director

FROM: Aaron Pritchard, Commission Chief of Staff
Michelle M. Hart, MMC, Commission Clerk

SUBJECT: Adoption of Resolution Establishing the Governance Standing Committee

Amount of this request: \$0

Total estimated project cost: \$0

ACTION REQUESTED

Commission adoption of Resolution No. 3818, adopting a standing committee of the Port of Seattle Commission, named the ‘Governance Committee.’

EXECUTIVE SUMMARY

The Governance Committee of the Port of Seattle Commission has operated as an informal Ad Hoc committee for the past three years. This committee meets on an as-needed basis to review, input, and make recommendations on policy directives related to Commission governance matters such as the Commission’s Bylaws and Rules of Procedure, the Board of Ethics Code, and the Delegation of Responsibility and Authority to the Executive Director.

JUSTIFICATION

As the work of this committee is ongoing, it is recommended that a formal standing committee charter be adopted, further formalizing the scope and purpose of the committee.

DETAILS

- The committee will consist of two Port of Seattle Commissioners – the currently seated President and the Past President of the Commission.
- Development and/or review of policy directives created by the Commission directly related to governance matters of the Commission, Commission transparency, and policy not otherwise accounted for through the charters of other standing committees.
- Supporting Commission standing committees in reviewing policies and procedures related to governance and special rules of procedure.

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- Review and advise the Commission regarding guidelines for long-term succession planning for the Executive Director position, in consultation with the Executive Director and the Human Resources Director.
- General oversight and reporting on Governance Committee duties, responsibilities, and charter.

ALTERNATIVES AND IMPLICATIONS CONSIDERED

The Commission may choose to keep the Governance Committee Ad Hoc; however, the Governance Committee has recommended adoption of the attached charter.

FINANCIAL IMPLICATIONS

None.

ATTACHMENTS TO THIS REQUEST

- (1) Draft Resolution No. 3818
- (2) Draft Charter
- (3) Presentation slides

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

December 4, 2023 – Governance Committee Briefing

January 9, 2024 – Introduction of Resolution 3818

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2
3 **PORT OF SEATTLE**
4 **RESOLUTION NO. 3818**
5

6 **A RESOLUTION** of the Port of Seattle Commission adopting the charter of the
7 Governance Committee.
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9 **WHEREAS**, all authority of the Port of Seattle is vested with the Commission in its actions
10 as a public body under Title 53 RCW, and the Commission vests authority with the Executive
11 Director and delineates Commission and Executive Director responsibilities through the
12 Delegation of Responsibility and Authority; and
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14 **WHEREAS**, committees function as policy development bodies or intensive review
15 boards; and
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17 **WHEREAS**, the charter is the foundational statement of the committee's purpose,
18 establishes the name and scope of the committee, meeting requirements, composition of the
19 committee, and expected outcomes of the committee; and
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21 **WHEREAS**, the commission exercises control over the work of its committees by
22 establishing their scope, or purview, in the committee charter and by taking advantage of the
23 motion to refer to, or discharge from committee, any matter under its consideration, as
24 described in the commission bylaws, enabling standing committees to adopt their own annual
25 workplans, which represents the concrete implementation of the committee's chartered scope
26 in a given year; and
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28 **WHEREAS**, the Open Public Meetings Act (Chapter 42.30 RCW) and related law and
29 committee charters make it clear when commission committees are strictly advisory in nature,
30 and the rules requiring open public meetings are well established in law; and
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32 **WHEREAS**, public reporting and accessible records elevate the profile of commissioners'
33 work in committee and make committee contributions more tangible and transparent to the
34 public.
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36 **NOW, THEREFORE, BE IT RESOLVED** by the Port of Seattle Commission:
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38 Section 1. The charter of the Governance Committee of the Port of Seattle
39 Commission, attached as Exhibit A, is hereby adopted.
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ADOPTED by the Port of Seattle Commission at a duly noticed public meeting thereof, held this _____ day of _____, 2024, and duly authenticated in open session by the signatures of the commissioners voting in favor thereof and the seal of the commission.

Port of Seattle Commission

DRAFT

EXHIBIT A – Resolution No. 3818

GOVERNANCE COMMITTEE

I. INTRODUCTION AND PURPOSE

A. The Governance Committee, herein referred to as “the Committee,” is a standing committee created by the Port of Seattle Commission (“the Commission”).

B. The Committee is established to assist the Commission in creating, updating, and monitoring the Commission’s governance policies, procedures, and directives; and items of interest that are specifically related to the business operations of the Commission. Consistent with this function, the Governance Committee encourages continuous process improvement of, and fosters adherence to, the Port Commission’s governance policies, directives, and procedures at all levels – the principle of continuous process improvement being to simplify processes and effectively and creatively solve problems.

C. This Charter defines the composition, scope, authority, mission, duration, responsibility, and meeting structure of the Committee.

II. COMPOSITION

The Committee will consist of two Port of Seattle commissioners. These commissioners shall be the currently seated Commission President and the Past President in any given respective year of the committee’s operation.

III. SCOPE OF WORK

The work of the Governance Committee shall be delineated in the following categories and shall have the following duties:

A. Commission Bylaws and Rules of Procedure:

1. In concert with the Commission Clerk, Commission Chief of Staff, and the Legal Department as needed, develop, review, and recommend amendments to the Commission’s Bylaws and Rules of Procedure setting forth the governance structure of the Commission and its rules and procedures for conducting its business.
2. Periodic review of the Bylaws and Rules of Procedure shall be conducted every three (3) years, as is consistent with the Bylaws.

- B. General Commission Policy and Procedure:
 - 1. At the direction of the Commission President or a quorum of the Commission, develop and/or review policy directives created by the Commission directly related to governance matters, and Commission transparency.
 - 2. Consult with and support Commission standing and special committees in reviewing policies and procedures related to governance and special rules of procedure.
 - 3. Advise the Commission of current best practices in governance.

- C. Succession Planning:
 - 1. Review and advise the Commission regarding guidelines for, and monitor compliance with, long-term succession planning for the Executive Director, in consultation with the Executive Director and the Human Resources Director.

- D. Oversight and Reporting:
 - 1. Establish annual workplans of the committee when needed.
 - 2. Report annually to the Commission regarding the execution of the Committee's duties and responsibilities, activities, any issues encountered, and related recommendations.
 - 3. Conduct a periodic assessment of this Charter and the Governance Committee's purpose, duties, and responsibilities hereunder, and recommend to the Commission any changes or amendments thereto.
 - 4. Perform any other activities consistent with this Charter and governing laws that the Commission determines are necessary or appropriate and are referred to this standing committee.

IV. AUTHORITY

In pursuit of its mission and scope, the Committee is not legally authorized to act on behalf of the Commission, but is authorized to conduct the following activities:

- A. Gather and evaluate information, consider matters within the committee's scope of work, and provide information, advice, and recommendations to the Commission.
- B. Communicate the priorities of the Commission.
- C. Engage in outreach efforts and activities to gather and evaluate information to provide to the Commission.
- D. If the Committee determines that to meet its responsibilities it needs the independent services of an outside advisor or consultant, it may propose the retention of such advisor or consultant to the commission for approval.

V. DURATION

The Governance Committee is a standing committee with broad purview over matters related to policy and procedure of the Port Commission and will continue indefinitely until the Commission repeals its Charter.

VI. RESPONSIBILITY

- A. The role of the committee chair(s) shall be to:
 - 1. Preside at meetings and serve as committee sponsor(s);
 - 2. Ensure that the committee addresses the purpose and areas of responsibility described in this Charter; and
 - 3. Set committee meeting agendas in concert with the Commission Clerk and Commission Chief of Staff.
- B. The Commission Chief of Staff is the Committee liaison, and the Commission Clerk will support the work of the committee as assigned. The role of the committee liaison shall be to:
 - 1. Regularly update the Commission on the work of the committee in memos, individual briefings, and public session;
 - 2. Support the work of the committee;
 - 3. Develop, manage, and distribute meeting materials;
 - 4. Provide logistical support including procuring meeting rooms, scheduling, creating meeting records, providing technical assistance, and public posting of Committee information; and
 - 5. Coordinate with the primary executive staff contact to keep the Executive Director informed about committee progress and Commission policy and procedure.
- C. The Port of Seattle Deputy Executive Director will support the Committee as the primary executive staff contact. The role of the executive staff contact shall be to:
 - 1. Inform the Executive Director about committee progress;
 - 2. Support the committee with timely and responsive information;
 - 3. Coordinate with other executive staff in support of the Committee's work; and
 - 4. Serve as a resource for committee deliberations.

VII. Meetings

- A. The Committee will meet on an as-needed basis to conduct the work of the Commission. Reporting of the Committee shall be provided to the Commission to provide transparency as to progress made in executing its Charter.
- B. Workgroups composed of non-commissioner advisors and subject matter experts may be formed by the Committee to provide in-depth analysis of issues for the Committee and are expected to meet as frequently as needed. Workgroups meetings are not considered official committee meetings for purposes of establishing a quorum or management of records by the Commission Clerk.
- C. A quorum of the Committee is required to conduct official committee business. A quorum is defined as the presence of both commissioners assigned to the Committee.
- D. Meetings of the Governance Committee shall be open to the public when required by applicable law or the bylaws of the Port of Seattle Commission.
- E. Agendas will be prepared and made available to committee members in advance of meetings.
- F. Agendas for updates to the Commission to be presented in public session will be published as part of regular or special commission meeting notices.
- G. Minutes will be prepared and retained for all meetings of the Committee.

- H. Records of committee meetings shall be provided to the Commission Clerk for appropriate retention in accordance with applicable law and best practices.

Agenda Item: 8b_supp

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Adopting a Governance Standing Committee

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Governance Committee Charter

- Purpose
 - Established to assist the Commission in creating, updating, and monitoring the Commission’s governance policies, procedures, and directives; and items of interest that are specifically related to the business governance operations of the Commission.
- Scope
 - Reviews and Makes Recommendations Re: Commission Bylaws and Rules of Procedure Policy Directive; Other Commission Policy and Procedure including Ethics Code and DORA.

Governance Committee Charter

- Scope
 - Succession Planning - Long-term succession planning for Executive Director in concert with Executive Director and HR Director.
 - Annual Work Plan – for the Committee, as needed.
 - Periodic Review of the Governance Committee Charter, duties, and responsibilities of this committee.

Governance Committee Charter

- Composition
 - 2 Commissioners (The currently seated president and past-president for any given respective year of committee operation.)
- Meetings
 - The committee meets as-needed to conduct its work.

DISCUSSION/QUESTIONS?

[RETURN TO AGENDA](#)



**COMMISSION
AGENDA MEMORANDUM
ACTION ITEM**

Item No.	<u>8c</u>
Date of Meeting	<u>January 23, 2024</u>

DATE: January 12, 2024
TO: Stephen P. Metruck, Executive Director
FROM: Eric Schinfeld, Sr. Manager, Federal and International Government Relations
SUBJECT: **Federal Legislative Agenda for 2024**

ACTION REQUEST

Commission approval of the Port’s 2024 federal legislative agenda, and direction for the Executive Director to authorize staff to engage in advocacy efforts to support implementation of these policy priorities.

EXECUTIVE SUMMARY

Over the last twelve months, Port of Seattle government relations staff have worked with Commissioners, executive team members, and internal subject-matter experts to execute the Port’s Commission-approved 2023 federal policy priorities. In partnership with our Congressional delegation and other public and private sector collaborators, the Port has been able to make substantial progress at the federal level in ways that tangibly benefit the Port, the region, and the users of our aviation and maritime facilities.

In particular, the Port’s crowning achievement has been partnering with the near-airport cities to successfully advocate for the inclusion of a set of shared aircraft noise and emissions policies into the House and Senate versions of the FAA Reauthorization Act. The inclusion of Port priorities in the Senate FY24 Transportation Appropriations bill and the Congressional passage of MARAD Reauthorization were also victories. However, last year ended with a significant amount of unfinished work – including the final Congressional passage of the FAA Reauthorization Act, FY24 appropriations bills, and a farm bill, as well U.S. Treasury final guidance on the Inflation Reduction Act’s sustainable aviation fuel blender’s tax credit.

To that end, the Port’s draft 2024 federal agenda represents a mix of efforts to finalize 2023 progress with new items that reflect emerging opportunities. All of our federal work falls within four categories of policy goals:

- Infrastructure and Transportation
- Decarbonization and Sustainability
- Community and Equity
- Trade, Economic Development and Workforce

The Port’s proposed federal agenda is lengthy – with approximately 50 different priorities. Staff believes that the full list is achievable; however, as a way to communicate some level of prioritization, our top eight federal priorities can be summarized as follows:

- 1) Attract federal funding for our infrastructure and decarbonization efforts and other relevant programs
- 2) Support the continued transition to non-PFAS airfield firefighting foams
- 3) Secure sufficient federal staffing of our aviation and maritime facilities
- 4) Strengthen federal partnerships that support our sustainable aviation fuels and maritime decarbonization goals, particularly related to our green corridor efforts

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- 5) Address permitting issues and backlogs that impede our ability to upgrade our facilities and do environmental mitigation work
- 6) Secure federal funding and partnerships to support Southern Resident Killer Whale restoration, including underwater noise efforts
- 7) Secure federal funding and partnerships to address aircraft noise and emissions issues
- 8) Strengthen federal partnerships to address our equity priorities, including immigration reform and combatting human trafficking

Following Commission approval of this draft legislative agenda, staff will begin engaging local and national partners to pursue the successful passage and implementation of these priorities.

FEDERAL LEGISLATIVE AGENDA

(Italics indicate new and/or updated item for 2024; items in red represent changes from the January 9 briefing)

1) Infrastructure & Transportation

- **Sufficient Infrastructure and Transportation Funding**
 - a. **Pursue Grant Funding:** Work closely with federal partners to successfully apply for grant funding from the Bipartisan Infrastructure Law (BIL), as well as ongoing federal funding programs like RAISE, INFRA and PIDP; support local partner grants that are aligned with Port goals and interests.
 - i. *Take advantage of the provisions from last year’s National Defense Authorization Act (NDAA) that extended authorization for PIDP to be used to fund infrastructure at “seafood cargo” facilities.*
 - b. **Maximize Harbor Maintenance Tax (HMT):** Secure implementation of the HMT reform provisions in the Water Resources Development Act of 2020. Secure appropriations for the HMT “donor port” program authorized under Section 2106 of the 2014 Water Resources Reform and Development Act to compensate for the current structure and impacts of the HMT.
 - c. **Increase Passenger Facility Charge Flexibility:** Continue efforts to raise the federal cap on the Passenger Facility Charge (PFC) from \$4.50 while maintaining the Port Commission’s ability to determine whether or not to change the user fee based on locally determined needs and competitive dynamics.
 - d. **Move Forward on Army Corps Projects:** *Support design of the West Waterway portion of the Seattle Harbor Navigation Improvement Project, which will deepen the federal channels serving T-5 in Seattle Harbor; pursue approvals for early action to remove high spots in the waterway. Reach agreement with the US Army Corps of Engineers to develop a plan to begin design on the East Waterway portion of the project.*
 - e. **Fully Fund the Locks:** Support funding for continued federal operation and maintenance of the Hiram M. Chittenden Locks, as well as additional funding for priority, non-routine maintenance.
 - f. **Build Toward Domestic Content for Port Capital Projects:** Support flexibility in Buy America and other domestic preference requirements to provide time for US manufacturers to achieve the scale needed to meet new demand for port equipment, including zero-emissions equipment, and to make their production lines compliant with federal requirements.
 - g. **Support Transit & High-Speed Rail:** Support funding for sustainable transportation options, including transit infrastructure and operations, that can increase the availability and attractiveness of low-carbon travel options for Port passengers and employees. In

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particular, work with regional and statewide stakeholders to effectively compete for high-speed rail funding contained in the BIL.

- h. **Support EV Infrastructure:** Work closely with federal partners to successfully apply for electric vehicle (EV) infrastructure funding in the BIL that may be available for the Port’s aviation and maritime properties in order to incentivize the transition to greener forms of surface transportation. In addition, support funding for EV infrastructure located outside Port boundaries but proximate to Port aviation and maritime facilities.
- **Efficient and Safe Port Operations**
 - a. **Expedite the Federal Transition from PFAS:** Engage with Congress and the Administration to speed the transition to non-fluorinated airfield fire-fighting foams. Advocate for federal support to help airports with the transition to these new foams, including the costs of replacing or cleaning current equipment.
 - b. **Maximize TSA & CBP Staffing:** Continue to partner with U.S. Transportation Security Administration (TSA) and U.S. Customs & Border Protection (CBP) leadership for sufficient staffing to ensure efficient, safe, and healthy processing of passengers and cargo. Increase overall funding for TSA and CBP officers serving our aviation and maritime gateways.
 - c. **Limit Federal Requests for Port Funding:** Pursue efforts to ensure the federal government resumes full responsibility for funding CBP services, equipment, and facility development.
 - d. **Support Terminal 46 Planning:** Appropriately engage with key federal agencies in support of NWSA efforts to plan for future uses of Terminal 46.
 - e. **Maximize Passenger and Airfield Innovations & Efficiencies:** Support TSA efforts to expand PreCheck, as well as additional technology solutions that maximize security and efficiency. Encourage expedited deployment of the Federal Aviation Administration’s (FAA) Terminal Flight Data Manager (TFDM) airfield congestion management program at Seattle-Tacoma International Airport (SEA) in order to improve flow and efficiency on the airfield, reducing both delays and fuel-related emissions.
 - f. **Maintain TSA LEO Reimbursements:** Preserve TSA funding for Law Enforcement Officer (LEO) reimbursement grants.
 - g. **Improve UAS Integration and Detection:** Support federal efforts to improve the integration, detection, identification, and mitigation of drones in and around airports. Specifically, increase funding for unmanned aircraft systems (UAS) detection and mitigation, as well as extend UAS interdiction authority to trained state and local law enforcement agencies.
 - h. **Support UAM/AAM Integration:** Encourage a consistent and predictable federal approach to urban air mobility (UAM) and advanced air mobility (AAM) deployment that creates widely agreed upon operating standards and appropriate integration into the National Airspace System.
 - i. **Support the Jones Act:** Promote the Jones Act’s crucial role in providing the institutional framework that helps keep the U.S. domestic maritime industry viable. Maintain limited flexibility to grant waivers from Jones Act regulations in extraordinary cases when domestic shipping capacity is insufficient to respond to a given need and when Puget Sound domestic maritime stakeholders validate that a waiver is necessary to support the vitality of their industry.

2) *Decarbonization & Sustainability*

- **Expanded Sustainable Aviation Fuel (SAF) Deployment**
 - a. **Pursue Grant Funding:** Work closely with federal partners to successfully apply for grant funding from the Inflation Reduction Act’s (IRA) Alternative Fuel and Low-Emission

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Aviation Technology Program and other relevant programs; support local partner grants that are aligned with Port goals and interests.

- b. **Ensure Alternative Calculation of Life Cycle Greenhouse Gas Emissions for SAF Tax Credits:** *Support efforts by the federal Sustainable Aviation Fuels Lifecycle Analysis Interagency Working Group to finalize an updated version the U.S. Department of Energy’s Greenhouse Gases, Regulated Emissions, and Energy Use in Technologies (GREET) model as the secondary methodology for calculating tax credits under the new SAF Blender’s Tax Credit, as well as implement associated guidance from the U.S Treasury Department for implementation of this new model.*
 - c. **Increase Airport Revenue Flexibility:** Ensure clarity and authority for airports to use airport revenue and federal grant funding to support fuel switching, including support for the air quality and carbon reduction benefits of SAF.
 - d. **Fully Fund Federal SAF Investments:** Support federal funding for research on SAF, as well as for feedstock processing and fuel production facilities, from agencies including the U.S. Departments of Defense (DoD), Agriculture, Energy and Transportation.
 - e. **Implement DoD SAF Pilot:** Advocate for Joint Base Lewis-McChord to be selected for the SAF pilot included in the 2022 NDAA, as a means to further develop a regional SAF ecosystem.
 - f. **Ensure Strong SAF Support in the 2024 Farm Bill:** In particular, advocate for a new “Farm to Fly” Program to foster the capacity of alternative fuels to expand fuel resources for the aviation sector, bolster rural development and create new markets for America's farmers.
- **Maritime Decarbonization**
 - a. **Pursue Grant Funding:** Work closely with federal partners to successfully apply for funding for maritime decarbonization provisions of the BIL and IRA, as well as existing federal grants like PIDP; in addition, support NWSA efforts to apply for these funds, as well as any other local partner grants that are aligned with Port goals and interests – including Alaska cruise port efforts to apply for green corridor-related infrastructure.
 - i. *Take advantage of the provisions from last year’s NDAA that extended authorization for PIDP to be used to fund shore power for cruise terminals, for ports that also operate cargo facilities.*
 - b. **Develop Green Corridor Partnerships:** Partner with the federal government to facilitate the sharing of best practices and other programmatic efforts to support implementation of the Washington-Alaska-British Columbia Green Cruise Corridor and the Busan-NWSA Green Shipping Corridor.
 - c. **Shape International Maritime Policy:** Engage with key federal stakeholders to effectively advocate for progress on maritime decarbonization policies for both cruise and shipping at the International Maritime Organization and other international organizations.
 - d. **Support Additional Domestic Ship Building Capacity:** *Work within existing federal programs and/or support the creation of new federal programs that can enhance domestic ship building capacity – particularly related to vessels that can utilize alternative maritime fuels and/or help transport clean energy like offshore wind turbines.*
 - e. **Promote Alternative Maritime Fuels:** *Support the addition of “fuel for ocean-going vessels” to the list of fuels that are eligible for the Renewable Fuel Standard.*
 - f. **Promote Hydrogen and Clean Marine Fuel Infrastructure:** *Work with partners to successfully invest federal funding for clean hydrogen projects, such as from the Pacific Northwest’s Regional Hydrogen Hub program. Advocate for new federal funding for*

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infrastructure to support the use of hydrogen and low-carbon, sustainable maritime fuels at ports.

- g. **Fully Fund DERA:** Support authorization and full funding for the U.S. Environmental Protection Agency (EPA) Diesel Emissions Reduction Act (DERA) program, which provides funding for emissions reduction programs.
- **Puget Sound Restoration**
 - a. **Invest in SRKW Support:** Advocate for increased federal resources for Puget Sound and Southern Resident Killer Whale (SRKW) restoration, including funding to support habitat restoration, to sustain Chinook salmon populations and other species critical to SRKW recovery, to help clean up legacy sources of contaminants that affect SRKW, to better understand and reduce impacts of vessel- and marine construction-related underwater noise, and to manage stormwater runoff. Support appropriations for the Puget Sound Nearshore Ecosystem Restoration Project, the National Estuary Program, the Puget Sound Geographic Program, and the Pacific Coastal Salmon Recovery Fund.
 - b. **Pursue Grant Funding:** Work closely with local and federal partners to successfully apply for funding for SKRW restoration; in particular, pursue Coast Guard funding to assist ports in reducing impacts of vessel traffic and port operations on marine mammals.
 - c. **Fully Staff Federal Environmental Permitting:** Support increased regulatory staff funding for the U.S. Army Corps of Engineers, National Oceanic and Atmospheric Administration (NOAA) Fisheries and the U.S. Fish and Wildlife Service to reduce permit and mitigation bank approval backlogs.
 - d. **Implement Expedited Federal Environmental Permitting:** Support implementation of reforms to federal regulatory processes to speed the approval and creation of NWSA and home port habitat sites.
 - e. **Deauthorize a Small Portion of the Federal Channel Near Terminal 25 South for Environmental Remediation and Salmon Habitat:** Pursue legislation to allow the Port of Seattle to conduct its environmental remediation and restoration around Terminal 25 South without being required by the U.S. Army Corps of Engineers to dredge that area to navigable depths, given that it is not currently maintained as such.
 - f. **Engage Federal Agencies in SRKW Support:** Support federal agency involvement in the SRKW recovery effort and underwater noise reduction, including the by the Coast Guard, NOAA, and the Maritime Administration (MARAD).
 - g. **Oppose Unvetted Permitting Changes:** Oppose changes by the National Marine Fisheries Service to the process for permitting projects, which jeopardize ports' ability to fulfill their economic, environmental, and social missions. Advocate that such significant modifications to federal permitting regulations should be made only through an act of Congress or a formal rulemaking process.
 - h. **Invest in Kelp and Kelp Research:** Support new federal funding to enhance kelp forest ecosystem conservation, restoration, and management projects. Promote the use of these projects to better understand the environmental services that kelp provides.

3) Community & Equity

- **Welcoming Immigration Policies**
 - a. **Promote Immigration Reform:** Be a leading voice on immigration policies that ensure the Port, its partners, and its customers have the workforce to succeed in the global economy, and that immigrants and refugees are actively included in the opportunities that our region's economy provides.

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- b. **Support REAL ID Transition:** Coordinate with federal agencies on implementation of REAL ID, by the 2025 deadline including a public information campaign to support a smooth and fair transition. Strive to ensure that eventual full implementation matches national uptake so as to avoid major travel disruptions.
 - c. **Make DACA Permanent:** Support permanent legal protections for immigrant children currently eligible for the Deferred Action for Childhood Arrivals (DACA) program.
 - d. **Support Work Opportunities for Immigrants and Refugees:** Support expedited processing of Employment Authorization Documents for eligible immigrants, migrants, and refugees.
- **Aircraft Noise and Emissions Policies and Funding**
 - a. **Support StART Priorities:** Advocate for Congressional passage of provisions included in the House and Senate versions of the FAA Reauthorization Act that were prioritized by the SEA Stakeholder Advisory Round Table (StART):
 - i. U.S. Representative Adam Smith’s Protecting Airport Communities from Particle Emissions Act;
 - ii. Representative Smith’s Sound Insulation Treatment Repair and Replacement Program Act;
 - iii. Creating a clear process and deadline for review and action on the FAA’s 65 DNL noise contour metric;
 - iv. Funding for the FAA’s Environmental Mitigation Pilot Program;
 - v. FAA support for new regional airport capacity.
 - b. **Address Indoor Air Quality:** Continue to explore the need for federal programs and funding to address indoor air quality near airports, particularly for schools and other facilities that are occupied by large groups of potentially sensitive populations.
 - c. **Provide Flexibility to SEA to Decide the Future of Nearby Port-Owned Parks:** Advocate for Congressional passage of the provision included in both the House and Senate versions of the FAA Reauthorization Act that provides SEA the option, if desired, to sell or preserve certain park parcels, even if federal dollars were used for their purchase.
 - d. **Fund Secondary Noise Insulation Analysis:** Advocate for Congressional passage of FY24 Senate Transportation Appropriations legislation that would fund a secondary noise insulation study
 - **Other Equity-Related Policies**
 - a. **Promote Biometric Policy Changes:** Support federal legislation on biometric technology and associated data collection that balances operational needs with protections for privacy, equity, and civil liberties.
 - b. **Prevent Human Trafficking:** Partner with federal agencies to improve human trafficking prevention and intervention efforts.
 - c. **Support Policing Reforms:** Advocate for comprehensive federal policing reforms that further the goals of the Port Commission’s Task Force on Policing and Civil Rights, including addressing racial bias; excessive use of force; decertification; misconduct reporting, disciplinary review, and immunity protections; militarization; training; and other accountability, civil rights, and equity measures.
 - d. **Support “Reconnecting Communities” Initiatives:** Support efforts by the Port and local partners to attract BIL funding that can address and resolve environmental justice issues inequities caused by past transportation investments.

4) Trade, Economic Development & Workforce

Meeting Date: January 23, 2024

- **Competitive Trade Policies**
 - a. **Promote Trade and Lower Barriers:** Advocate for productive engagement and negotiations that ensure a fair and level playing field for mutually beneficial trade; ensure that enforcement actions such as tariffs and quotas are a measure of last resort and, when necessary, be carefully and narrowly targeted to address the problem and minimize the unintended impacts on American producers and consumers.
 - b. **Re-evaluate Tariffs:** Support re-evaluating and/or rescinding existing tariffs and other trade barriers. In particular, the United States should work with key trade partners in Asia to reduce tariffs in light of supply chain impacts, inflationary cost effects, and their overall strategic value relative to diplomatic and economic goals.
 - c. **Support New Trade Opportunities:** Advocate for new trade agreements that open new markets and level playing fields for Washington employers and others who use the Port as their international gateway, while creating verifiable, measurable, and enforceable standards to protect workers and the environment.
 - d. **Support Offshore Wind Industry Development:** Support legislation that advances the offshore wind industry, **such as** creating opportunities for the Pacific Northwest to become a leader in manufacturing, assembly, deployment, **workforce**, maintenance, **supply chain, and scientific research while excluding advocacy around siting decisions**. Partner with local stakeholders to pursue federal funding contained within the IJIA for offshore wind industry development.

- **Economic & Workforce Development**
 - a. **Pursue Grant Funding:** Secure additional federal funding for key priorities within the Port’s economic development, tourism development, and workforce development programs; support local partner grants that are aligned with Port goals and interests.
 - b. **Support Drayage Drivers:** Support federal programs that help drayage truck drivers achieve better wages and working conditions.
 - c. **Support the North Pacific Fishing Fleet:** Support key federal priorities for the North Pacific fleet, including fishing fleet modernization and supporting infrastructure to address the impacts of climate change on the fishing industry.
 - d. **Promote Tourism:** Support federal efforts to increase and facilitate domestic and international tourism into Puget Sound region and Washington state, with a focus on sustainable tourism promotion opportunities.

ATTACHMENTS TO THIS PRESENTATION -

- (1) 2023 Federal Legislative Agenda
- (2) Presentation slides

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

- January 9, 2024 – The Commission heard a briefing on the 2024 Federal Legislative Agenda.
- January 24, 2023 – The Commission approved the 2023 Federal Legislative Agenda.
- January 25, 2022 – The Commission approved the 2022 Federal Legislative Agenda.
- January 12, 2021 – The Commission approved the 2021 Federal Legislative Agenda.
- January 28, 2020 – The Commission approved the 2020 Federal Legislative Agenda.
- December 10, 2018 – The Commission approved the 2019 Federal Legislative Agenda.
- January 9, 2018 – The Commission approved the 2018 Federal Legislative Agenda.

2023 PORT FEDERAL PRIORITIES

The Port of Seattle is committed to creating a successful, safe, and healthy travel and trade experience, and to serving as a key contributor to regional and statewide economic growth. We are focused on developing more modern, high-tech facilities; better connecting the Puget Sound region to the world; maximizing the environmental sustainability of our operations; and ensuring that our local communities and residents thrive. The federal government can help us achieve this vision by:

1. INFRASTRUCTURE & TRANSPORTATION

Sufficient Infrastructure and Transportation Funding:

Ensure that the Port and its partners have the resources necessary to develop new infrastructure that supports the successful operations of our facilities, regional mobility, and water-based navigation systems. In particular:

- » Support Port grant applications for key infrastructure and transportation systems
- » Maximize Harbor Maintenance Tax appropriations for the “donor port” HMT rebate program, and secure implementation of the HMT reform provisions that were included in the Water Resources Development Act of 2020
- » Increase Passenger Facility Charge flexibility
- » Move forward on Army Corps projects, such as design of the West Waterway portion of the Seattle Harbor Navigation Improvement Project, and design and construction of the Tacoma Harbor Navigation Improvement Project
- » Support funding for continued federal operation and maintenance of the Hiram M. Chittenden Locks, as well as additional funding for priority, non-routine maintenance
- » Support flexibility in Buy America and other domestic preference requirements until US manufacturers can achieve the scale needed to meet federal requirements for port equipment, including zero-emissions equipment
- » Support funding for sustainable transportation options, including electric vehicle infrastructure, transit infrastructure and operations, and high-speed rail funding

Efficient and Safe Port Operations: Ensure sufficient federal staffing and other resources to allow for travelers, goods, and workers to operate successfully and safely at Port facilities. In particular:

- » Expedite the transition to non-fluorinated airfield fire-fighting foams
- » Maximize TSA and CBP staffing
- » Limit federal requests for Port funding for federal services, equipment, and facility development

- » Support Terminal 46 planning
- » Support TSA efforts to expand PreCheck, as well as additional technology solutions that maximize security and efficiency
- » Preserve TSA funding for Law Enforcement Officer (LEO) reimbursement grants
- » Improve UAS integration and detection
- » Support UAM/AAM integration into the National Airspace System
- » Support the Jones Act

2. DECARBONIZATION & SUSTAINABILITY

Expanded Sustainable Aviation Fuel (SAF) Deployment:

Continue important progress toward the implementation of robust SAF production and use. In particular:

- » Support Port and regional partner grant applications for key SAF infrastructure
- » Ensure clarity and authority for airports to use airport revenue and federal grant funding to support fuel switching, including support for the air quality and carbon reduction benefits of SAF
- » Fully fund federal SAF investments from agencies including the U.S. Departments of Defense (DoD), Agriculture, Energy (DOE) and Transportation (DOT)
- » Advocate for Joint Base Lewis-McChord to be selected for the SAF pilot included in the last National Defense Authorization Act

Maritime Decarbonization: Continue progress toward electrification and decarbonization of maritime operations and infrastructure. In particular:

- » Support Port and regional partner grant applications for key maritime decarbonization investments
- » Support the develop of partnerships with key federal agencies such as State, DOE, DOT and MARAD to support the development of green corridors

- » Support Port efforts to help shape international maritime decarbonization policy, such as at the International Maritime Organization
- » Support additional federal funding for port-specific hydrogen and clean marine fuel infrastructure
- » Fully fund the US Environmental Protection Agency's DERA program
- » Support efforts to location a United States Center for Maritime Innovation in Washington

Puget Sound Restoration: Continue to invest in efforts to restore the Puget Sound, and to facilitate the recovery of Southern Resident Killer Whales (SRKW). In particular:

- » Invest in Puget Sound restoration through existing programs
- » Support Port and regional partner grant applications for key remediation and underwater noise reduction investments
- » Fully staff federal environmental permitting offices
- » Expedite federal environmental permitting processes, including implementation of new rules that allow Ports to support these efforts
- » Support SRKW recovery through investments in key programs
- » Oppose changes by the National Marine Fisheries Service to the process for permitting projects until they are approved through an act of Congress or a formal rulemaking process
- » Invest in kelp and kelp research

3. COMMUNITY & EQUITY

Welcoming Immigration Policies: Support changes that create a welcoming environment for visitors, immigrants, and refugees into our country. In particular:

- » Promote comprehensive immigration reform
- » Support efforts to fully prepare for REAL ID transition
- » Make DACA permanent

Sound Insulation Funding and Aircraft Noise and Emissions Policies: Support additional investments in sound insulation for home and other buildings near airports, and implement policies that address aircraft noise and emissions. In particular:

- » Support Port grant applications for additional sound insulation investments
- » Advocate for changes to federal policies, regulations, and programs that align with local community priorities – as identified by the SEA Stakeholder Advisory Round Table (StART)
- » Support additional research and funding to address indoor air quality near airports, specifically in public schools

Other Equity-Related Policies: Support new policies and regulations that are aligned with the Port's equity, diversity, and inclusion priorities. In particular:

- » Support federal legislation on biometric technology that balances operational needs with protections for privacy, equity, and civil liberties
- » Support funding and partnerships to facilitate the Port's efforts to combat human trafficking
- » Support policing reforms that align with the Port's policing accountability assessment recommendations
- » Address barriers to increased Port spending on community initiatives
- » Support local grant applications for "Reconnecting Communities" funding

4. TRADE, ECONOMIC DEVELOPMENT & WORKFORCE

Competitive Trade Policies: Advocate for productive engagement and negotiations that ensure a fair and level playing field for mutually beneficial trade. In particular:

- » Promote trade and lower non-tariff barriers
- » Re-evaluate existing tariffs
- » Support new trade opportunities

Economic & Workforce Development: Invest in job creation and training to ensure widespread prosperity for all of the region's residents. In particular:

- » Support Port and regional partner grant applications for key economic and workforce development investments
- » Support key pieces of legislation that advance the offshore wind industry, particularly to create opportunities for the Pacific Northwest to become a leader in OSW manufacturing, assembly, deployment, and maintenance for BOEM-identified projects
- » Support quality of job improvements for drayage drivers
- » Support the North Pacific fishing fleet
- » Promote tourism

For more information on the Port of Seattle's federal legislative agenda, contact:

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Draft Federal Legislative Agenda for 2024

Port of Seattle Commission
January 23, 2024

Eric Schinfeld, Sr. Manager, Federal & International Government Relations, Port of Seattle

Overview

- 2023 Key Accomplishments & 2024 Outlook
- Overview of Draft 2024 Policy Priorities
 - Infrastructure and Transportation
 - Decarbonization and Sustainability
 - Community and Equity
 - Trade, Economic Development and Workforce
- Next steps

2023 Successes

- **Inclusion of Key StART Priorities in House & Senate Versions of FAA Reauthorization:**
 - U.S. Representative Adam Smith’s Protecting Airport Communities from Particle Emissions Act
 - Representative Smith’s Sound Insulation Treatment Repair and Replacement Program Act
 - Creating a clear process and deadline for review and action on the FAA’s 65 DNL noise contour metric
 - Funding for the FAA’s Environmental Mitigation Pilot Program
 - FAA guidance for new regional airport capacity
- **2023 StART DC Fly-in**
 - 20 Elected officials and staff advocating jointly and successfully for the above priorities
- **Inclusion of Flexibility for Airport Owned Parks in House & Senate Versions of FAA Reauthorization**
 - Provides SEA the option to sell or preserve certain park parcels, even if federal dollars were used for their purchase
- **Passage of MARAD Reauthorization**
 - PIDP for cruise shore power and “seafood cargo” infrastructure
- **FY24 Senate Transportation Appropriations Funding**
 - Secondary Noise Insulation Study Funding

Impactful Progress on Current Port Priorities

2024 Outlook

- **Divided government/Presidential Election Year**
 - Limits potential for legislative progress
 - Agencies have significant rulemaking authority
- **Potential areas of Port-relevant legislative progress:**
 - Appropriations
 - FAA Reauthorization Act
 - Farm Bill
 - Supplemental Appropriations Bill (for CBP staffing)
- **Potential areas of Port-relevant executive/agency progress:**
 - Grant funding
 - Clean energy/Climate/Green Corridor
 - Trade
 - Workforce development

Potential Opportunities for Progress on Port Priorities

Top Policy Priorities

I. Infrastructure and Transportation

- 1) Federal funding for infrastructure projects
- 2) Federal staffing of our aviation and maritime facilities
- 3) Address regulatory issues that impact infrastructure development

II. Decarbonization and Sustainability

- 4) Federal funding & partnerships, particularly SAF and green corridor
- 5) Transition from PFAS firefighting foams
- 6) Address regulatory issues and backlogs that impede environmental mitigation work
- 7) Federal funding & partnerships to support SRKW, including underwater noise

III. Community and Equity

- 8) Federal policies, funding & partnerships to address aircraft noise and emissions
- 9) Federal policies & partnerships to address equity priorities, including immigration and human trafficking

IV. Trade, Economic Development and Workforce

- 10) Federal funding for economic development, tourism promotion, and workforce development programs

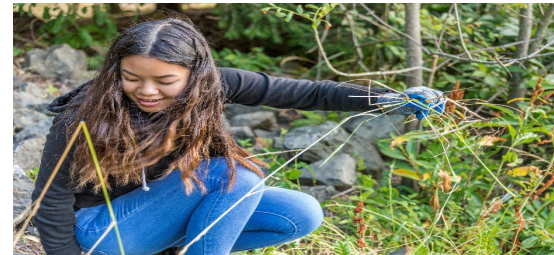
New/Updated Infrastructure & Transportation Priorities for 2024

- Take advantage of the provisions from last year's National Defense Authorization Act (NDAA) that extended authorization for PIDP to be used to fund infrastructure at "seafood cargo" facilities.
- Pursue additional CBP staffing through the supplemental appropriations legislation
- Support design of the West Waterway portion of the Seattle Harbor Navigation Improvement Project; pursue approvals for early action to remove high spots in the waterway
- Reach agreement with the US Army Corps of Engineers to develop a plan to begin design on the East Waterway portion of the project



New/Updated Decarbonization Priorities for 2024

- Support the finalization and implementation of a new version of the U.S. DOE’s Greenhouse Gases, Regulated Emissions, and Energy Use in Technologies (GREET) model as the secondary methodology for calculating tax credits under the new SAF Blender’s Tax Credit.
- Take advantage of the provisions from last year’s NDAA that extended authorization for PIDP to be used to fund shore power for cruise terminals, for ports that also operate cargo facilities.
- Work with partners to successfully invest federal funding for clean hydrogen projects, such as from the Pacific Northwest’s Regional Hydrogen Hub program.
- Advocate for the 2024 Farm bill to include a 1) new U.S. Department of Agriculture “Farm to Fly” Program and 2) the addition of “fuel for ocean-going vessels” to the Renewable Fuel Standard to expand alternative fuel resources for the aviation and maritime sector.



New/Updated Sustainability Priorities for 2024

- Work within existing federal programs and/or support the creation of new federal programs that can enhance domestic ship building capacity – particularly related to vessels that can utilize alternative maritime fuels and/or help transport clean energy like offshore wind turbines
- Support implementation of reforms to federal regulatory processes to speed the approval and creation of NWSA and home port habitat sites
- Pursue legislation to allow the Port of Seattle to conduct its environmental remediation and restoration around Terminal 25 South without being required by the U.S. Army Corps of Engineers to dredge that area to navigable depths, given that it is not currently maintained as such



New/Updated Community & Equity Priorities for 2024

- Advocate for Congressional passage of provisions included in the House and Senate versions of the FAA Reauthorization Act that were prioritized by the SEA Stakeholder Advisory Round Table (StART):
 - U.S. Representative Adam Smith's Protecting Airport Communities from Particle Emissions Act
 - Representative Smith's Sound Insulation Treatment Repair and Replacement Program Act
 - Creating a clear process and deadline for review and action on the FAA's 65 DNL noise contour metric
 - Funding for the FAA's Environmental Mitigation Pilot Program
 - FAA guidance for new regional airport capacity
- Advocate for Congressional passage of the provision included in both the House and Senate versions of the FAA Reauthorization Act that provides SEA the option, if desired, to sell or preserve certain park parcels, even if federal dollars were used for their purchase
- Advocate for Congressional passage of FY24 Senate Transportation Appropriations Legislation that funds a secondary noise insulation study
- *Support expedited processing of Employment Authorization Documents for migrants and refugees.*

Italics indicate a priority added since the January 9 Commission presentation.

New/Updated Trade & Economic Development Priorities for 2024

- *Support legislation that advances the offshore wind industry, such as creating opportunities for the Pacific Northwest to become a leader in manufacturing, assembly, deployment, workforce, maintenance, supply chain, and scientific research while excluding advocacy around siting decisions. Partner with local stakeholders to pursue federal funding contained within the IJA for offshore wind industry development.*

Italics indicate a priority amended since the January 9 Commission presentation.

Next Steps

- **January 23, 2024** – Ask Commission for adoption in public session
- **February 2024** – Meetings with Congressional offices to distribute agenda and share priorities
- **March – December 2024** – Commissioners participation in DC advocacy, such as:
 - March: ACI/AAAE, PNWA & AAPA DC Fly-ins
 - April: Seattle Chamber-Portland Chamber Joint DC Fly-in
 - TBD: 2024 StART DC Fly-in?
 - August: Congressional Recess meetings & tours
 - December: AWB DC Fly-in

[RETURN TO AGENDA](#)

Questions?



**COMMISSION
AGENDA MEMORANDUM**

Item No. 10a

ACTION ITEM

Date of Meeting January 23, 2024

DATE: January 10, 2024
TO: Stephen P. Metruck, Executive Director
FROM: Aaron Pritchard, Commission Chief of Staff
Michelle M. Hart, MMC, Commission Clerk
SUBJECT: **2024 Commission Bylaws and Rules of Procedure Amendment Package**

Amount of this request: Not Applicable
Total estimated project cost: Not Applicable

ACTION REQUESTED

Request adoption of Resolution No. 3817: a resolution of the Port of Seattle Commission amending Resolution No. 3778 and prior corresponding enacting and amending resolutions through incorporation, pertaining to the Commission’s Bylaws and Rules of Procedure.

EXECUTIVE SUMMARY

The Port of Seattle Commission’s Bylaws and Rules of Procedure require a review at least every three years. The last substantive review was undertaken in 2020.

Legal counsel has reviewed the proposed amendments and these amendments are consistent with Commission practice and the Commission’s parliamentary authority, *Robert’s Rules of Order, Newly Revised*.

The Commission’s Governance Committee has reviewed the attached bylaws amendment package and recommended adoption of the proposed resolution making these amendments.

JUSTIFICATION

The Commission, through prior action, has mandated a review of the Commission’s Bylaws and Rules of Procedure on a three-year cycle. The purpose of the review is to maintain the policy directive in the most up-to-date form of Commission’s processes and procedures.

DETAILS AND SECTIONAL ANALYSIS

Substantive amendments proposed in Resolution No. 3817 are summarized below. The attached redlined document displays the exact wording of all proposed amendments. Deleted language in the redline document is shown in brackets with strike-through text and in caps. Language to be added is shown in red, bolded text and is underlined. Technical amendments made to restructure sentences, provide housekeeping updates, and clean up superfluous language are not discussed here due to their grammatical and clarifying nature; however, they are shown throughout the attachment.

Meeting Date: January 23, 2024

Further amendments may be brought forward in 2024 once the project to review the Commission’s Code of Ethics has completed. That project will restart in 2024.

Sectional Analysis

List proposed amendments here.

- Article II – Commissioners, Section (5), Ethical behavior, conflict of interest, recusal procedure.
 - General sentence construction clean-up.
 - Adds reference to “respectful interactions.”
 - Adds language that Commissioners shall avoid conflicts of interest and the appearance of conflicts of interest when performing their duties.
 - Adds language for Commissioners’ commitment to fostering a safe, healthy, and respectful work environment.
 - Adds language for a requirement that Commissioners receive training on the Code of Ethics for Port Commissioners, the Commission’s Bylaws and Rules of Procedure and the Port’s Statement of Values within 90 days of being sworn into office for each term they serve.

- Article III - Officers, Section (1). General sentence construction clean-up.

- Article III – Officers, Section (5), Duties of the President, (f) Commission spokesperson.
 - Adds a provision reflecting our existing practice that Commissioner should coordinate Commission media inquiries with the External Relations Communications Director and the Commission Chief of Staff.

- Article III – Officers, Section (5), Duties of the President, (g) Signature of instruments.
 - Removes the provision that the Commission President signs on behalf of the Commission all proclamations and resolutions adopted in public session. All Commissioners have historically signed on both proclamations and resolutions. The amendment reflects that long-standing practice.

- Article III – Officers, Section (8), Duties of the commission clerk, (e) record holder. Clarifies that the commission clerk is the record holder and custodian of all Commission governance policies.

- Article III – Officers, Section (8), Duties of the commission clerk, (e) affixing digital signatures of commissioners.
 - Adds the process to reflect current practice for affixing digital signatures on adopted regular and special meeting actions in the form of resolutions and proclamations, provided required Commissioner signatures are not received in a timely manner.

- Article IV – Meetings, Section (3) Absences, (b) Remote participation.
 - Removes the requirement that at least one commissioner be physically present to preside over a public meeting when other commissioners are participating virtually. Statutory provisions enacted into the Revised Code of Washington post-pandemic provide for fully virtual participation of members, so long as the physical meeting space is open, available

Meeting Date: January 23, 2024

to the public, and the public can listen to the proceedings (AGO 2017 No. 4; RCW 42.30.030; HB1329).

- Article IV – Meetings, Section (4) Regular meetings, (a) Date, place, and time.
 - Clarifies the current process for cancellation of a regular meeting falling on a holiday.
- Article IV – Meetings, Section (8) Executive sessions, (b) Recording of executive sessions.
 - Addresses executive session recording requirements. This practice of recording executive sessions is not a requirement of law and is not common practice in jurisdictions.
- Article IV – Meetings, Section (11) Sponsorship of regular meeting orders, resolutions, policy directives, and proclamations.
 - Adds a process for commissioner sponsorship of orders, resolutions, policy directives, and proclamations. The process proposed is consistent with the requirements of the Open Public Meetings Act and common practice in jurisdictions who provide for sponsorship of their legislative actions.
- Article V – Committees, Section (1).
 - Provides for an alternate Commissioner to be appointed to temporarily act as a full committee member, provided a regular committee member is absent from a committee meeting.
- Article V – Committees, Section (4), Standing committees.
 - Updates the name of the Energy and Sustainability Committee to the ‘Sustainability, Environment, and Climate Committee,’ per previous action of the Commission.
 - Codifies the Governance Committee of the Commission as a standing committee.
- Article V – Committees, Section (8) Record of committee proceedings and recommendations.
 - Removes the provision that ‘committee records of actions’ during committee meetings be signed by committee chairs. Committee meetings do not result in a set of formal minutes for approval, rather, summaries of committee meeting discussions are produced which do not require signatures. The update reflects actual practice and procedure.
- Article VI – Rules of Order, Section (7) Proclamations.
 - Clarifies the ceremonial nature of proclamations.
- Article VI – Rules of Order, Section (8) Limitation on debate.
 - Recognizes the president/presiding officer’s role in promoting efficient operation of commission meetings.
 - Amends the current rule of procedure to allow the president/presiding officer to implement limitations on debate to ensure efficient and effective debate.
 - Limitations on debate must be set at the beginning of debate.
 - Recognizes the Commission Members’ right to appeal the ruling of the president/presiding officer.

Meeting Date: January 23, 2024

- Article VI – Rules of Order, Section (10) Rules governing public comment.
 - Repeals currently written rules governing public comment and recodifies rules to be more orderly defined.
 - Clarifies that records of public comment, oral or written are public records and subject to disclosure laws.
 - Clarifies that written public comments are subject to the same rules as oral public comment, as applicable.
 - Clarifies that public comment is heard only during the time specified on a Commission agenda.
 - Clarifies and further defines ‘disruptions’ as applicable to the rules governing public comments for persons attending Commission meetings and those providing public comment.
 - Prohibits the use of public comment for campaign purposes.
 - Sets forth procedure and notice provisions for disruption of public meetings, including exclusions from meeting attendance if disruptions persist.

ALTERNATIVES AND IMPLICATIONS CONSIDERED

Process to Amend Proposed Resolution at Time of Consideration

The Commission may choose to (1) strike language; (2) add language; (3) strike and amend language - once the main motion is on the floor.

FINANCIAL IMPLICATIONS

None.

ATTACHMENTS TO THIS REQUEST

- (1) Proposed Resolution No. 3817
- (2) Exhibit A Bylaws and Rules of Procedure redline
- (3) Presentation slides

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

December 4, 2023 – Governance Committee Briefing

January 9, 2024 – Introduction of Resolution 3817

**PORT OF SEATTLE
RESOLUTION NO. 3817**

A RESOLUTION of the Port of Seattle Commission amending Resolution No. 3778 and prior corresponding enacting and amending resolutions through incorporation, pertaining to the Commission’s Bylaws and Rules of Procedure.

WHEREAS, the voters of King County authorized and approved the formation of a port district co-extensive with King County, to be known as the Port of Seattle, in a special election on September 5, 1911; and

WHEREAS, the Port of Seattle Commission is the legally constituted governing body of the Port of Seattle; and

WHEREAS, Roberts Rules of Order, Newly Revised, continues to be the adopted parliamentary authority of the Port of Seattle Commission; and

WHEREAS, bylaws of the commission require a review and recommendation as to any needed revisions at least once every three years, as provided by Article VII, Amendment of Bylaws; and

WHEREAS, the bylaws of the commission were last reviewed in full October 2020; and

WHEREAS, the commission has determined it is time to conduct its required three-year review of its governing document regarding its operating rules and rules of procedure, and recommends the amendments herein to provide clarity, improve transparency, and better align its rules of procedure with the goals and priorities of the port commission.

NOW, THEREFORE, BE IT RESOLVED by the Port Commission of the Port of Seattle as follows:

SECTION 1. The technical and substantive amendments contained in Exhibit A of this resolution are hereby adopted, as if fully set forth herein.

SECTION 2. The commission clerk is hereby authorized to execute scrivener’s error revisions in finalizing amendments to the Commission Bylaws and Rules of Procedure made through adoption of this resolution, as needed, to address technical corrections.

42 **ADOPTED** by the Port Commission of the Port of Seattle at a duly noticed public meeting
43 thereof, held this ___ day of _____, 20__, and duly authenticated in open session by the
44 signatures of the commissioners voting in favor thereof and the seal of the commission.

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Port of Seattle Commission

PORT of SEATTLE COMMISSION BYLAWS

Amended _____, 2024

Article I – Object

- (1) Founded in 1911 by a vote of the people as a special purpose government, the Port of Seattle’s mission is to promote economic opportunities and quality of life in the region by advancing trade, travel, commerce, and job creation in an equitable, accountable, and environmentally responsible manner. *(Res. 3761, §1, 2019; Res. 3742, 2017)*
- (2) These bylaws constitute the rules governing the transaction of business by the duly elected Port of Seattle Commission. Commissioners shall faithfully, ethically, and transparently perform all duties of office and shall abide by the principle that public service is a public trust. It is the goal of these bylaws to outline the transaction of business in a way that appropriately safeguards the rights of the majority, minority, and individual within the body politic of the Port of Seattle Commission. *(Res. 3742, 2017)*
- (3) *[Repealed by Resolution 3761, September 10, 2019]*

Article II – Commissioners

- (1) Membership. The Port of Seattle is led by a board of five commissioners elected by King County voters pursuant to the provisions of Chapter 53.12 RCW. Election and terms of port commissioners shall be pursuant to applicable law. As elected officials, each commissioner shall exercise the responsibilities of office and be accountable to the general public, the citizens of King County, and one another. *(Res. 3761, 2019; Res. 3742, 2017)*
- (2) Collegiality. The commission exercises port powers described by law and governs the Port of Seattle when a quorum of its membership is assembled in a properly noticed public meeting and action is taken by the required vote. It is the right of the individual or the minority of commissioners to dissent from the will of the majority, and it is the right of the majority to act by whatever vote is needed for passage of a question. Commissioners are independently elected and have the right to voice personal opinions on matters under consideration or that are pending final action by the commission. Commissioners have the right to express opinions that differ from the decision of the majority of the commission, provided that each commissioner transparently distinguishes his or her individual opinion from the collective decisions of the commission as a body. *(Res. 3778, 2020; Res. 3742, 2017)*
- (3) Oath of office. Pursuant to the requirements of RCW 29A.60.280, newly elected commissioners shall take the oath of office required by law during the time period defined by law. The oath shall be administered by a notary public holding the position of commission clerk. Another person qualified to administer oaths may administer the oath of office to newly elected commissioners when compliance with the legally required time period

necessitates it. In addition to taking the oath of office required by statute, newly elected commissioners may take their oaths of office in a public ceremony. Provided such commissioners have already taken the oath in the manner required by applicable law, any person may administer the oath during such a ceremony. (Res. 3742, 2017)

- (4) Transparency pledge. Annually, prior to the first public meeting of the year, each commissioner shall execute the following transparency pledge:

As a duly elected Port of Seattle commissioner, I am responsible for ensuring that the Port of Seattle, a public agency of the state of Washington, conducts its business in the open in compliance with the state’s Open Public Meetings Act, Chapter 42.30 RCW.

In fulfillment of my duties to the commission as a body, and in recognition of my responsibilities as an elected official serving the citizens of King County, I give my personal commitment to fostering and maintaining a culture of accountability and transparency within the commission, among Port of Seattle employees, and between the Port of Seattle and the citizens of King County.

Therefore, I affirm my commitment to openly governing the Port of Seattle pursuant to the Open Public Meetings Act and the state’s Public Records Act (Chapter 42.56 RCW). As a commissioner, I will support and advance policies and practices that increase the Port’s openness and accountability and expand citizen access to the port’s decision-making consistent with the intent of the Open Public Meetings Act.

Signed this ____ day of ____, ____, for the term of January 1 through December 31, ____ . Commissioner ____ (Res. 3742, 2017)

- (5) Ethical behavior, conflict of interest, recusal procedure, **and respectful interactions.**

- (a) Commissioners shall uphold the standard of conduct reflected in **Code of Ethics for Port Commissioners, these bylaws, and the** Port of Seattle Statement of Values ~~[AND FURTHER DESCRIBED IN THE PORT OF SEATTLE CODE OF ETHICS AND WORKPLACE CONDUCT AND THE PORT OF SEATTLE CODE OF ETHICS FOR PORT COMMISSIONERS. COMMISSIONERS SHALL AVOID CONFLICTS OF INTEREST AND THE APPEARANCE OF CONFLICTS OF INTEREST WHEN PERFORMING THEIR DUTIES AS PORT COMMISSIONERS. PROCEDURES RELATED TO ALLEGED MISCONDUCT AND POTENTIAL CONFLICTS OF INTEREST ARE DESCRIBED IN THE]~~ **The Board of Ethics established by the** Port of Seattle Code of Ethics for Port Commissioners **has the authority to review potential violations of these standards in the manner described in the Port of Seattle Code of Ethics for Port Commissioners. [IMPLEMENTATION OF WHICH IS ENSURED BY THE COMMISSION’S OFFICERS AND AN INDEPENDENT BOARD OF ETHICS.]**
- (b) **Commissioners shall avoid conflicts of interest and the appearance of conflicts of interest when performing their duties as port commissioners.** If a potential ~~[OR ACTUAL]~~ conflict of interest arises, commissioners shall resolve the conflict pursuant to the requirements of the Code of Ethics for Port Commissioners, including when necessary, recusing themselves from any consideration and voting upon the issue that

creates the conflict. When recusing themselves, commissioners shall announce the conflict or potential conflict of interest prior to deliberation on the matter subject to recusal. Unless a recusing commissioner's presence is required to preserve a quorum, the commissioner shall leave the meeting room during consideration of business subject to the conflict and may return upon its completion.

- (c) Commissioners are committed to fostering a safe and healthy work environment for all, guided by the commission's commitment to treat one another, port staff and others with respect.
- (d) Commissioners shall receive training on the Code of Ethics for Port Commissioners, these bylaws, and the Port's Statement of Values within ninety days of being sworn into office for each term they serve.

(Res. 3778, 2020; Res. 3742, 2017)

(6) Vacancy in office.

- (a) A vacancy in the office of port commissioner may occur as provided in Chapter 42.12 RCW or by the port commissioner's nonattendance at meetings of the port commission for a period of 60 days unless the commissioner is excused by the port commission. In the event a vacancy in the office of port commissioner occurs, such vacancy shall be filled in accordance with RCW 53.12.140 pursuant to Chapter 42.12 RCW and other applicable law. The remaining commissioners shall fill the vacancy by appointment no later than 90 days after the creation of the vacancy. When a vacancy is due to resignation, the commission shall appoint a new commissioner within 90 days of the resignation effective date.
- (b) Solicitation of applications. Within five business days after receiving notice of a vacancy or the creation of a vacancy, the commission shall solicit applications to fill the vacancy by issuing a press release and posting a request for applications on the Port of Seattle website. Applications shall be solicited from citizens in King County interested in being considered for the appointment. All applications for the appointment shall be submitted to the port commission by the deadline noted in the commission's request for applications.
- (c) Review and selection of candidates. The commission shall review the applications and shall obtain background investigations of the applicants. The commission may conduct interviews in public of the most qualified candidates. The commission shall fill the vacancy by selecting one candidate by majority vote of its membership in a public meeting.
- (d) Vacancy in office of three or more commissioners. When a majority of the commissioner positions fixed by law are vacant, the provisions of RCW 42.12.070 and applicable law shall govern the filling of the vacancies.

- (e) Appointment until the next election. As provided in Chapter 29A.24 RCW, each person appointed to serve in the office of commissioner shall serve until a qualified person is elected at the next election at which a member of the governing body normally would be elected. The person elected shall take office immediately and serve the remainder of the unexpired term.

(Res. 3778, 2020; 2020; Res. 3742, 2017)

- (7) Outside boards and commissions. Commissioners may serve on external port-related boards and commissions. No more than two commissioners shall serve on the same external board or commission at the same time to avoid creating a quorum of commissioners at the meetings of such board or commission. The commission shall consider the following factors when determining participation and length of service for commissioners on external boards and commissions:

- a. The membership and office-holding requirements of the external boards in question;
- b. The interests of individual commissioners in serving on various external boards; and
- c. Whether the port commission is adequately represented on the external boards and commissions needed to effectively advocate for the interests of the Port of Seattle. *(Res. 3778, 2020; Res. 3742, 2017)*

- (8) All commissioners shall serve at least one, one-year term on the commission's audit committee prior to the completion of their fourth year in office. The audit committee participates directly in the oversight and review of the performance of the internal audit director in accordance with policy directives related to Port of Seattle salaries and benefits. In consultation with the audit committee, the audit committee chair shall contribute to the executive director's performance review of the internal audit director. *(Res. 3752, §1, 2018; Res. 3744, §1, 2018; Res. 3742, 2017)*

- (9) Oversight and review of the executive director. As a body, the commission provides oversight and review of the performance of the executive director in accordance with the executive director's employment agreement. *(Res. 3742, 2017)*

- (10) Review of staff reporting to both the commission and the executive director (dual reports). In addition to oversight of the executive director and direct reports of the office of the commission, the commission as a body provides input to the executive director in executive session regarding the performance of those employees who report directly to the executive director. In particular, the commission as a body provides review of the general counsel and external relations senior director, who report dually to the commission and the executive director. *(Res. 3752, §1, 2018; Res. 3742, 2017)*

Article III – Officers

- (1) All officers shall serve at the pleasure of the Port of Seattle Commission and shall carry out the responsibilities described in these bylaws. Commission officers may be censured or removed from office at any public meeting of the port commission legally convened in accordance with applicable laws and these bylaws. **The Board of Ethics established by the Port of Seattle Code of Ethics for Port Commissioners has authority to review potential violations of the standards of conduct for port commissioners set forth in Article II, Section 5(a) of these bylaws.** ~~[THE CODE OF ETHICS FOR PORT COMMISSIONERS SHALL IDENTIFY THE PROCEDURES FOR ADDRESSING COMPLAINTS OF MISCONDUCT, ABUSE OF AUTHORITY, AND NEGLECT OF THE DUTIES OF OFFICE BY OFFICERS.]~~. Censure or removal from office shall require a vote of the majority of commissioners, as prescribed by applicable law and these bylaws. *(Res. 3778, 2020; Res. 3742, 2017)*
- (2) Election. At the first public meeting of each calendar year, the commission shall elect a president, vice president, and secretary. *(Res. 3778, 2020; Res. 3754, §2, 2019; Res. 3742, 2017)*
- (3) Term of office. An officer's term shall run from the date of election until the end of the calendar year. *(Res. 3742, 2017)*
- (4) Commission officer vacancy.
 - (a) When a commission officer resigns or is removed from the office of president, vice president, or secretary, a commissioner may be selected to serve out the officer's uncompleted term and shall so serve until the end of the calendar year. When such vacancies arise, they may be filled at any regular or special meeting of the commission. During the temporary absence of any commission officer, the officer next in line shall assume all prescribed duties of the absent officer in an acting capacity in the following order of succession, provided that this order of succession does not apply to meetings of committees composed of fewer than a quorum of the port commission:
 - (b) In the physical absence of the president, the vice president temporarily shall assume all prescribed duties of the president under Article III, Section 5.
 - (c) In the physical absence of the vice president, the secretary temporarily shall assume all prescribed duties of the vice president under Article III, Section 6.
 - (d) In the physical absence of both the president and vice president, the secretary temporarily shall assume all prescribed duties of the president under Article III, Section 5.*(Res. 3778, 2020; Res. 3754, §3, 2019; Res. 3742, 2017)*
- (5) Duties of the president.

- (a) Order and decorum. The president shall preside over all public meetings and executive sessions of the Port of Seattle Commission and shall be responsible for maintaining order and decorum in accordance with the provisions of these bylaws.
- (b) Preliminary agenda. The president shall authorize the formation of the commission’s preliminary public meeting agenda and shall propose the agenda for commission approval on the day of the meeting in the appropriate order of business.
- (c) Notice of meetings. The president shall authorize the issuance of such legal notices of public meetings as may be required by law and these bylaws.
- (d) Oversight of the office of the commission. In consultation with the commission, the president shall provide oversight and review of the performance of the commission chief of staff. The commission chief of staff shall be responsible for the organization and management of the office of the commission. The commission chief of staff shall consult with the commission regarding the performance evaluation, hiring, and firing of staff of the office of the commission.
- (e) Oversight of staff reporting to both the commission and the executive director (dual reports). On behalf of the commission and in concert with the executive director, the president shall provide oversight to the general counsel and **external relations senior [PUBLIC AFFAIRS]** director, who report dually to the commission and the executive director. The president shall serve as the commission’s primary point of contact to these positions.
- (f) Commission spokesperson. The president shall be the spokesperson for the commission in expressing views held collectively by the Port of Seattle Commission that have been established by action taken in public session or that are consistent with the policies, statements, and actions of the port commission. The president may delegate this role on a case-by-case basis. The president shall make reasonable efforts to consult with another commissioner prior to making public statements on behalf of the commission. When the president expresses his or her own individual opinions, he or she shall refrain from using the title of commission president. In an effort to keep the president informed in the role of commission spokesperson, commissioners are requested to forward a courtesy copy of individual commissioners’ media publications to the president 24 hours prior to issuance by the member. Members’ media publications shall reflect that views expressed therein are the sole views of the individual commission member and are not representative of the views of the Port of Seattle Commission, unless the media publication is approved and sanctioned by the full commission prior to publication. This provision does not apply to media publications issued in a personal capacity and not purported to be written by a member of the port commission in their public capacity. **The External Relations Communications Director coordinates all media inquiries in order to streamline responses and to avoid multiple responses on the same issue. To support this role, Commissioners should coordinate media inquiries with the External Relations Communications Director and the Commission Chief of Staff.**

- (g) Signature of instruments. ~~[ON BEHALF OF THE COMMISSION, THE PRESIDENT SHALL SIGN ALL PROCLAMATIONS AND RESOLUTIONS ADOPTED IN PUBLIC SESSION.]~~ The president shall execute all agreements required in the normal course of fulfilling his or her duties. The president shall sign all official correspondence and other instruments on behalf of the commission that are consistent with the opinions or policy direction of the commission established by public action.
- (h) Travel Coordination. Port Policy No. AC-2 requires that all domestic travel, as defined by the policy, be authorized by the Port Commission President. All international travel is approved by the full commission in an open public meeting.

Domestic travel approval shall be administratively authorized by official notification from the president of the approval. If changes to travel requests occur, the request shall be revised by a commissioner and re-submitted to the president for re-approval in advance of any requested domestic travel. The request for travel shall include the number of commissioners traveling (if applicable), the port-related reason for travel, and the dates and destination of travel. Commissioners shall submit requests for domestic travel to the president for review at least 14 days before the travel departure date, unless scheduling considerations require submission less than 14 days. Travel to British Columbia, Canada, is treated as domestic travel for the purposes of this policy.

Approval of international travel shall be authorized by formal action of the commission. The authorizing commission memorandum shall detail the number of commissioners traveling (if applicable), the port-related reason for travel, and the dates and destination of travel. International travel requests shall be submitted to the commission office 21 days in advance of each calendar quarter (January, April, July, October). Travel change requests for previously approved international travel shall again be put before the full commission for review and action.

Commissioners not receiving advanced travel authorization for international travel shall report to the full commission regarding the purpose of their travel, dates of travel, location of travel, benefit received by the port through the travel, and shall seek majority approval of the post-travel authorization in order to submit claims for travel expense reimbursement.

For both domestic and international travel, approving authority shall review travel requests of commissioners to ensure travel opportunities are equitable to all members and are consistent with the interests of the Port. An appropriate port employee may be delegated the responsibility of processing travel reimbursements associated with domestic and international travel of commissioners.

- (i) Coordination of the commission office budget. The chief of staff shall work with members of the commission to identify member budget priorities and requests. The president of the commission shall review the commission office budget proposal of the chief of staff and consult with members of the commission regarding the proposal and their priorities as needed.

- (j) Other duties of the president. The president shall perform other duties incidental to the office of the president, as established from time to time by the commission.

(Res. 3778, 2020; Res. 3742, 2017)

(6) Duties of the vice president.

(a) *[Repealed by Resolution 3754, January 8, 2019]*

(b) *[Repealed by Resolution 3744, January 30, 2018]*

- (c) As described in Section 4 above, in the physical absence of the president, the vice president temporarily shall assume all prescribed duties of the president under Article III, Section 5.

- (d) Other duties of the vice president. The vice president shall perform other duties incidental to the office of the vice president, as established from time to time by the commission.

(Res. 3754, §1, 2019; Res. 3744, §1, 2018; Res. 3742, 2017)

(7) Duties of the secretary.

- (a) The secretary shall oversee the recording of official actions of the Port of Seattle Commission and shall oversee the distribution, retention, and disposition of such records as described in these bylaws. To carry out this responsibility, the secretary shall coordinate with the commission clerk. The secretary shall present minutes for approval to the commission and shall attest to the authenticity of approved minutes by signature. When the secretary is physically absent, the presiding officer shall so attest.

- (b) Other duties of the secretary. The secretary shall perform other duties incidental to the office of the secretary, as established from time to time by the commission.

(Res. 3778, 2020; Res. 3742, 2017)

(8) Duties of the commission clerk.

- (a) A staff position shall perform the duties of the commission clerk. The commission clerk shall be supervised by the commission chief of staff. The work of the commission clerk shall support the secretary as the officer responsible for overseeing the recording of actions of the Port of Seattle Commission.

- (b) Legal notices. Subject to authorization of the president, as described in Section 5, the commission clerk shall ensure the posting, distribution, retention, and disposition of port commission public meeting notices, as may be required by law and these bylaws.

- (c) Minutes. The commission clerk shall ensure the recording, distribution, retention, and disposition of records of the official actions of the Port of Seattle Commission in accordance with applicable law and best practices.
- (d) Catalogs and indices. The commission clerk shall ensure the collection and cataloguing of policy directives and resolutions of the Port of Seattle Commission and shall coordinate with the office of the port's executive director to ensure that policies and procedures promulgated by executive leadership are regularly reviewed for conformity with commission policy directives. The commission clerk shall maintain such indices of the records of the port commission as are considered appropriate to accommodate the normal course of business. At a minimum, the commission clerk shall maintain indices of actions of the port commission contained in its minutes, and the subject matter of adopted resolutions, policy directives, and commission orders as described in Article VI, Section 6.
- (e) Record holder. The commission clerk shall be the record holder and custodian of the commission's approved minutes, adopted resolutions, proclamations, commission orders, policy directives, ~~[AND]~~ the Delegation of Responsibility and Authority to the Executive Director (General Delegation of Authority), and other commission governance policies. The commission clerk also shall be the record holder of certificates of election of port commissioners, commission transparency pledges, lists of commissioner assignments to commission committees and external boards and commissions, and secondary copies of commissioner oaths of office, which shall be recorded with the King County recorder's office.
- (f) Port seal. The commission clerk shall be the custodian of the official Seal of the Port of Seattle and shall affix its impression on official instruments whenever required.
- (g) Administration of oaths. The commission clerk shall be the ordinary administrator of the oath of office for newly elected port commissioners within the manner required pursuant to RCW 29A.60.280, shall ensure the recording of such oaths with the King County Recorder's Office, and shall provide other notarial services as required in the regular course of business. If the commission clerk is not available to administer the oath of office during the time period required pursuant to RCW 29A.60.280 or other law, another official authorized to administer oaths pursuant to Chapter 5.28 RCW may administer the oath, a copy of which shall be provided to the commission clerk for submission to the recorder's office. The provisions of this section are intended to ensure compliance with legal requirements and do not preclude additional public oath-of-office ceremonies.
- (h) Notice of adjournment. When circumstances prevent assembly of a quorum of port commissioners at the scheduled place or time, the commission clerk shall call the scheduled meeting to order exclusively for the purpose of adjourning to another time or location and shall ensure the posting of a notice of adjournment as described elsewhere in these bylaws.

- (i) Public comment. When the public is invited to comment pursuant to the provisions of law or these bylaws, the commission clerk shall assemble a list of speakers.
- (j) Roll-call votes. When a vote by roll call is required pursuant to the rules of order, the commission clerk shall call the roll, announce the result to the presiding officer, and record the votes so cast. The presiding officer shall announce the decision of the commission on any motion.
- (k) Parliamentarian. When questions of order arise, the presiding officer may consult the commission clerk on the commission's rules of order and established parliamentary authority.
- (l) Other duties of the clerk. The commission clerk shall perform other duties consistent with the responsibilities of a municipal clerk, as may be required from time to time.
- (m) Delegation of duties. The duties of the commission clerk may be performed on a temporary basis by a deputy commission clerk or suitable delegate, as circumstances require.
- (n) Affixing digital signatures of commissioners. Adopted regular and special meeting actions in the form of resolutions and proclamations of the commission requiring signature of commissioners shall be signed within six business days of adoption. The commission clerk is authorized to affix digital signatures of commissioners if signatures are not obtained by the sixth business-day, excepting from time to time those actions that require signing in a more expeditious manner.

(Res. 3778, 2020; Res. 3742, 2017)

Article IV – Meetings

1. Public meetings.

- (a) All meetings of a quorum of port commissioners shall be open to the public as required by law and these bylaws; provided deliberations may be closed to the public pursuant to the exemptions provided for explicitly in state law and in accordance with the procedures required by statute and these bylaws.
- (b) Record of proceedings. A record of all actions of the port commission taken during its public meetings shall be kept by the commission clerk and shall be made available to the public in the form of minutes approved by the port commission. When the commission has approved the minutes of a meeting, the minutes so approved shall represent the sole, final, and considered determination of the commission as to the actions contained therein, superseding all statements made by commissioners at the meeting. Unless prevented by extenuating circumstances, regular meetings shall, and special meetings may, be recorded electronically.

(Res. 3742, 2017)

2. Quorum. A majority of the persons holding the office of port commissioner at any time shall constitute a quorum of the port commission for the transaction of business. No business of the port commission shall be transacted unless there are in office at least a majority of the full number of commissioners fixed by law. No action defined by statute as the transaction of the official business of a public agency shall occur in the absence of a quorum. In the absence of a quorum, individual commissioners may participate in informational presentations. Such presentations are not deliberations of the Port of Seattle Commission, and comments made by individual commissioners in the absence of a quorum are advisory only and are not binding as decisions of the port commission. In the event a public meeting is interrupted by the loss of a quorum of commissioners, the presiding officer shall announce that the commission meeting has been adjourned or recessed due to the absence of a quorum before continuing with further informational presentations.

(Res. 3778, 2020; Res. 3742, 2017)

3. Absences.

- (a) The failure of a port commissioner to attend port commission meetings for a period of 60 days, unless excused by the commission, shall constitute a vacancy in office as described in RCW 53.12.140. If a port commissioner is absent from port commission meetings in order to attend to other port business, such absences shall be deemed excused. Absences shall be noted in the meeting minutes as either “excused” or “absent.”

- (b) Remote participation. Commissioners shall attend public meetings of the Port of Seattle Commission in person unless prevented from doing so by extenuating circumstances. Commissioners who are unable to attend in person may participate in meeting deliberations electronically or by telephone, provided the commissioner can interact in the deliberations and can be heard by the other commissioners and others attending the meeting. Commissioners participating in a meeting remotely shall be counted for purposes of establishing a quorum and shall vote on all matters put for a decision during the meeting. ~~[AT LEAST ONE COMMISSIONER SHALL BE PHYSICALLY PRESENT TO PRESIDE OVER A PUBLIC MEETING WHEN OTHER COMMISSIONERS ARE PARTICIPATING ELECTRONICALLY OR BY TELEPHONE, EXCEPT IN CASES OF SPECIAL MEETINGS CALLED TO DEAL WITH AN EMERGENCY INVOLVING INJURY OR DAMAGE TO PERSONS OR PROPERTY OR THE LIKELIHOOD OF SUCH INJURY OR DAMAGE, AS DESCRIBED IN RCW 42.30.080.]~~

(Res. 3742, 2017)

4. Regular meetings.

- (a) Date, place, and time. Regular meetings of the Port of Seattle Commission shall be held on the second and fourth Tuesdays of every month except August, November, and December. In August, November, and December, regular meetings shall be held on the second and third Tuesdays. The meeting on the second Tuesday of the month shall be

held at port headquarters at Pier 69, 2711 Alaskan Way, Seattle, Washington. Regular meetings on the fourth Tuesday of the month shall be held at the conference center at Seattle-Tacoma International Airport, 17801 International Boulevard, Seattle, Washington. The meeting held on the third Tuesdays of August, November, and December shall be held at the conference center at Seattle-Tacoma International Airport, 17801 International Boulevard, Seattle, Washington. Regular public meetings shall be convened at 12:00 noon. When an executive session is to be held, the regular meeting may convene at 10:30 a.m. and shall immediately recess to an executive session that shall be closed to the public, after which the public session shall reconvene at 12:00 noon. When a regular meeting falls on a holiday, **the regular meeting shall be cancelled [SUCH REGULAR MEETING] and a special meeting** shall be rescheduled as soon as possible thereafter. Regular public meetings held pursuant to the schedule described in this section shall not require additional publication of notice; however, notice similar to that provided for special meetings may be provided for regular meetings.

- (b) Cancellation. Regular or special meetings may be cancelled by authorization of the president or by written request of a majority of the membership of the commission. Such a request shall be provided to the president and the commission clerk at least 25 hours in advance of the scheduled convening time of the meeting to be cancelled. The commission clerk shall issue notice of such cancellations no later than 24 hours in advance of the scheduled convening time pursuant to the same procedures required for notice of special meetings. Meetings requiring cancellation less than 24 hours in advance of the scheduled convening time due to extenuating circumstances shall be convened at the scheduled time and immediately adjourned as otherwise provided for in this section.

(Res. 3778, 2020; Res. 3742, 2017)

5. Order of business for regular meetings.

- (a) The order of *business* for regular meetings shall be as follows, subject to the conditions specified in this section:

- Call to Order
- Executive Session
- Approval of the Agenda
- Special Orders of the Day
- Executive Director's Report
- Committee Reports
- Public Comment
- Consent Agenda
 - Items Removed from the Consent Agenda
- Unfinished Business
- New Business
- Presentations and Staff Reports
- Questions on Referral to Committee and Closing Comments
- Adjournment

- (b) Call to order. At the time specified by notice or these bylaws, the presiding officer shall call the meeting to order, announce the date, location, and convening time, and announce the presence of those commissioners constituting a quorum. When using the regular order of business, upon establishing a quorum, the presiding officer shall announce any absences and shall lead the commissioners and public assembled in reciting the Pledge of Allegiance to the Flag before continuing with other public business.
- (c) Executive session. An executive session closed to the public may be held as described elsewhere in these bylaws for the purposes permitted by state law. When an executive session is held prior to transacting public business pursuant to the procedures in these bylaws, the commission shall reconvene in public session and may again recess into executive session as provided for by law.
- (d) Approval of the agenda. Following convening of the public session of a meeting using the regular order of business, the presiding officer shall call for approval of the agenda by putting the question for the revision of the proposed agenda. If any commissioner objects to the day's agenda, the commissioner shall offer an amendment to add to, remove from, or reorder items on the preliminary agenda. If there are no amendments offered for the day's agenda, the proposed agenda shall be deemed approved without objection. Any commissioner present at the time of approval of the agenda may remove an item from the consent agenda for separate consideration and vote. Removal of an item from the consent agenda shall not require a vote unless the proposal is to remove the item from the day's agenda altogether. Any other amendments to the agenda shall be decided in the order moved, shall require a second to be considered, and shall be decided by a vote of a majority of the membership. The approved agenda, including any successful amendments, shall constitute the specific order of the day. Upon approval of the agenda, the proposed motions on it shall be considered filed with the commission clerk and, in the possession of the commission, and these shall not be withdrawn or amended prior to adoption except by the required vote. Further changes to the approved agenda may be made later in the meeting and shall require a two-thirds vote. Final actions shall not be added to the agendas of special meetings at the time of approval of the agenda.
- (e) Special Orders of the Day. Items that are ceremonial, or otherwise special in nature. Examples of Specials Orders of the Day include but are not limited to: presentation of proclamations; appointment of officers; appointment of committee members; swearing in of newly elected commissioners; stakeholder engagement sessions; policy roundtables; or any actions the commission chooses to take up at a special time on its agenda.
- (f) Executive director's report. The executive director may make a brief report and announcements to the commission on matters relevant to commission deliberations prior to consideration of the orders of the day.

- (g) Committee Reports. The Commission Policy Manager, or designee, may provide committee updates, reports, and recommendations at this time. Members of the commission may also provide reports of their participation on regional committees at this time, as the need arises.
- (h) Public comment. The commission may accept public comment at a regular or special meeting and shall accept public testimony during public hearings and at other times as required by law. Submission of written comment to the commission shall be encouraged.
- (i) Consent Agenda. Items on the consent agenda shall include routine matters and actions considered by the president to have consensus of all commissioners, including approval of the minutes. Resolutions may be included on the consent agenda for final adoption if they are routine and considered by the president to have consensus of all commissioners, have already been introduced on a prior day, and do not require a public hearing or amendment. Items on the consent agenda shall not be subject to discussion or debate and shall be decided by a single vote. Any commissioner present at the time of consideration of approval of the agenda may request removal of an item from the consent agenda for separate consideration and vote. Items removed from the consent agenda shall be taken up immediately after passage of the consent agenda. The minutes of each meeting will detail items removed from the consent agenda under the separate subheading “Items Removed from the Consent Agenda” to show clearly where the items were discussed and the disposition of those items.
- (j) Unfinished Business. Items postponed to a time certain or tabled from a current or previous meeting.
- (k) New Business. Consists of subjects which have not previously been considered by the commission and which may require discussion and action. Introduction of commission resolutions and public hearings may also appear under this order of business.
- (l) Presentations and staff reports. Presentations and staff reports that are informational in nature or not requiring immediate final action.
- (o) Questions on referral to committee and closing comments. Matters referred to committees for recommendation in advance of public consideration by the commission may be discharged from committee pursuant to the provisions of Article V.
- (n) Adjournment. Provided there is no further scheduled business to transact, the commission shall adjourn without the need for a motion.

(Res. 3778, 2020; Res. 3742, 2017)

6. Special meetings.

- (a) Any meeting held at a time or location other than as described for a regular meeting pursuant to these bylaws constitutes a special meeting of the Port of Seattle Commission. Special meetings may be called at any time by the president or a majority of the membership of port commissioners, provided notice is issued by the commission clerk in the manner prescribed by law not later than 24 hours in advance of the convening time of a special meeting. The date, time, and location for convening such meetings shall be described in the notice for the special meeting as required pursuant to Chapter 42.30 RCW. The call for a special meeting shall include a description of the business to be transacted during the special meeting and final action shall not be taken on any other matter at such meeting. A special meeting may follow the order of business prescribed for a regular meeting.
- (b) Waiver of notice. Written notice issued at least 24 hours in advance of convening a special meeting shall not be required when a special meeting is called to deal with an emergency involving injury or damage to persons or property, or the likelihood of such injury or damage, as described in RCW 42.30.080. The requirement to issue written notice at least 24 hours in advance of convening a special meeting may be dispensed with in the case of any commissioner who files with the commission clerk a written waiver of notice prior to the convening of such meeting. Such written notice may also be dispensed with as to any commissioner who is actually present at the time of convening the special meeting. The written waiver of notice shall include the commissioner's signature or similar authentication and shall state the date, time, location, and description of the business to be transacted at the special meeting. The commission clerk shall provide forms for executing notice waivers.
- (c) Notice waiver not submitted. Special meetings called with less than 24 hours' written notice shall comply with all requirements of law and these bylaws. Special meetings called to deal with an emergency involving injury or damage to persons or property, or the likelihood of such injury or damage, as described in RCW 42.30.080 do not require 24 hours' written notice. When any other special meeting is called with less than 24 hours' notice, written notice shall be posted as far ahead of convening the meeting as practicable. In such a case, if any commissioner has not filed a written waiver of notice as prescribed in this section, and such commissioner is not present when the special meeting convenes, the special meeting shall immediately adjourn to a time that is at least 24 hours after the actual time of posting the written notice for the meeting. The procedures for adjourning a special meeting are described further in Section 7 below.
- (d) Special meetings called by a quorum of commissioners. When a majority of the membership of the commission calls a special meeting, the commissioners calling the meeting shall notify the president and commission clerk in writing of their intention to convene the special meeting. The written request shall indicate the place and time for convening the special meeting and a description of the business to be transacted. This information shall be included in the notice for the special meeting pursuant to the notice

requirements of law and these bylaws. Final action shall not be taken on any other matter at such meeting. Such a written notification to call a special meeting by a majority of the membership of the commission shall be delivered to the commission clerk at least three business days prior to the convening date of such a special meeting. No special meeting called pursuant to the procedures in these bylaws shall commence earlier than 24 hours after the time of posting of the required meeting notice.

- (e) Special meetings; community engagement. At least twice every year, the commission shall hold special meetings for the purpose of engaging the public in the consideration of matters relevant to the work of the Port of Seattle. The meeting locations, times, and agendas shall be appropriate to the intended participants and shall comply with applicable law and these bylaws.

(Res. 3742, 2017)

- 7. Adjournment or continuation of a public meeting. Regular and special meetings may be adjourned or continued pursuant to the notice requirements of Chapter 42.30 RCW. When a meeting is so adjourned and provided members of the public are present at the time of the adjournment or continuation, the presiding officer or the commission clerk shall announce the place and time to which the meeting is to be adjourned or continued. An order of adjournment shall be posted on or near the door of the room where the meeting was adjourned or continued immediately following the announcement of adjournment or continuation. If no members of the public are present at the time the meeting is adjourned or continued, the announcement may be dispensed with and a copy of the order shall be posted as described here. *(Res. 3742, 2017)*

- 8. Executive sessions.

- (a) Executive sessions shall be closed to the public pursuant to the limitations imposed by state law, including but not limited to the Open Public Meetings Act, Chapter 42.30 RCW. No final actions shall be taken during an executive session. Executive sessions may be held only during a regular or special meeting of the port commission and may be held at any time following convening of the public meeting in accordance with the procedures required by statute and described in these bylaws.

- (b) ~~[RECORDING OF EXECUTIVE SESSIONS. EXECUTIVE SESSIONS SHALL BE RECORDED ELECTRONICALLY, AND THE GENERAL COUNSEL SHALL BE THE RECORD HOLDER OF THE ORIGINAL RECORDINGS. EXECUTIVE SESSIONS HELD FOR THE PURPOSE OF DISCUSSING EVALUATION OF QUALIFICATIONS FOR PUBLIC EMPLOYMENT OR REVIEW OF THE PERFORMANCE OF A PUBLIC EMPLOYEE AS DESCRIBED IN RCW 42.30.110(1)(G) SHALL BE EXEMPT FROM THE RECORDING REQUIREMENTS OF THIS SECTION. EXECUTIVE SESSIONS HELD TO DISCUSS OTHER MATTERS AUTHORIZED BY RCW 42.30.110 MAY BE MADE EXEMPT FROM RECORDING BY A MOTION DECIDED IN PUBLIC SESSION PRIOR TO CONVENING THE EXECUTIVE SESSION. THE EXTENT TO WHICH THE EXECUTIVE SESSION OR PARTS THEREOF SHALL BE EXEMPT FROM RECORDING SHALL BE STATED IN THE MOTION TO EXEMPT FROM RECORDING. OUTSIDE COUNSEL ANNUALLY SHALL MONITOR~~

~~THE COMMISSION'S COMPLIANCE WITH CHAPTER 42.30 RCW – THE OPEN PUBLIC MEETINGS ACT – AND OTHER LAWS BY REVIEWING RECORDINGS OF COMMISSION EXECUTIVE SESSIONS ON A REPRESENTATIVE SAMPLING BASIS.]~~

- (c) Recessing to executive session; public present. The following procedure shall apply when an executive session is conducted prior to transacting other business of a regular or special meeting and when the public is present in the scheduled location of the public meeting. A quorum of port commissioners shall assemble at the location of the executive session. Once the required quorum is present and the published time for convening the regular or special meeting has arrived, the presiding officer and the commission clerk shall meet in the scheduled location of the public meeting and the presiding officer shall call the meeting to order. If the required quorum of commissioners is present at the location of the executive session but not present in the location of the public meeting, the presider shall announce that such a quorum is present. The presiding officer shall announce the number of topics to be discussed in executive session and identify them sufficiently to establish their legal exemption from public deliberation. The announcement shall provide an estimate of the time at which the public session will reconvene, and the public meeting will then immediately stand in recess. The time announced for reconvening the special or regular meeting shall not be earlier than the time otherwise published for commencement of the public session of such a regular or special meeting in accordance with the notice requirements of Chapter 42.30 RCW.
- (d) Recessing to executive session; public not present. The following procedure shall apply when an executive session is conducted prior to transacting other business of a regular or special meeting and when the public is not present in the scheduled location of the public meeting. A quorum of port commissioners shall assemble at the location of the executive session. Once the required quorum is present and the published time for convening the regular or special meeting has arrived, the commission clerk shall notify the presiding officer that there are no members of the public assembled in the scheduled location of the public meeting, and the announcement procedures of subsection (c) above may be dispensed with. Under these circumstances, a notice listing the matters to be discussed in executive session and noting the applicable legal exemptions from public deliberation shall be posted on or near the door of the scheduled location of the public meeting. This notice shall include the time previously published for reconvening of the public session of the regular or special meeting as required under Chapter 42.30 RCW.
- (e) Extension of executive session. The following procedure shall apply when an executive session is conducted prior to transacting other public business of a regular or special meeting and the length of the executive session requires extension by more than five minutes. The presiding officer shall return to the public meeting room and announce, or may designate the commission clerk to announce, the extension of the executive session pursuant to the requirements of Chapter 42.30 RCW. The announcement of extension shall include a revised time for reconvening the public session, and a quorum of commissioners shall not reconvene the public session at a time earlier than announced. The announcement of extension shall be made both within the meeting room and in any common area immediately adjacent to the meeting room where participants may be

waiting.

(Res. 3778, 2020; Res. 3742, 2017)

9. Study Sessions. Study sessions are held for the purpose of close consideration and informal discussion of any matter by commissioners. Study sessions are considered special meetings of the commission, unless otherwise regularly scheduled. These meetings are open to the public pursuant to law and these bylaws. Study sessions may be held with or without electronic recording or invitation of public comment, as appropriate to the subject matter. No final actions shall be taken at a meeting described as a study session in its published notice under Chapter 42.30 RCW. (Res. 3778, 2020)

10. Public Hearings.

(a) Public hearings are defined by law and are characterized by an obligation to allow the public to testify on matters that may be legislative or quasi-judicial in nature. Public hearings shall be held when required by law and when required shall be held as part of a regular or special public meeting and shall be included on the meeting agenda.

(b) At the commission’s discretion, special opportunities for public comment may be provided, even when a public hearing is not legally required. Such engagement to obtain public comment may be described on a meeting agenda as a “public hearing.”

(c) The order for conducting any public hearing on matters requiring final action shall be as follows:

The matter to be considered shall be read into the record.

There may be a staff presentation on the matter and questions of staff by commissioners.

The presiding officer shall open the public hearing.

After receipt of testimony, the presiding officer shall close the public hearing.

The presiding officer shall entertain a motion and second for consideration of the matter.

Following a motion to take action, there may be debate by commissioners.

Once debate has concluded, the commission shall proceed to the vote on final action.

(11) Sponsorship of regular meeting orders, resolutions, policy directives, and proclamations.

(a) A commissioner wishing to sponsor an order, resolution, or policy directive before the commission for action shall submit a request for sponsorship to the commission clerk prior to official publication of a regular meeting agenda, and no less than five business days prior to the meeting. The clerk shall ensure that sponsors’ names are reflected on finalized records kept for historic preservation.

(b) Sponsorship of an agenda memo is not permitted, as commission memos are generated by the executive director to the commission and are authorizations of the commission, not commission directives.

(c) A second commissioner may join a first commissioner in sponsorship of an item if they submit this request for joining sponsorship to the commission clerk prior to the publication of a regular meeting agenda, and no less than five business days prior to the meeting. If more than one commissioner timely submits such a request, the first in time shall join in the sponsorship of the item. After the five business days prior to the meeting deadline, a commissioner may request their name be added to the sponsorship of a commission order, resolution, or policy directive at the time of the meeting. However, a quorum or more of commissioners may not join in sponsorship of any item until such time as the main motion to approve the item is on the floor and before the commission for action.

(d) Proclamations of the commission. As noted in Article VI, Section (7), proclamations are ceremonial, in observance of, and commemorative in nature only. Proclamations are not intended to provide commission policy directives. Proclamations may also be sponsored by individual commissioners, as outlined here in this section; however, by their nature, proclamations are a statement of the entire body.

(Res. 3778, 2020)

Article V – Committees

(1) The commission may establish standing or special committees at any time to aid in the transaction of its business. The composition and leadership of committees shall be determined as provided elsewhere in this article. To ensure compliance with Chapter 42.30 RCW and other applicable law related to open public meetings, committees shall include not more than two commissioners and the presence of both commissioners shall be required to establish a quorum for the purpose of conducting the committee’s business. Additional committee members may be appointed from among port staff, public stakeholders, or subject matter experts, as appropriate to the committee’s scope. Non-commissioners on a committee shall not be counted for purposes of establishing a quorum and shall not vote on any question put to the committee. **An alternate commissioner may be identified as needed to attend meetings during times of absence of regular committee members.** *(Res. 3778, 2020; Res. 3742, 2017)*

(2) Charter required. Every committee of the port commission shall be established by adoption of a charter informed by the commission’s strategic priorities and workplans and which shall include the following information:

- (a) The name of the committee;
- (b) The extent to which meetings of the committee shall be open to the public;
- (c) A schedule of regular committee meetings, if applicable;
- (d) The scope of work;
- (e) The extent to which the committee is legally authorized to act on behalf of the commission;

- (f) Whether the committee is authorized to hold public hearings or other public engagement activities;
- (g) The duration of the committee’s work; and
- (h) Specific outcomes or recommendations expected of the committee in the conduct of its business.

(Res. 3778, 2020; Res. 3742, 2017)

(3) Committee membership. As noted elsewhere in these bylaws, commissioners shall serve on or chair standing or special committees of the port commission and on external boards and commissions. Committee and external board and commission assignments shall be completed by the end of January each year. When there is not consensus among commissioners, the president shall make the appointment. Assignments to committees of the port commission and external boards and commissions may change during the year, and the commission clerk shall maintain an updated list, noting the dates and the nature of any revisions. Changes to such assignments shall be made only after consulting the commissioners affected, and the president shall provide the commission clerk with written notice of any changes. It is important the commission recognizes the need to rotate participation on its committees among members. This aides in maintaining diversity in committees and in providing succession and learning opportunities. As such, commissioners shall not serve more than two consecutive years on the same standing or special committee without at least one year between the next term of service. This lapse in term of service may be waived by majority vote of the commission. *(Res. 3778, 2020; Res. 3742, 2017)*

(4) Standing committees. The charter for a standing committee shall be adopted by resolution, and adoption of such resolution shall add the committee to the list of standing committees included in these bylaws. The standing committees of the Port of Seattle Commission are the following:

- (a) Audit Committee
- (b) Aviation Committee
- ~~(c) [ENERGY AND SUSTAINABILITY COMMITTEE]~~
- (c) Equity and Workforce Development Committee
- (d) Governance Committee
- (e) Portwide Arts and Culture Board
- (f) Sustainability, Environment, and Climate Committee
- (g) Waterfront and Industrial Lands Committee

(Res. 3778, 2020; Res. 3742, 2017)

(5) Special committees. Special committees are those committees established at any time by the commission that have a limited purview and limited duration. The charter of a special committee shall be adopted by a commission order and shall include the same kind of

information prescribed for other committee charters under these bylaws. A special committee legally empowered to act on behalf of the commission, conduct hearings, or take testimony or public comment shall conduct its business in meetings duly noticed and open to the public. *(Res. 3778, 2020; Res. 3742, 2017)*

- (6) Referral to committee. Topics that involve establishment or revision of policy directives or governance structures shall be referred to a committee of appropriate purview for recommendations on action by the commission. Other matters may be referred to appropriate committees at the discretion of the commission by public action. If there is no standing or special committee of appropriate purview constituted for the policy matter, one shall be constituted by a charter adopted pursuant to the requirements of these bylaws. Such committee referral shall be made by the president or may be ordered by the commission by public action. Notwithstanding the timeline set in the committee’s charter for consideration and recommendation to the commission, the commission may, by a vote of a majority of its membership, discharge a committee from further consideration of any matter. The motion to so discharge shall refer the matter to a different committee or place it on the agenda for commission consideration. *(Res. 3778, 2020; Res. 3742, 2017)*
- (7) Attendance at committees by additional commissioners. When more than two commissioners plan to attend a meeting of a standing or special committee, the additional commissioner(s) planning to attend shall notify the commission clerk in writing of their intention to attend the meeting. Notice to the commission clerk shall be provided at least three business days in advance of the date set for convening the meeting. If a quorum of commissioners will be present at a committee meeting, the commission clerk shall provide public notice of the meeting as both a committee meeting and a commission meeting with the agenda limited to the committee’s business. No final action of the Port of Seattle Commission shall be taken at such a committee meeting. *(Res. 3778, 2020; Res. 3742, 2017)*
- (8) Record of committee proceedings and recommendations. Standing and special committees shall keep records of actions taken and assigned during their deliberations and of final recommendations made to the commission. These records shall be prepared by the committee’s staff coordinator [~~AND SHALL BE AUTHENTICATED BY THE SIGNATURE OF THE COMMITTEE CHAIR~~]. The commission clerk shall be the record holder for these records and shall make them available for public review. Final recommendations of standing or special committees shall be placed on the agenda of a commission public meeting as soon as practicable and may be discussed by the commission in public session. The charter of a standing committee may require it to electronically record its deliberations. *(Res. 3778, 2020; Res. 3742, 2017)*
- (9) Workplans and year-end reports.
 - (a) Standing committees shall adopt annual workplans that list the activities or specific, measurable tasks by which the committee will implement its charter. Annual workplans shall be presented to the commission in public session, prior to their adoption by a standing committee, as close to the beginning of the calendar year as practicable. A year-end report of standing committees shall be made to the commission detailing committee

recommendations to the Commission and work products produced.

- (b) Special committees shall adopt workplans as described above, adopted by the port commission, to execute the scope of the special committee. Because special committees have limited purview and duration, the scope defined in the committee’s charter may be deemed sufficient so long as it includes objectives and strategies for carrying out the scope of work.

(Res. 3778, 2020)

Article VI – Rules of Order

- (1) Parliamentary authority. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the commission in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the commission may adopt. *(Res. 3742, 2017)*
- (2) Voting.
 - (a) It shall be the responsibility of each commissioner to vote on all questions put for action. Commissioners shall recuse themselves when appropriate because of a conflict of interest. Commissioners shall announce their reasons for recusing themselves from consideration of a matter pursuant to the requirements of these bylaws. Commissioners who do not cast a yes or no vote because of a conflict or potential conflict of interest shall be subject to rules pertaining to recusal described in Article II, Section 5.
 - (b) Motion required. The commission shall transact its business only by motion made by any commissioner during a public meeting, including the presiding officer. Motions shall be decided by the vote prescribed by law or these bylaws. The decision of the commission shall be announced by the presiding officer. Only actions in the form of a motion adopted by the required vote shall be binding decisions of the port commission. Nonprocedural motions shall be submitted in writing for consideration by the commission. Motions of this kind shall include action requests submitted in a commission agenda memorandum that are attached to an approved agenda; commission orders as described in Section 6 of this article; ceremonial proclamations as described in Section ~~8~~ 7 of this article; and amendments to main questions documented on forms provided for that purpose.
 - (c) Motions to be seconded. Motions shall require a second to be considered, unless exempt from the need for a second by the adopted parliamentary authority or the provisions of these bylaws.
 - (d) Motions postponed. Main motions and any associated subsidiary motions may be postponed to a time certain, postponed indefinitely, or may be tabled. Items laid on the table may be taken from the table during the same session or shall be listed as new business, or unfinished business as appropriate, at the next regular meeting.

- (e) Majority vote. In all cases where a majority vote is required for passage of any question, it shall require an affirmative vote of a majority of the commission’s membership to pass.
- (f) Voting procedure. A vote by voice shall be sufficient for the passage of any matter, provided any commissioner may call for a vote by roll call as described in Article III, Section 8. Votes shall be indicated by “[~~YEA~~] **aye**” for approval or “nay” for objection.
- (g) Unanimous consent. The commission may act by unanimous consent when it is the presiding officer’s opinion that there is consensus among commissioners. In such cases “[~~YEAS~~] **ayes**” and “nays” need not be called for, provided the presider calls for objections and no objections are voiced. Actions taken by unanimous consent are decisions of the commission. The outcome of an action taken by unanimous consent shall be announced by the presider and shall be recorded in the minutes as taken “without objection.” A single objection to action by unanimous consent shall put the question to a voice vote, or, if requested by any commissioner, a roll-call vote.

(Res. 3778, 2020; Res. 3742, 2017)

- (3) Excusing absences. Those commissioners announced by the presider as excused shall be deemed excused by unanimous consent of the commissioners present provided there is no objection. Upon receipt of an objection to a commissioner’s status as excused or absent, the presider may correct his or her previous announcement. The commission shall decide the attendance status if clarification is required. The question shall be for approval to record the subject commissioner as excused. *(Res. 3778, 2020; Res. 3742, 2017)*
- (4) Amendment of questions. Once a motion has been made and seconded, or a requested action filed by its inclusion on an approved agenda, it shall be modified prior to adoption only by amendment. Any commissioner, including the presiding officer, may offer an amendment to a question that is subject to amendment. Amendments shall follow the parliamentary process for amendments as established by Roberts Rules of Order Newly Revised. Amendments shall be filed with the commission clerk at least 24 hours prior to the convening of a public meeting during which they will be offered for consideration in order to be considered timely filed. Amendments from the floor shall be written on forms provided at the time of the meeting in order to establish specificity of the amendment, as provided for in Article VI(2)(b). *(Res. 3778, 2020; Res. 3742, 2017)*
- (5) Resolutions.
 - (a) The port commission shall act by resolution for actions that are required by law to be in resolution form; that repeal or amend actions previously taken by resolution; that establish or revise policy directives or governance structures; or that are actions of a legislative character, as defined by law and below.

(b) Form of resolutions. Resolutions shall be consecutively numbered and shall include the following components:

- (i) A title representative of the resolution’s intent with reference to all prior resolutions on the same subject amended or repealed;
- (ii) A preamble of recitals (“whereas” clauses) stating the rationale for the action to be taken;
- (iii) A decision (“resolved”) clause similar to the enactment clause of a city ordinance, organized into sections as needed and asserting the proposed action; and
- (iv) A section indicating the date of public adoption with places to affix signatures and the impression of the port seal.

The commission clerk shall maintain a form for drafting of resolutions as approved for use by legal counsel.

(c) Matters of a legislative character. For the purposes of this section, “actions of a legislative character” shall include ~~{INTERAGENCY}~~ **interlocal** agreements requiring the corresponding governmental entity to adopt the ~~{INTERAGENCY}~~ **interlocal** agreement by ordinance or take similar legislative action.

(d) A resolution shall be introduced and adopted by separate votes on the introduction of the resolution and the adoption of the resolution. No resolution shall be adopted on the same day upon which it is introduced, except by unanimous consent of all commissioners as described in these bylaws. Once a motion for introduction of a resolution has been made or a resolution has been filed by its inclusion on an approved agenda, it shall be modified prior to adoption only by amendment. Commissioners may give their consent to adopt a resolution on the same day it is introduced in person at the meeting during which final passage of the resolution is sought or, in the case of commissioners absent from such meeting, by advance written consent. Written consent for a vote on adoption of a resolution at the same meeting as its introduction shall include the resolution number or series of numbers, a brief description of the resolution(s), the date of the meeting for which such consent is given, and the name and signature or similar authentication of the commissioner giving consent. Such written consent shall be included in the record of the meeting.

(e) The commission clerk shall provide a form for consent to adoption of a resolution on the same day it is introduced.

(f) The commission clerk shall maintain records of adopted resolutions as described in these bylaws.

(Res. 3778, 2020; Res. 3742, 2017)

- (6) Commission Orders. The commission may adopt formal, written motions known as “commission orders.” Commission orders may address subjects of limited applicability or duration and shall not be used to adopt policy or governance direction of indefinite duration. Commission orders shall be used to adopt special committee charters as described in Article V. The commission clerk shall keep a record of adopted commission orders of the Port of Seattle, which shall be sequentially numbered; shall include a brief title and text of the order; may include a statement in support of the order; and shall be indexed and made available for public review. *(Res. 3778, 2020; Res. 3742, 2017)*
- (7) Proclamations. The commission may take actions of ~~[A-CEREMONIAL]~~ ceremony (to persons given to ceremony or to acts attended by ceremony), observance, and commemorative in nature by proclamation. Adopted proclamations shall be signed by the commission ~~[PRESIDENT]~~ and shall have the port seal affixed. *(Res. 3742, 2017)*
- (8) Limitation on debate. As a board of less than twelve members, the Port of Seattle Commission President, or designated presiding officer, may allow any commissioner to speak multiple times on any subject under consideration. Before a commissioner speaks twice on the same subject, the other commissioners shall have an opportunity to speak on that subject in turn. It is the role of the president, or designated presiding officer, to promote efficient operation of commission meetings. The presiding officer shall preserve order and decorum and in the interest of efficiency may impose time limits for testimony and comment given by the public and members of the commission. Time limits enacted by the President, or designated presiding officer, must be stated at the beginning of discussion on any motion or briefing before the Commission. Time limitations enacted later in a discussion on a motion or briefing before the Commission shall require a majority vote of the Commission. The presiding officer’s ruling on limitations for debate may be appealed according to Roberts Rules of Order Newly Revised. ~~[A MOTION TO LIMIT DEBATE MAY BE MADE. THE MOTION SHALL STIPULATE THE AMOUNT OF TIME TO WHICH COMMISSIONER COMMENT WILL BE LIMITED AND REQUIRES A TWO-THIRDS VOTE FOR PASSAGE.]~~ *(Res. 3742, 2017)*
- (9) Order and decorum. The presiding officer shall be responsible for maintaining order and decorum during public meetings. Commissioners shall address motions and procedural inquiries to the presiding officer and may address staff and guest presenters directly during consideration of any matter, provided they have been recognized by the presiding officer. All persons speaking during consideration of any matter, including commissioners, staff, and members of the public, shall limit remarks to the matter at hand and shall refrain from reference to personal traits, insults, inflammatory language, threats, abusive or harassing behavior including but not limited to obscene language and gestures, and other nongermane comments and actions. During a public meeting or hearing, commissioners shall refrain from engaging in dialog with speakers offering public comment but may request further information or consultation from the presiding officer or appropriate staff representative on a topic raised during comment. *(Res. 3778, 2020; Res. 3742, 2017)*

(10) Rules governing public comment.

(a) Persons wishing to address the commission shall sign up to provide spoken public comment on lists provided by the commission clerk and shall identify the specific agenda item or subject to be addressed. Public comment at commission meetings is limited to matters on the commission agenda and to the conduct of port business. Recorded spoken public comment and the identity of speakers shall be public records subject to the disclosure requirements of Chapter 42.56 RCW. The names of speakers shall be recorded in the minutes of the public meeting.

(b) Written public comment related to spoken public comment presented at the time of a commission meeting shall be attached to the approved minutes of the meeting. Written public comment submitted for a commission meeting, in lieu of spoken public comment, shall also be attached to the approved minutes of the meeting and shall be summarized by the commission clerk at the time of the meeting. Written public comment shall be public records subject to the disclosure requirements of Chapter 42.56 RCW. Written public comment shall identify the commentor's name and the agenda item or other subject related to the conduct of port business to be addressed, and shall follow the same rules as spoken comment provided for in the relevant provisions of subsection (f) of this section. Written public comment not in compliance with these provisions shall not be included as a part of the meeting record.

(c) The time allotted for public spoken comment shall be limited to a total of 45 minutes, unless extended at the commission's discretion. Each speaker shall be limited to two minutes unless extended by the presiding officer.

(d) Public spoken comment shall be heard only during the time designated for public comment on the day's agenda.

(e) Persons providing public spoken comment shall approach the podium or testimony table when recognized by the presiding officer and shall use the microphone provided. Each speaker shall repeat their name for the record, and shall identify the agenda item or other subject related to the conduct of port business to be addressed. An initial failure to repeat a speakers name or identify the subject of public comment will not be considered a disruption under subsection (f) if the speaker immediately does so when reminded by the presiding officer. Public comment at commission meetings is an opportunity for members of the public to address the commission and not a dialogue between the commission and the public.

(f) Individuals attending a commission meeting, including those providing spoken public comment, must not engage in speech or conduct that disrupts, disturbs or

otherwise impedes the orderly conduct of any meeting. Disruptions include, but are not limited to, violations of the following standards:

- (1) Individuals may speak out only if they have been recognized by the presiding officer for spoken public comment.
- (2) Individuals may not hold or place a banner or sign in the meeting room in a way that endangers others or obstructs the free flow of people or the view of others at the meeting.
- (3) Individuals may not intentionally disrupt, disturb or otherwise impede attendance or participation at a meeting.
- (4) Individuals must follow the direction of the presiding officer or security personnel.
- (5) Public comment must be related to agenda items or the conduct of port business.
- (6) Public comment must be made to the commission as a body and not to any individual member except as related to action taken by that member in the member's commission capacity.
- (7) Spoken public comment must be completed within the allotted time.
- (8) An individual's spoken public comment period may not be used for purposeful delay, including remaining silent or engaging in other activity without conveying a discernible message.
- (9) Public comment for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition is not allowed except when addressing action being considered or taken by the port on a ballot proposition.
- (10) Spoken public comment cannot be directed to the audience.
- (11) Individuals, including those providing spoken public comment, must not engage in abusive or harassing behavior including, but not limited to, derogatory remarks based on age, race, color, national origin/ancestry, religion, disability, pregnancy, sex/gender, sexual orientation, transgender status, marital status or any other category protected by law; the use of obscene or profane language and gestures; assaults or other threatening behavior; and sexual misconduct or sexual harassment.
- (12) Individuals, including those providing spoken public comment, may not physically approach commissioners or staff during the meeting, provided individuals may provide written public comment before or after the meeting,

and in addition, speakers may offer written materials to the commission clerk for distribution during their testimony to commissioners.

(g) Consequences for disruptions.

(1) Warning process for disruption and loss of speaking privileges.

(i) If a meeting is disrupted, the presiding officer shall warn the individual that the disruptive conduct is out of order and that further disruption will result in the speaker's loss of speaking privileges.

(ii) A second disruption at the same meeting or within 90 days after the first disruption, will result in loss of speaking privileges. The presiding officer will, if the individual is providing public comment, direct that the speaker's microphone be turned off to end the individual's comment period, and will announce that any further disruption by the individual within the next 180 days will be grounds for exclusion from commission meetings.

(2) Exclusion from meetings.

(i) If an individual engages in a disruption within 180 days from losing speaking privileges, the individual shall lose attendance privileges for the commission meeting in which the disruption occurs and for 180 days thereafter. The presiding officer will, if the individual is providing public comment, direct that the speaker's microphone be turned off, and will direct that the individual be removed from the meeting. In addition, the presiding officer shall inform the individual that they are excluded from attendance at future commission meetings for a period of 180 days.

(ii) If, during the three years following a 180-day period of exclusion, an individual engages in another disruption, the presiding officer shall follow the process in subsection (g)(2)(i) and the individual shall lose attendance privileges for the commission meeting in which the disruption occurs and for one year thereafter.

(h) Notice of exclusion. At the commission president's direction, the commission clerk or designee shall notify an individual in writing of the specific reasons and length of the exclusion by mailing the notice to the individual's last known address, if any. The notice shall advise that if the person desires to address the commission during the period of exclusion, they may submit written comment to the commission clerk by email or by leaving them at the port reception desk, which will be provided to the commission if the comments follow the rules set forth above in subsection (b) of this section. If the individual attempts to attend a commission meeting during the period they are excluded, the commission clerk shall provide the individual with a

copy of the written notice of exclusion and the individual shall be removed from the meeting.

(i) The decision to exclude an individual from spoken public comment or meeting attendance may be overruled by a majority vote of those commission members in attendance at the meeting where the exclusion is announced or by a majority vote of the commissioners at the next regularly scheduled meeting following the exclusion.

(j) If a meeting is interrupted by a disruption, as provided in this section, that renders the orderly conduct of the meeting infeasible, the presiding officer may recess or adjourn the meeting to another location and order the room cleared. If a meeting is adjourned due to a disruption, commissioners shall leave the meeting room until the meeting is reconvened.

~~[(F) DISRUPTIONS OF COMMISSION PUBLIC MEETINGS ARE PROHIBITED. DISRUPTIONS INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:~~

- ~~(I) REFUSAL OF A SPEAKER TO LIMIT REMARKS TO TOPICS RELATED TO THE CONDUCT OF PORT BUSINESS;~~
- ~~(II) THREATS AND ABUSIVE OR HARASSING BEHAVIOR INCLUDING BUT NOT LIMITED TO OBSCENE LANGUAGE AND GESTURES;~~
- ~~(III) REFUSAL OF A SPEAKER TO COMPLY WITH THE ALLOTTED TIME SET FOR THE INDIVIDUAL SPEAKER'S PUBLIC COMMENT;~~
- ~~(IV) OUTBURSTS FROM MEMBERS OF THE PUBLIC WHO HAVE NOT BEEN RECOGNIZED BY THE PRESIDING OFFICER FOR PUBLIC COMMENT;~~
- ~~(V) DELAYING THE ORDERLY CONDUCT OR PROGRESS OF THE PUBLIC COMMENT PERIOD, INCLUDING INTERFERING WITH THE TESTIMONY OF OTHERS;~~
- ~~(VI) DIRECTING REMARKS TO THE AUDIENCE;~~
- ~~(VII) HOLDING OR PLACING OF A BANNER OR SIGN IN THE COMMISSION MEETING ROOM IN A WAY THAT ENDANGERS OTHERS OR OBSTRUCTS THE FREE FLOW OF PERSONS ATTENDING THE COMMISSION MEETING;~~
- ~~(VIII) LEAVING THE PODIUM OR TESTIMONY TABLE TO PHYSICALLY APPROACH COMMISSIONERS OR STAFF DURING ONE'S PUBLIC COMMENT, PROVIDED SPEAKERS MAY OFFER WRITTEN MATERIALS TO THE COMMISSION CLERK FOR DISTRIBUTION BEFORE, DURING, OR AFTER THEIR TESTIMONY TO COMMISSIONERS AND MAY APPROACH THE COMMISSION CLERK TO ASK QUESTIONS OR FOR DIRECTION;~~

~~(IX) ANY BEHAVIOR THAT DISRUPTS, DISTURBS, OR OTHERWISE IMPEDES ATTENDANCE AT A COMMISSION PUBLIC MEETING.~~

~~(G) WARNING FOR DISRUPTION. IF A MEETING IS DISRUPTED AS PROVIDED IN THIS SECTION, THE PRESIDING OFFICER SHALL WARN THE SPEAKER THAT THE DISRUPTIVE CONDUCT IS OUT OF ORDER AND THAT FURTHER DISRUPTION MAY RESULT IN THE SPEAKER'S LOSS OF SPEAKING PRIVILEGES OR REMOVAL FROM THE MEETING, DEPENDING ON THE SEVERITY OF THE DISRUPTION. A SECOND DISRUPTION MAY RESULT IN LOSS OF SPEAKING PRIVILEGES AND, FOLLOWING A SECOND WARNING, A THIRD DISRUPTION MAY RESULT IN EXPULSION FROM THE MEETING. THE PRESIDING OFFICER MAY USE DISCRETION IN REMOVING A SPEAKER, DEPENDING ON THE SEVERITY OF A DISRUPTION.~~

~~(H) IF A MEETING IS INTERRUPTED BY A DISRUPTION AS PROVIDED IN THIS SECTION THAT RENDERS THE ORDERLY CONDUCT OF THE MEETING INFEASIBLE, THE PRESIDING OFFICER MAY RECESS OR ADJOURN THE MEETING TO ANOTHER LOCATION AND ORDER THE ROOM CLEARED. RECESS OR ADJOURNMENT BY THE PRESIDING OFFICER TO ANOTHER LOCATION SHALL BE PURSUANT TO THE PROVISIONS OF ARTICLE IV, SECTION 7, OF THESE BYLAWS AND SHALL BE AT THE DISCRETION OF THE COMMISSION. IF A MEETING IS ADJOURNED DUE TO A DISRUPTION, COMMISSIONERS AND STAFF SHALL LEAVE THE MEETING ROOM UNTIL THE MEETING IS RECONVENED.]~~

(Res. 3778, 2020; Res. 3742, 2017)

(11) Questions for which objection requires offering of an amendment. As noted in these bylaws, the following are motions that are normally decided by unanimous consent and which require that objection be accompanied by the offering of an amendment to the main question:

(a) Approval of the agenda. The form for the question for approval of the agenda shall be put as a call for revisions to the preliminary agenda as proposed, followed by a brief pause. Objection shall take the form of an amendment to add to, remove from, or reorder items on the preliminary agenda.

(b) Excusing absences. The form for excusing absences shall be put as an announcement of those present, absent, and excused, followed by a brief pause. Objection shall take the form of an amendment to the presiding officer's announcement. If a vote is taken on whether to record a commissioner as either excused or absent, the question shall be put as a request to show the commissioner "excused."

(c) Approval of the minutes. Minutes typically shall be included on the consent agenda. When removed from the consent agenda for separate consideration, the question shall be on approval of the minutes as proposed and circulated to commissioners in advance. Objection shall take the form of the offering of an amendment to correct the record contained in the minutes as proposed. All commissioners present at the time of the vote to approve the minutes and any amendments offered to the proposed minutes shall vote on the question put, regardless of their presence or absence from the meeting for which

the subject minutes have been prepared.

(Res. 3778, 2020; Res. 3742, 2017)

(12) Questions requiring unanimous consent of all commissioners. As noted elsewhere in these bylaws, the following motions require unanimous consent of the membership, whether present or absent, and an objection has the effect of defeating the question:

(a) Motion to allow adoption of a resolution on the same day it is introduced, as described in Article VI, Section 6.

(Res. 3742, 2017)

(13) The waiver of any rule contained in these bylaws shall require either an affirmative vote of two-thirds of those voting or the vote explicitly stipulated in these bylaws, whichever is more restrictive. *(Res. 3742, 2017)*

Article VII – Amendment of Bylaws

(1) Amendment by resolution. These bylaws may be amended by the commission at any regular or special meeting by resolution duly adopted. *(Res. 3742, 2017)*

(2) Publication. The commission clerk shall revise the bylaws to reflect amendments, record a history of revisions to the bylaws, make the bylaws available for public review, and maintain an index to the content of the bylaws. *(Res. 3778, 2020; 3742, 2017)*

(3) At least once every three years, the commission shall refer the bylaws to an appropriate committee for review and recommendation for revisions. *(Res. 3778, 2020; 3742, 2017)*

APPENDIX A

Typical Forms Called for in the Port of Seattle Commission Bylaws

Form for waiver of written 24-hour public meeting notice:

“In accordance with RCW 42.30.080, I waive my right to 24 hours’ notice of the special Port of Seattle Commission meeting of __[date]__, called for the purpose of __[subject]__, and set to convene at __[time]__ in __[location]__ . Commissioner __[full name]__”

Form for consent to allow introduction and adoption of a resolution on the same day:

“MEMORANDUM

DATE: __[date of consent]__
TO: __[Name]__, President, Port of Seattle Commission
FROM: __[Name]__, Port of Seattle Commissioner
SUBJECT: Written Consent for Introduction and Adoption of Resolution ____

I will be unable to attend the port commission public meeting on __[date]__, to be held in __[location]__, and will not be present when Resolution ____ is considered and voted upon by the commission. However, I am familiar with Resolution ____, which relates to __[subject]__. In accordance with Article VI, Section 5, of the port commission bylaws, I consent to Resolution ____ being introduced on __[date]__ and being offered for adoption at the same meeting at which it is first introduced. Please proceed with consideration of Resolution ____, and enter this advance written consent in the record of the meeting as required by the bylaws.

__[Commissioner’s signature]__”

Revision History

October 27, 2020	Resolution 3778 revised multiple sections throughout the document.
September 10, 2019	Resolution 3761 revised the object statement in Article I and the membership description of Article II, Section 1.
January 8, 2019	Resolution 3754 removed the automatic succession of the vice president to president.
January 30, 2018	Resolution 3744 removed the requirement that the vice president be the chair of the audit committee (Article III, Section 6) and moved provisions relating to oversight and review of the internal audit director to Article II, Section 8.
December 19, 2017	Resolution 3742 repealed all prior resolutions amending the Port of Seattle Commission bylaws. The previous version had been adopted August 15, 2017. The December 19, 2017, version reorganized the bylaws into seven articles, established <i>Robert's Rules of Order</i> as a parliamentary authority, changed the order of business and regular meeting schedule somewhat, provided for formal committee structures, incorporated rules for order and decorum, and otherwise articulated several processes which previously had been left to informal understanding.

Agenda Item: 10a_supp
Meeting Date: January 23, 2024

2024 Commission Bylaws and Rules of Procedure Policy Directive Amendment

January 23, 2024

Time for Review

- Purpose of the 3-Year Review
 - Transparency
 - Efficiency
 - Predictability
 - Flexibility
 - Structure/Organization
 - Accuracy – Consistent with State Law, Port Policy, Parliamentary Procedure, and Practice of the Commission

Amendment Package

- Amending Rules of Public Comment
- Other Proposed Substantive Amendments
- Updates/‘Practice’ Amendments
- Technical Clean-Up

Article VI – Rules of Order, Section (10)

Rules Governing Public Comment

- Goal 1: Add more specificity about when a speaker disrupts a meeting and more clearly define behavior that is considered disruptive.
- Goal 2: Add progressively stronger consequences if a speaker repeatedly disrupts meetings, including an allowance for a speaker to be banned for 180 days or for one year.

Article VI – Rules of Order, Section (10)

Rules Governing Public Comment

- Key Elements of Updated Disruption Definition that applies to both individuals providing public comment and individuals in attendance who are not providing public comment:
 - Individuals must follow the direction of the presiding officer or security personnel.
 - Public comment cannot support or oppose a campaign or ballot measure.

Article VI – Rules of Order, Section (10)

Rules Governing Public Comment

- Key New Elements of Updated Disruption Definition:
 - Abusive and Harassing Behavior definition is broader and more specific.
 - Derogatory remarks based on age, race, color, national origin/ancestry, religion, disability, pregnancy, sex/gender, sexual orientation, transgender status, marital status or any other category protected by law.

Article VI – Rules of Order, Section (10)

Rules Governing Public Comment

- Key New Elements of Updated Disruption Definition:
 - The use of obscene or profane language and gestures.
 - Assaults or other threatening behavior.
 - Sexual misconduct or sexual harassment.

Article VI – Rules of Order, Section (10)

Rules Governing Public Comment

- Progressive Consequences for Repeated Disruptions.
 1. First disruption results in a warning.
 2. Second disruption within 90 days of the first disruption results in losing speaking privileges at the meeting.
 3. Third disruption within 180 days of losing speaking privileges results in being excluded from attending commission meetings for 180 days.

Article VI – Rules of Order, Section (10)

Rules Governing Public Comment

- Progressive Consequences for Repeated Disruptions.
 4. A Fourth or subsequent disruption after being excluded for 180 days results in being excluded from attending commission meetings for one year.
 5. A speaker who has been excluded from commission meetings and is thus subject to a heightened standard that allows further exclusion without warning can end that status by having no further disruptions for a period of 3 years.

Bylaws and Rules of Procedure Policy Directive Amendment Package

- Other Proposed Substantive Amendments
 - Ethics provisions – codifying Commissioner’s commitment to fostering a safe, healthy, and respectful work environment; and creating an ethics, bylaws, and Port values training within 90 days of being sworn into each term in office.
 - Additional bylaws revisions may be needed in the future after review and update of the Code of Ethics for Commissioners.

Bylaws and Rules of Procedure Policy Directive Amendment Package

- Other Proposed Substantive Amendments
 - (c) Commissioners are committed to fostering a safe and healthy work environment for all, guided by the commission's commitment to treat one another, port staff and others with respect.
 - (d) Commissioners shall receive training on the Code of Ethics for Port Commissioners, these bylaws, and the Port's Statement of Values within ninety days of being sworn into office for each term they serve.

Bylaws and Rules of Procedure Policy Directive Amendment Package

- Other Proposed Substantive Amendments
 - Strikes requirement that one Commissioner be physically present to preside over public meeting.
 - Addresses Executive Session procedures.
 - Provides for a formal sponsorship process for Commissioners.
 - Provides for the appointment of alternates to Commission committees.

Bylaws and Rules of Procedure Policy Directive Amendment Package

- Other Proposed Substantive Amendments
 - Codifies the Governance Committee as a Standing Committee.
 - Provides a special rule for limitations on debate to be set by the President, or designated presiding officer, when needed to ensure the efficiency of meetings.

Bylaws and Rules of Procedure Policy Directive Amendment Package

- Updates and Practice Amendments
 - Other proposed amendments to clean up language and update sections to reflect Commission practice.
 - External Relations media policy – Commissioners coordinate media inquiries with External Relations Communications Director and the Commission Chief of Staff.
 - Signing practice of Commission on resolutions and proclamations.
 - Clerk’s authority to affix digital signatures for Commissioners within six days of passage of actions.

Bylaws and Rules of Procedure Policy Directive Amendment Package

- Updates and Practice Amendments
 - Other proposed amendments to clean up language and update sections to reflect Commission practice.
 - Reflecting the cancellation process for regular meetings falling on a holiday.
 - No signatures required for committee summaries.
 - Clarifying the ceremonial nature of proclamations.
 - Other general clean-up.

DISCUSSION/QUESTIONS?

[RETURN TO AGENDA](#)

Agenda Item: 10b_Order
Meeting Date: January 23, 2024

ORDER 2024-03

AN ORDER OF THE PORT OF SEATTLE COMMISSION

...to update the Port’s Diversity in Contracting goals for 2024.

**PROPOSED
JANUARY 23, 2024**

INTRODUCTION

The Port of Seattle has spent many years working to increase the opportunities for women and minority business enterprise (WMBE) participation in Port contracts.

The most recent iteration of these efforts has also been the most successful: Resolution No. 3737, established a Diversity in Contracting Policy Directive, which has directly led to the increase of Port WMBE spending as a percentage of all Port contracts from 5.3 percent in 2016 to 12.6 percent in 2022. Furthermore, the number of individual WMBE firms that contracted with the Port rose from 118 firms in 2016 to 329 firms in 2022.

While much has been done to increase WMBE participation, the Port has not yet achieved all of the initial goals outlined in the Diversity in Contracting Policy Directive. As such, the Port is conducting a disparity study that seeks to identify if there is still disparity in the Port’s contracting with WMBE firms.

In 2024 the Port will be crafting plans and implementing changes to increase WMBE access based on the Port’s internal WMBE data analysis including the findings of this disparity study. While this work is in progress, an extension of the WMBE goals contained within the Policy Directive is warranted for 2024.

TEXT OF THE ORDER

The Port Commission hereby directs the Executive Director to set the following Diversity in Contracting WMBE spending goals for the 2024 budget year:

- 1) Portwide WMBE Goal: 15 percent of the total Port spend.
- 2) WMBE Firms Utilized Goal: 400 firms in 2024

Order No. 2023-03 – Diversity in Contracting Goals Extension

Page 1 of 2
092

46
47 Additionally, the Port shall set annual division/department goals on non-construction WMBE
48 spending.

49 **STATEMENT IN SUPPORT OF THE ORDER**

50
51 In service of the Port’s Century Agenda Goal of becoming a model of equity, diversity, and
52 inclusion, the Port has committed to the objective of increasing utilization of WMBE and
53 Disadvantaged Business Enterprise (DBE) firms and eliminating disparity of access to
54 opportunities.

55
56 Given the context of Washington’s I-200 restrictions on the Port’s actions to increase these
57 opportunities, the Port’s Diversity in Contracting work is a critical piece of the Port’s mission to
58 create economic opportunity for all, partner with surrounding communities, promote social
59 responsibility, and hold ourselves accountable.

60
61 The Port’s Diversity in Contracting Policy Directive seeks to affirmatively expand the Port’s
62 efforts to increase WMBE participation in Port contracts and ensure that WMBEs are afforded fair
63 and equitable opportunity to compete for Port contracts, succeed as subcontractors, and do not face
64 unfair and unnecessary barriers when seeking and performing on Port contracts.

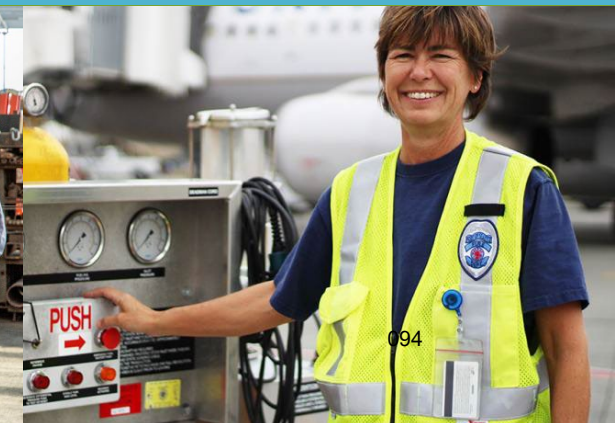
65
66 Extending these goals another year will give the Port the best chance to incorporate findings from
67 the 2023 disparity study into the next plan to increase WMBE access, which in turn will make sure
68 that opportunities to access Port contracts are inclusive of all our diverse communities.



Diversity in Contracting 2024 Road Map and Goals Order

Agenda Item: 10b_supp
Meeting Date: January 23, 2024

Mian Rice and Tyler Emsky



Purpose:

Advance equity and address contracting disparities by increasing the utilization of Women Minority Business Enterprises and other disadvantaged firms.

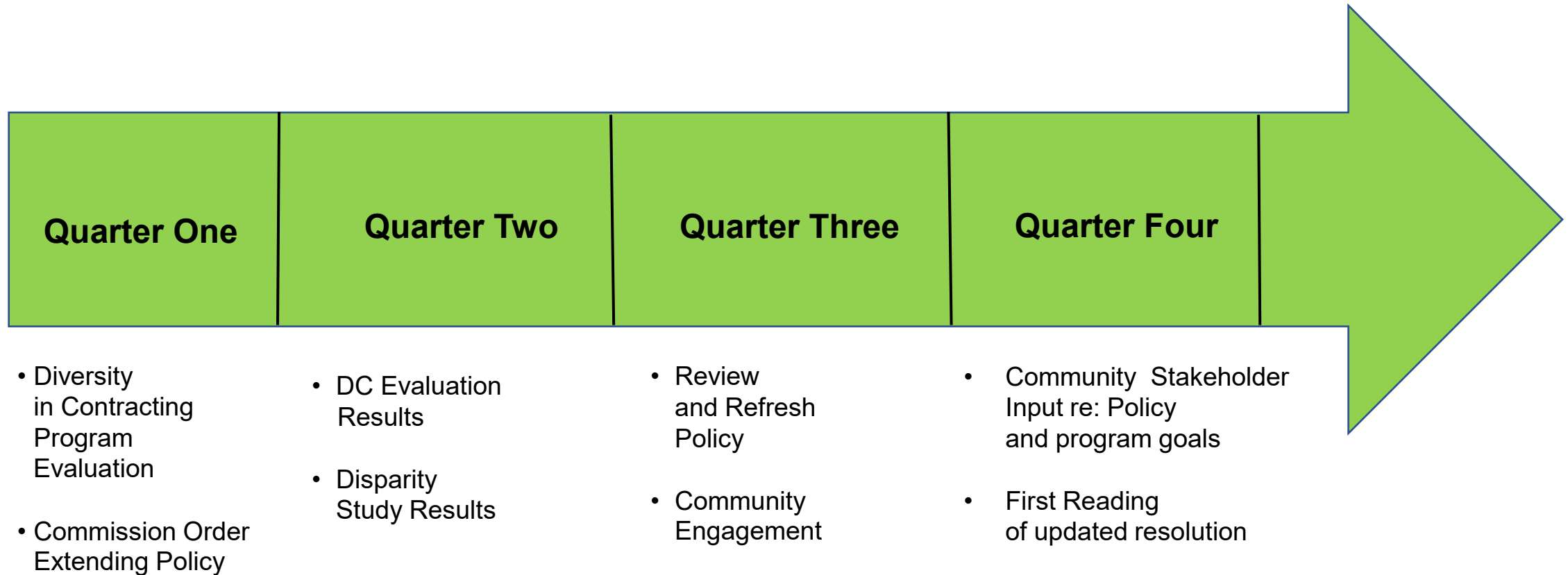
Five-year Policy Benchmarks (2019 – 2023):

- Increase to 15% the amount of spend on WMBE contracts within 5 years (Baseline was 5.3%)
- Triple the number of WMBE firms doing business with the Port (Baseline was 118; Goal is 354)

Five Year Impact = \$319 Million for WMBE Firms

WMBE Utilization	2016	2017	2018 (Policy Directive)	*2019	2020	2021	2022	2023 (Q3)
Percent Utilization	5.30%	8.80%	8.90%	10.0%	10.90%	12.1%	12.6%	11.8%
Number of Firms	118	200	258	296	318	344	329	342

***2019: Start of 5-year goal - 15% utilization and 354 firms by 2023**



- The original five-year goals in the Diversity in Contracting Policy Directive ended in 2023.
- While staff work on the update to the Diversity in Contracting Policy Directive and complete the disparity study, the Commission may choose to set goals to guide the Port's efforts for the interim year (2024.)
- Per Commissioner feedback in the November 28th, 2023 EWFD Committee, staff have drafted an order setting the 2024 Diversity in Contracting goals as follows:
 - 1) Port-wide WMBE Goal: 15% of the total Port spend.
 - 2) WMBE Firms Utilized Goal: 400 firms in 2024
- Additionally, all Port divisions/departments shall set non-construction WMBE spending goals.

Thank You, Questions, and Possible Vote

RETURN TO AGENDA



**COMMISSION
AGENDA MEMORANDUM**

Item No.

11a

BRIEFING ITEM

Date of Meeting

January 23, 2024

DATE: January 2, 2024

TO: Stephen P. Metruck, Executive Director

FROM: Dave McFadden, Managing Director, Economic Development
Nick Leonti, Director, Tourism Development

SUBJECT: Tourism Development Briefing

EXECUTIVE SUMMARY

This briefing will provide an overview of Tourism’s efforts in 2023 and provide insight on what is to come in 2024. Over the past year the tourism team has been transformed with new personnel, strengthened international marketing partnerships, and furthered its leadership in responsible tourism. All of these efforts are designed to help SEA Airport, cruise terminals and other Port facilities drive visitor-spending throughout the region.

With a director in their first full year and a new tourism development manager who joined late in the year, 2023 was a year to assess what has been done in the past and strategize for the future.

The Port plays an important leadership role in Washington’s tourism economy by acting as a trusted strategic and financial partner for the entire region. With one of the lowest-funded state offices of tourism and many smaller DMOs, the Port is able to do what Washington’s tourism industry cannot always do for itself: Represent the region on a global scale and leverage its position to keep Seattle and Washington top-of-mind throughout the travel trade.

International markets continue to be a priority for the Port and its key partners: State of Washington Tourism (SWT) and Visit Seattle. A two-year, \$800,000 marketing agreement with SWT allowed the Port to re-establish itself in key markets such as the United Kingdom/Ireland, Germany, Australia, Japan and South Korea. 2024 will bring further expansion into France/Benelux, the Nordics and more.

The Port also played a lead role in hosting familiarization tours and media visits in 2023 – hosting over 100 members of the global travel industry. These visits give attendees firsthand experience in the destination and allow them to share the Port’s story with the world in a way that other marketing efforts do not.

Meeting Date: January 23, 2024

The tourism department also took a leadership role in the world of responsible travel and destination stewardship in 2023 by producing a well-received Responsible Travel Handbook and furthering the Port’s sustainability, and DEI priorities through its tourism grant programs.

Heading into 2024 with the new Port tourism team fully intact, healthy partnerships with SWT and Visit Seattle, and a full slate of activated international markets, the tourism department is in prime position to enhance and expand its global impact in the year ahead.

Tourism Stats & Trends

Post-pandemic recovery continues to be uneven, but Washington is inching towards surpassing 2019 numbers across the board.

The 2023 cruise season saw 1.7 million revenue passengers come through Seattle, the biggest year ever. However, according to the recent passenger survey conducted this summer, more of those passengers were from the local area and average length of hotel stay for cruise passengers was down.

According to research provided by the US Travel Association, Washington is slightly behind the US average in overseas arrivals and travel spending. While travel spending in Washington has reached pre-pandemic levels, international passengers are only at 74% of 2019 numbers. This is largely due to slow recovery in Asian markets as Europe and Australia have recouped over 90% of their pre-pandemic passenger counts.

The Tourism Development department is constantly monitoring industry trends to help create strategies to benefit our region. Heading into 2024, sources such as the US Travel Association, Skift and Booking.com confirm some trends to watch for the upcoming year:

- Strong international demand for travel to the US
- Slow, but steady recovery for business travel, plus increase in “bleisure” travel
- Travelers leaning on AI more for recommendations and itineraries
- Traveler motivations include: Budget, eco-friendly options, authenticity, connection with locals, sustainability, “less touristy” spots
- Change in travel patterns and bookings as travelers search for “affordable luxury”

International Tourism Marketing

International markets continue to be a top priority for the tourism development department. These visitors tend to stay longer and spend more while visiting both urban and rural destinations. It is the Port’s goal to grow markets that share Washington’s passion for responsible travel, sustainability and authentic tourism experiences.

In partnership with State of Washington Tourism (SWT), the Port has full-time, in-market agency representation in the UK/Ireland, Germany and Australia, but also has agencies for project work in Japan, South Korea, France, Benelux and the Nordics. Through constant customer contact, marketing campaigns and industry events, these agencies help keep Seattle/Washington at the

Meeting Date: January 23, 2024

top-of-mind for the industry as well as consumers and share our international marketing priorities including:

- Positioning SEA Airport as a premier US gateway
- “Cruise & Stay” marketing that encourages adding more night pre/post cruise
- Showcasing our region’s arts, culture, food, wine and more

The Port updated its list of annual trade shows to ensure the team is making the best use of its efforts. IPW, ITB and Brand USA’s Travel Week continue to be the largest shows that allow our team to share our region’s story with the world. These trade shows provide a platform to directly engage with key travel producers on a one-on-one basis.

Tourism development efforts in 2023 included sales staff trainings, marketing campaigns, content creation, newsletters, one-on-one meetings, sales calls, industry events and, of course, familiarization tours and media hosting. Cultivating long-term relationships across the industry is vital to building sustained positive growth for Washington’s tourism industry.

While European markets are nearly back to 2019 levels, Asian markets are lagging behind. The tourism team attended the Active America China show in 2023 and conducted sales calls to the offices of receptive operators working with Japan and South Korea. In partnership with SWT, the Port is monitoring these markets and acting strategically as the market suggests. Business travel is leading the comeback, but leisure travel is significantly behind. Visa wait times, hesitancy to travel, and unfavorable exchange rates continue to hamper a full comeback in many markets.

Fam tours hosted in 2023 included groups from Princess Cruises, Australian product managers, the Brand USA German fam, trade show post-fams, and more. Media hosting including top writers and content creators from around the globe resulting in earned media around cruise, food, music, outdoor recreation, art and more.

Responsible Travel

Responsible travel – which encompasses destination stewardship and eco-tourism in addition to diversity, equity and inclusion principles – was a main driver for everything the department did this year.

The creation of the Responsible Travel Handbook positioned the Port as an industry leader on the topic. Created along with industry leaders, The Travel Foundation and Tourism Cares, the 90+ page handbook acts as a resource for DMOs and other tourism-related businesses to build a welcoming and inclusive destination for all visitors while also protecting Washington’s diverse tourism resources. The goal is to make tourism a positive force that works for all Washingtonians.

The handbook, which was created with input from DMOs, attractions, outdoor recreation specialists, tribes, non-profits, cultural groups and more, will be a cornerstone of the Port’s messaging in 2024 and incorporated into education and strategy with local partners across the

Meeting Date: January 23, 2024

state. Tourism grant applicants are encouraged to use themes from the handbook to guide their marketing project proposals.

Tourism Grant Programs

Tourism grant programs continued to support local partners and help drive out-of-state visitation.

The airport “Spotlight” advertising program provided free airport ad space for over 80 tourism partners while the Tourism Marketing Support Program (i.e., tourism grants) provided over \$180,000 in funding for local marketing projects aimed at driving out-of-state visitation.

The TMSP will be revamped in 2024 to further support responsible tourism principles. Throughout the past year, the tourism team had discussions with current, former and potential grant recipients to gain knowledge of how the program could better support the cause. Those discussions revealed a need for greater funding, a new timeline for applications and execution of plans, and a revamping of how the applications are evaluated.

The main goal of the program remains unchanged: To drive visitor-related spending to the region through the use of Port facilities. Proposed changes include:

- Increasing the maximum award for grants to \$20k and creating a second tier of grants at \$10k
- Secondary tiered grant program to provide greater access for smaller, cultural organizations
- Providing additional time to application window to encourage organizations to apply
- Converting to a two-year grant program
- Moving and expanding the window of time to execute projects to encourage visitation during shoulder seasons and other need periods
- Modifying the evaluation process to further emphasize diversity, equity and inclusion and other Port priorities
- Increasing outreach to encourage applications, cultivate inclusion and provide support throughout
- Conducting at least 3 educational webinars to help guide the process
- Encouraging use of the Responsible Travel Handbook for inspiration

Meeting Date: January 23, 2024

The full proposed modifications to the program will be presented at a future commission meeting for approval.

2024 TOURISM PRIORITIES

Leverage relationships with SWT and Visit Seattle to maximize ROI in global markets

The cooperation and partnership with State of Washington Tourism and Visit Seattle has never been stronger. 2024 will be our first full year having a shared vision for our cross-organizational international marketing strategies. This will allow us to expand and enhance our reach like never before and strengthen the Seattle/Washington brand globally.

International visitors are key to generating positive economic impacts of tourism. In conjunction with Visit Seattle and SWT, we are strategizing markets to focus on in 2024. We research and analyze each market for travel-readiness, disposable income, travel interests, non-stop flights and more. We are always seeking out visitors who share Washington's priorities of responsible travel and generate maximum economic impact for our region. In addition to strengthening our presence in the UK, Germany, Australia, and Japan/South Korea we will explore efforts in partnership with SWT and Visit Seattle in markets such as France/Benelux, Scandinavia and India.

Prioritize responsible, sustainable and equitable tourism with special emphasis on the Tourism Marketing Support Program

As we focus more on responsible tourism and its pillars of inclusion, sustainability and respect for the environment, the tourism department is finding ways to make a positive impact. On the marketing side, that means working with the travel trade to engage, educate and attract visitors who share the same values. We have also put extra emphasis on using tourism grant programs to support local partners who have embraced responsible practices and the new Responsible Travel Handbook. Bringing the positive impact of tourism to all our region's communities in an equitable fashion including Native American and other traditionally under-represented partners is always top-of-mind.

Explore Domestic Markets

While the main focus of the department will continue to be key international markets, we will explore more domestic opportunities in 2024 as well. This means interacting more with US-based travel producers through organizations such as the US Tour Operators Association (USTOA) and potentially conducting trainings and marketing events for travel trade and travel media in major markets like California, Texas, Colorado, Illinois and New York.

Foundational Support Improvement

In order to better serve our customers, we will develop a new industry-facing webpage to complement the partner-facing page the department already has. The new page will host newsletters, royalty-free photos, sample itineraries, "cruise & stay" messaging and more.

Meeting Date: January 23, 2024

We will also employ new client relationship management (CRM) software to better manage and track our tourism development efforts including sales calls, trade shows, media requests, fam trips, and more.

Both of these foundational support improvements will help our department better serve our customers and improve our efficiency.

ATTACHMENTS TO THIS BRIEFING

- (1) Presentation slides

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

January 24, 2023 – 2023 Tourism Marketing Support Program authorization

January 10, 2023 – Tourism Development Briefing

January 4, 2022 – Tourism Development Briefing

February 23, 2021 – Washington Tourism Alliance briefing to Port Commissioners

December 15, 2020 – Commissioners authorized the Executive Director to approve execution of all contract agreements for the 2021 Tourism Marketing Support Program

July 28, 2020 – The Commission authorized the Executive Director to execute a \$1.5 million joint marketing agreement with Washington Tourism Alliance (WTA) to promote tourism recovery

Tourism Development Report



January 23, 2024

Contents



Tourism Stats & Trends

International Tourism Marketing

Marketing Highlights

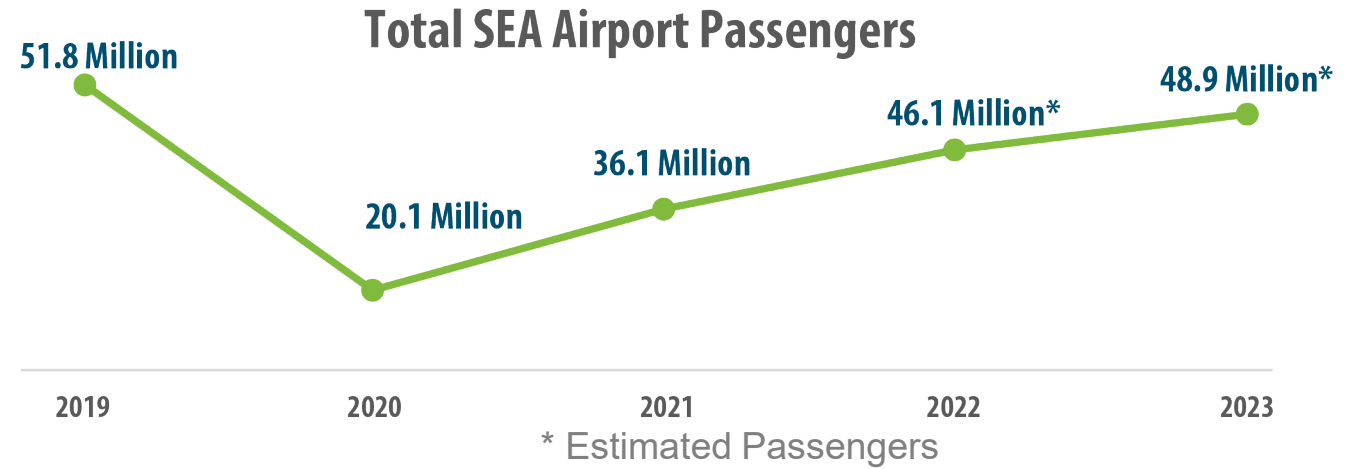
Media Generated

Responsible Travel

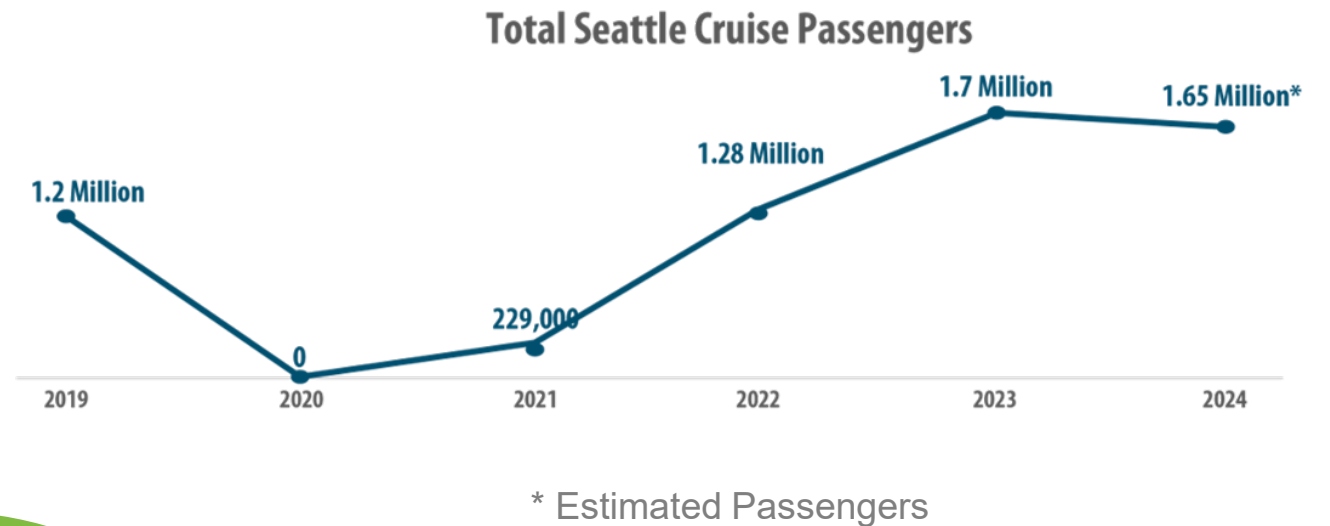
Tourism Grant Programs

Tourism Stats & Trends

SEA AIRPORT



CRUISE SEATTLE

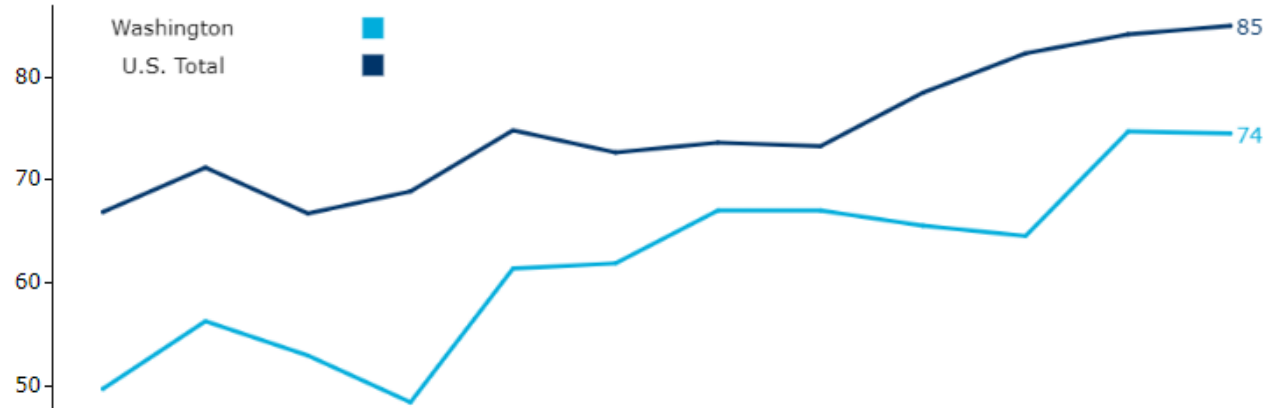


Tourism Stats & Trends

Overseas Arrivals to U.S. Total & Washington

Visitor arrivals to U.S. Total & Washington, (Index 2019 = 100)

State



Travel Spending

Washington vs U.S. total, % change relative to 2019



Source: US Travel Assoc.

U.S. TRAVEL ASSOCIATION®



↘ **-0.1%**
October vs. 2019
Travel Spending
(Tourism Economics)



↘ **-2.6%**
October vs. 2019
Air Passengers
(Airline Data Inc; TSA)



↘ **-4.3%**
October vs. 2019
Hotel Demand
(STR)



↘ **-0.3%**
October vs. 2019
L & H Jobs
(BLS)

International Tourism Marketing

In 2023, the tourism department established international marketing agreements with State of Washington Tourism and Visit Seattle which allow all the organizations to align priorities, maximize impact and avoid duplication of efforts.

Potential new markets are assessed for:

- Direct flights to SEA
- Population
- Interest in US
- Disposable income and travel spending
- Influence of B2B marketing and travel media
- Available time off
- Travel motivations
- Travel readiness and ability (e.g. visa wait times, travel restrictions)

Current Markets

Fully Activated Markets: UK/Ireland, Germany, Australia

Secondary Markets: Japan, South Korea, France/Benelux, Nordics

Prospective Markets: China, India

International Tourism Marketing

Key Priorities

- Establishing SEA as premier US gateway
- Increasing regional visitor spending related to Alaska cruising
- Encouraging responsible outdoor recreation and destination stewardship
- Keeping Seattle and Washington state top-of-mind for the travel industry and potential visitors

The Port's presence in international tourism allows it to do what its statewide partners cannot do for themselves – reach key markets that bring visitors who stay longer, spend more, visit urban and rural areas, explore the less-visited regions, and share Washington's passion for responsible, inclusive travel.

2023 Marketing Highlights

Our team met with tour operators, travel writers, travel agents and other travel influencers to promote Washington state and King County visitor opportunities

- Attended major industry trade shows: IPW, ITB, Brand USA Travel Week, Active America China, Cruise360 and more
 - Conducted in-person sales calls and office visits to key customers
 - Hosted product managers, sales directors, travel writers and travel agents to familiarization tours
- ✓ **Total 1-on-1 appointments: 225**

Examples of Marketing Efforts

- Japan/South Korea sales calls with receptive operators in Los Angeles
- CLIA Events in US, UK and Australia
- Sales staff trainings in Germany with CANUSA and NCL
- UK “Cruise Challenge” Event
- Go West Summit post-fam
- Brand USA German fam
- Aussie product manager fam
- International Inbound Travel Association (IITA) training for local partners
- Creation and distribution of industry newsletters in multiple markets

Media Generated



In 2023, through media pitching and hosting, the Port helped generate over \$2.2million in earned media value*

Hosted media trips included:

- Princess Cruises (UK)
- Brand USA German Fam
- Local Adventurer
- Neil Davey & Emily Jane Johnston (UK)
- Welcome Aboard (Germany)
- American Trails Magazine
- Fabric Magazine (UK)
- Cruise Adviser
- Tamedia Group (Germany)

* *Equivalent ad-space value*

Responsible Travel



- Produced Responsible Travel Handbook with global industry leaders The Travel Foundation and Tourism Cares
 - Created with statewide industry engagement
 - Promotes destination stewardship and DEI
 - Creates foundation for next steps
- Using Global Sustainable Tourism Council's Destination Criteria to complete pilot assessment project

Tourism Grant Programs

SEA Spotlight Advertising Program

- Provides free ad space at SEA Airport
- Ads awarded quarterly
- 2023
 - 45 awarded organizations
 - Over \$350k in ad space value

Tourism Marketing Support Program (TMSP)

- Provides 2:1 match grants up to \$10,000 for tourism marketing projects
- **Projects must drive out-of-state visitation**
- 2023
 - 22 awarded organizations
 - Over \$185k in Port funds awarded



Growing Emphasis: Sustainability and Equity

Emphasis on Port priorities has been increased over the years and the proposed changes for 2024 will provide even greater clarity.

Focus	All-Time	2023
DEI	30%	55%
Eco-tourism	20%	27%
Shoulder Season	12%	9%
Cultural Organizations	10%	18%

Note: Totals do not add up to 100%. Some projects encompassed more than one of the themes, others none.



Tourism Marketing Grant - Examples

National Nordic Museum Online Campaign

Sponsored

Enjoy an authentic Nordic holiday experience in Seattle

Sep. 6, 2022 at 8:49 am



The National Nordic Museum hosts "Julefest: A Nordic Holiday Celebration" every year the weekend before Thanksgiving.

By National Nordic Museum
Produced by ST Content Studio

Nordic countries are known for their holiday traditions, but you can get an authentic taste of the Nordic experience right here in Seattle without shelling out the big bucks for an overseas flight.

Ballard is known as Seattle's Scandinavian neighborhood, with a rich history rooted in Nordic countries. When immigrants from Denmark, Finland, Iceland, Norway and Sweden moved to America, their skills in logging and fishing were the perfect match for Seattle – and Ballard in particular was the ideal spot for fishermen. The neighborhood is now home to the National Nordic Museum, which hosts "Julefest: A Nordic Holiday Celebration" every year the weekend before Thanksgiving. This year it falls on November 19 and 20, so mark your calendars!

In fact, Julefest and Seattle's other richly textured Nordic traditions attract visitors from nearby states – and it's well worth planning a trip around these events.

"The Nordic spirit is alive and well in Ballard year-round, but it's especially prominent during Julefest with all the flavors, sights and smells of the holiday season. If a family trip to Scandinavia isn't in the cards this year, then a trip to Ballard might just be the perfect fit," says Nick Leont, director of tourism development at Port of Seattle. "It's a full Nordic experience, with a much shorter flight! And, of course, it's surrounded by all the other wonderful family activities that the Seattle region has to offer – especially during the holidays."

Seattle Makes Website & Marketing Campaign



San Juan Islands Visitors Bureau collaboration with the Black Travel Alliance

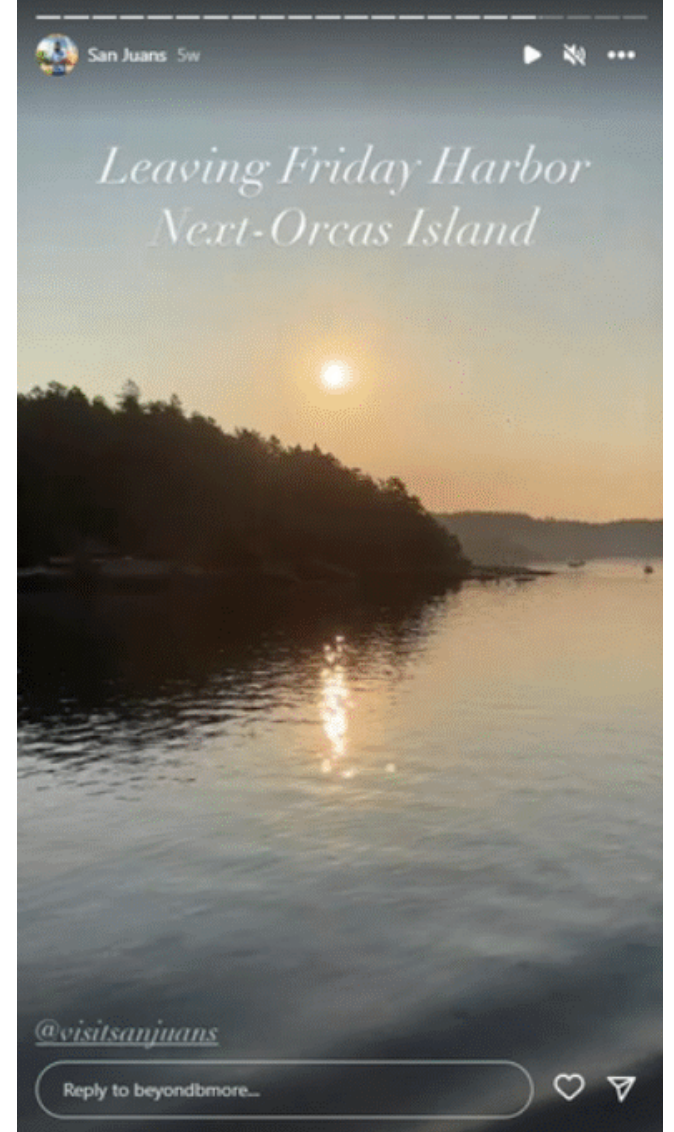
ABOUT BLOG RESOURCES PRESS

AN INCREDIBLE VISIT TO THE SAN JUAN ISLANDS: ORCAS ISLAND GUIDE

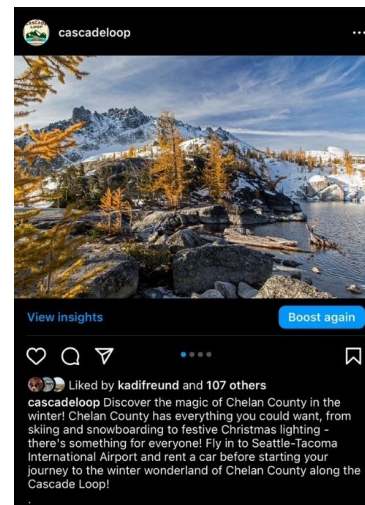
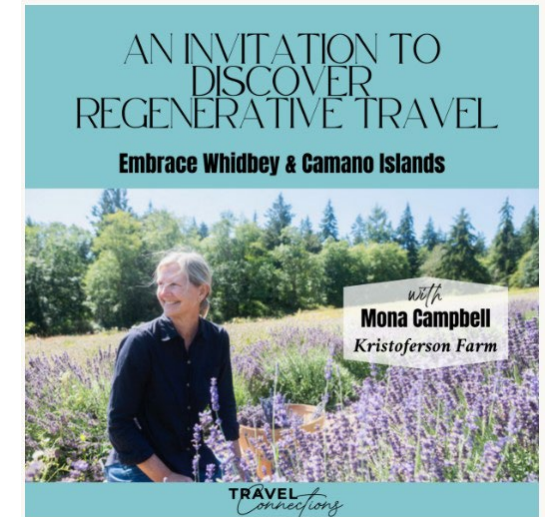
by Brian | Nov 15, 2022 | DOMESTIC DEPARTURES, NOW BOARDING | 0 comments



As mentioned in my [San Juan Island recap](#), I was honored to be selected and explore the San Juan Islands in partnership with the San Juan Islands Visitors Bureau and the [Black Travel](#)



More TMSP Project Examples



A Coastal Destination For All Families

LGBTQ Family Influencer Campaign with the Fontes Four Pack



2024 Tourism Grant Refinements

Over the past year, the Tourism Department engaged with current, former and potential TMSP grant recipients to gather feedback about their experience with the program. Some challenges identified included:

- ☑ Inflation and increased costs have lessened the impact of received funds
- ☑ Short window to execute marketing plans eliminated shoulder season marketing options and limited scope of projects
- ☑ Evaluation scorecard did not clearly reflect Port's DEI and sustainability priorities
- ☑ Short window for application
- ☑ Lack of support for new applicants or organizations lacking capacity

2024 Tourism Grant Refinements

1. Increase funding from \$200k per year to \$600k for two years
2. Create two tiers of grants:
 - Tier One: up to \$20k per applicant
 - Tier Two: up to \$10k per applicant with more flexible match requirements and emphasis on funding new or nontraditional grant requests
3. Increase outreach and support for applicants
 - A growing list of **over 300** potential applicants will receive invitation to apply
 - Provide two informational webinars to assist with grant rules and application process and Q&A “office hours” sessions to further facilitate the program
4. Strengthen evaluation criteria to put further emphasis on DEI, destination stewardship and increasing visitor-spending in shoulder seasons.
5. Encourages applicants to engage with Responsible Travel Handbook for project inspiration

Seeking program authorization at Feb. 13 commission meeting with anticipated program launch on Feb. 14.

Thank you!

[RETURN TO AGENDA](#)





COMMISSION
AGENDA MEMORANDUM
BRIEFING ITEM

Item No.	<u>11b</u>
Date of Meeting	<u>January 23, 2024</u>

DATE: January 17, 2024

TO: Stephen P. Metruck, Executive Director

FROM: Sabrina Bolieu, Regional Government Relations Manager, External Relations
Dave Kaplan, Local Government Relations Manager, External Relations
Melissa Parks, Government Relations Policy Analyst, External Relations
Samantha St. John, East King County Community and Government Relations Manager, External Relations
Nate Caminos, Government Relations Director, External Relations

SUBJECT: Briefing 2024 Local, Regional and Community Engagement Policy Priorities

EXECUTIVE SUMMARY

Port of Seattle government relations staff worked with Commissioners, executive team members, internal subject matter experts, and external stakeholders to develop local, regional and community engagement policy priorities and partnerships to guide Port advocacy efforts to fulfill our mission to promote economic opportunities and quality of life in the region by advancing trade, travel, commerce and job creation in an equitable, accountable and environmentally responsible manner.

Throughout 2023, staff worked to execute the 2023 regional and local policy priorities. Progress was made on many of the priorities, and current and future priorities will continue to be pursued over the next several years.

For 2024, the Local and Regional Policy Priorities are organized under the Century Agenda Goals and Objectives. The Century Agenda is the directional compass for the Port of Seattle that was introduced in 2012 and updated in 2017 and again in 2020.

These priorities are accomplished through the development of relationships with local jurisdictions and regional organizations, by both staff and elected officials, resulting in the partnerships necessary to successfully accomplish the Port's goals. Regional engagement through the Puget Sound Regional Council, the Sound Cities Association, and others are a necessity to build these relationships.

Meeting Date: January 23, 2024

2024 LOCAL AND REGIONAL POLICY PRIORITIES

Port of Seattle Century Agenda Goals

Goal 1: Position the Puget Sound as a premier international logistics hub

Objective 1: Meet the Puget Sound region’s international trade and cargo needs in an efficient and sustainable manner.

- Support the T-5 Phase 2 Agreements and opening in 2024
- Continue support of ongoing T-46 Tenancy discussions and the future WOSCA site
- Support freight improvements and the efficiency of the heavy haul network
- Advocate for overnight truck parking and electrification in Seattle and across the region, including a full truck stop and weigh station in North Bend

Objective 2: Support the continued success and competitiveness of the NWSA.

- Support alignment of goals with the Northwest Seaport Alliance
- Continue assurance of no net loss of Industrial Lands
- Expand ownership along the waterfront

Goal 2: Advance this Region as a Leading Tourism Destination and Business Gateway

Objective 3: Continuously improve the operational efficiency and customer experience at SEA.

Objective 4: Strengthen the competitiveness of SEA in the regional and global markets.

- Continue to educate the local communities in advance of the release of the SAMP NTP draft environmental reviews in Q4 2024, and about their opportunities to engage
- Collaborate with tourism partners to promote responsible tourism that promotes our natural assets while minimizing cultural and ecological impacts
- Promote key initiatives that connect tourists to special events and offerings throughout the region (including Eastside events like the Bellevue Bellhop program, Woodinville wine, and the waterfront shuttle)
- Work with local and regional partners to build infrastructure and plan for service delivery in advance of the 2026 FIFA World Cup including improvements at SEA and the Elliot Bay Connections effort
- Promote eco-tourism, including responsible outdoor recreation

Objective 5: Meet the region’s air transportation needs by delivering vital facilities and infrastructure in a sustainable and cost-effective manner.

Goal 3: Responsibly Invest in the Economic Growth of the Region and all its Communities

Objective 6: Increase career and business opportunities for local communities in all port-related industries.

Meeting Date: January 23, 2024

- Support equitable and inclusive programs to support small businesses like the Small Business Export Accelerator and the Community Business Connector Initiative
- Advocate for Youth Maritime Workforce Development, CORE plus, and the Seattle Maritime Academy
- Expand Green Job opportunities and retraining of existing skilled workers to Green Jobs
- Explore land acquisition, to expand industrial lands

Objective 7: Advance maritime industries through innovation, strategic investment and capable management of Port facilities.

- Explore the Port’s involvement and use of Port facilities for alternative fuels, including hydrogen production, storage and distribution
- Explore the use of Port resources to support the offshore wind supply chain.
- Promote development and support for the Maritime Innovation Center
- Develop Terminal 106, and Terminal 91 to support industrial warehousing and manufacturing

Objective 8: Expand the economic, cultural and community benefits of Cruise Operations while preserving industrial lands.

- Support the development of a Green Corridor for cruise
- Continue to explore expanding opportunities for local and diverse businesses in supplying goods and services to the cruise industry

Goal 4: Be the Greenest and Most Energy-Efficient Port in North America

Objective 9: Meet all increased energy needs through conservation and renewable sources.

Objective 10: Meet or exceed agency requirements for stormwater leaving Port-owned or operated facilities.

Objective 11: Reduce air pollutants and carbon emissions.

- Support the development of a Green Corridor for Cruise
- Advance waterfront electrification efforts, such as shore power at Pier 66
- Foster the Clean Truck Collaborative Program led by the NWSA
- Continue to further the development of Sustainable Aviation Fuels for use at SEA
- Support the kelp research and restoration efforts with the Seattle Aquarium.
- Support decarbonization of shipping
- Initiate implementation of the Port’s Environmental Land Stewardship strategies

Meeting Date: January 23, 2024

Objective 12: Restore, create, and enhance 40 additional acres of habitat in the Green/Duwamish habitat.

- Continue to steward Maritime Parks, especially those in the Duwamish to support port values and better serve near port communities
- Meet our obligations for Duwamish Vision 2050, cleanup of the East Waterway

Goal 5: Become a Model for Equity, Diversity and Inclusion

Objective 13: Increase utilization of WMBE and DBE firms and eliminate disparity of access to opportunities.

- Further WMBE and Diversity in Contracting
- Implement Portgen Minority Business Accelerator
- Support next steps and explore partnerships in the development of a South King County International Public Market with a final report ready in Spring 2024

Objective 14: Ensure that all internal and external programs, structures and practices provide equitable opportunities for all.

- Meet regularly with Tribal leaders and affiliated organizations in the state and region to build, strengthen and sustain the government-to-government and community-to-community relationships with the Port of Seattle
- Implementing the work plans as developed in the Muckleshoot and Suquamish Tribes MOA's
- Further discussions and negotiations with Native American tribal governments or tribal governments' supported entities, such as the Northwest Indian Fish Commission, in hopes of creating mutually beneficial agreements and partnerships between the port and those tribal governments
- Continue to hold interjurisdictional meetings with the Beacon Hill, Georgetown, and South Park communities and the advancement of the South Seattle Roundtable series
- The Office of Equity, Diversity, and Inclusion will lead internal efforts and provide technical support to Port divisions and departments in order to advance the Port's Century Agenda via equity best practices and environmental justice principles
- Support and promote the Duwamish Valley Community Equity Program and the South King County Community Impact Fund grant programs
- Include anti-human trafficking efforts and promote access to services for human trafficking survivors
- Begin equitable community engagement in advance of the Part 150 noise study, including outreach to owners and initiation of inspections for "failed packages" by Q3 2024

Meeting Date: January 23, 2024

Objective 15: Advance regional workforce development in port-related industries to provide equitable access to quality careers.

- Support the Tribal Engagement Internship Program
- Expand Green Jobs strategies in Port sectors, support regional coordination efforts (i.e., inter-governmental, public-private partnerships) for green jobs workforce development
- Support career connected learning programs and education institutions (Seattle Maritime Academy, Maritime High School, Career and Technical Education (CTE) programs)
- Advocate and explore opportunities to expand the provision of childcare, to the benefit of Port and airport employees
- Continue to support equitable access for BIPOC communities and women into quality jobs in port sectors with investments in outreach training, retention, navigation
- Support stronger collaboration with regional agencies, the regional workforce development boards, and USDOT
- Develop stronger industry relations to ensure effective placement of youth and adults into “in-demand” jobs
- Lead conversations with public agencies and employers on developing best practices for respectful work sites to support retention of historically underrepresented workers in Port-related industries

Goal 6: Be a Highly Effective Public Agency

Objective 16: Advance the Port's dedication to employee engagement, safety, innovation, and financial stewardship.

Objective 17: Foster an environment of transparency, accountability, respect, leadership, and fairness to give Port staff the tools to be exceptional public servants.

Objective 18: Partner and engage with external stakeholders to build healthy, safe and equitable communities.

- Engage with local and regional partners and identify opportunities for collaboration on how to replace infrastructure, in transitioning away from fossil fuels
- Continue to advocate for regulatory approval and transition to PFAS-free fire-fighting foams
- Engage with the community and local and regional partners regarding the future of North SeaTac Park
- Develop the Port’s environmental justice principles with internal and external stakeholders to further environmental justice goals and ensure meaningful community engagement for healthier communities

Meeting Date: January 23, 2024

Objective 19: Set the standard for high-quality, cost-effective, and timely delivery of capital programs

- Encourage the optimized use of SEA Pre-Conditioned Air Systems
- Explore partnerships for SEA Bike and Pedestrian Commuter Improvements
- Continue the work of the Sound Insulation program to meet the 2026 goal
- Promote awareness of Upgrade SEA projects

ATTACHMENTS TO THIS BRIEFING

- (1) Presentation slides

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

January 10, 2023 – The Commission approved amended 2023 Local and Regional Policy Priorities.

December 13, 2022 – The Commission was briefed on 2023 Local and Regional Policy Priorities

March 8, 2022 – The Commission approved the 2022 Local and Regional Policy Priorities

February 8, 2022 – The Commission was briefed on 2022 Local and Regional Policy Priorities

January 26, 2021 – The Commission approved the 2021 Local and Regional Policy Priorities.

January 12, 2021 – The Commission was briefed on 2021 Local and Regional Policy Priorities

February 25, 2020 – The Commission approved the 2020 Local and Regional Policy Priorities

February 11, 2020 – The Commission was briefed on 2020 Local and Regional Priorities.

January 22, 2019 – The Commission approved 2019 Local and Regional Policy Priorities.

January 8, 2019 – The Commission was briefed on 2019 Local and Regional Policy Priorities.

February 27, 2018 – The Commission approved 2018 Local and Regional Policy Priorities.

February 13, 2018 – The Commission was briefed on 2018 Local and Regional Priorities

Draft 2024 Local and Regional Policy Priorities Commission Briefing

Sabrina Bolieu, Regional Government Relations Manager, External Relations
Dave Kaplan, Local Government Relations Manager, External Relations
Samantha St. John, East King County Government Relations, External Relations



Overview

- 2023 Priorities Advancement
 - Progress made on advancing Port priorities in 2023
- 2024 Priorities track with the Port's Century Agenda Goals and Objectives
 - Priorities aligned in furtherance of the six Century Agenda Goals
- Next Steps
 - Incorporate Commission feedback
 - Seek adoption at February 13th meeting



2023 Local & Regional Priorities Advancement

- Maritime and Industrial Lands Policy Passage
- Deepened the Port's presence and partnerships on the Seattle Waterfront including the Aquarium MOU and Pier 66 electrification
- 2018 ILA with SeaTac continued to 2028
- Tribal MOU's –Muckleshoot and Suquamish Tribes
- South Seattle Roundtables addressing airport concerns
- Discussions of regional overnight drayage truck parking and safety

2024 Local & Regional Policy Priorities

Century Agenda Goal 1: Position the Puget Sound as a premier international logistics hub

- Work to facilitate full use of Port facilities (T-5 Phase 2, T-46 Tenancy, and the future WOSCA site)
- Support the alignment of goals with the Northwest Seaport Alliance
- Continue no net loss of industrial lands, and identify opportunities to expand ownership along the waterfront



2024 Local & Regional Policy Priorities

Century Agenda Goal 2: Advance this Region as a Leading Tourism Destination and Business Gateway

- Continuously improve operational efficiency and customer experience at SEA (Upgrade SEA)
- Strengthen the competitiveness of SEA in regional and global markets
- Meet the region's air transportation needs by delivering vital facilities and infrastructure in a sustainable and cost-effective manner (SAMP NTP)
- Optimize Port facilities in preparation for the 2026 FIFA World Cup



2024 Local & Regional Policy Priorities

Century Agenda Goal 3: Responsibly Invest in the Economic Growth of the Region and all of its Communities

- Promote eco-tourism, including responsible outdoor recreation
- Educate local communities about business support and opportunities, such as the Small Business Export Accelerator, Community Business Connector Initiative, and opportunities to supply goods and services to the Cruise industry
- Continue the development of a Green Corridor for Cruise



2024 Local & Regional Policy Priorities

Century Agenda Goal 3: Responsibly Invest in the Economic Growth of the Region and all of its Communities

- Advocate for Youth Maritime Workforce Development, CORE plus, and the Seattle Maritime Academy
- Continue to explore the Port's involvement and use of Port resources for alternative fuels, including hydrogen production, storage, distribution, and support for the Off-Shore Wind supply chain
- Support the ongoing work of the Duwamish Valley Community Equity Program



2024 Local & Regional Policy Priorities

Century Agenda Goal 4: Be the Greenest and Most Energy-Efficient Port in North America

- Support decarbonization of the waterfront, including shore power at Pier 66, shipping decarbonization, and fostering the Clean Truck Program
- Support decarbonization of the airport, including the development of Sustainable Aviation Fuels for use at SEA
- Support the Kelp-Seaweed research and restoration efforts with the Seattle Aquarium



2024 Local & Regional Policy Priorities

Century Agenda Goal 4: Be the Greenest and Most Energy-Efficient Port in North America

- Steward Maritime Parks, especially those in the Duwamish, to support Port values and better serve near-Port communities
- Meet the Port's obligations for cleanup and remediation of key sites, including the East Waterway
- Implement cleanup by leading with inclusive environmental justice principles and community engagement



2024 Local & Regional Policy Priorities

Century Agenda Goal 5: Become a Model for Equity, Diversity, and Inclusion

- Further WMBE and Diversity in Contracting
- Minority Business Accelerator
- Support the next phase of the study surrounding development of a South King County International Public Market
- Continue to hold interjurisdictional South Seattle Roundtable meetings with the Beacon Hill, Georgetown, and South Park communities
- Tribal Engagement Internship Program
- Duwamish Valley Community Equity Program
- Equitable community engagement in advance of the Part 150 noise study, including outreach to owners and initiation of inspections of “failed packages” by Q3 2024



2024 Local & Regional Policy Priorities

Century Agenda Goal 5: Become a Model for Equity, Diversity, and Inclusion

- Expand Green Jobs strategies in Port sectors, support regional coordination efforts (i.e. inter-governmental, public-private partnerships) for green jobs workforce development
- Support career connected learning programs and education institutions (Seattle Maritime Academy, Maritime High School, Career and Technical Education (CTE) programs)
- Continue to support equitable access for BIPOC communities and women into quality jobs in Port sectors with investments in outreach, training, retention, and navigation



2024 Local & Regional Policy Priorities

Century Agenda Goal 5: Become a Model for Equity, Diversity, and Inclusion

- Lead conversations with public agencies and employers on developing best practices for respectful work sites, to support retention of historically under-represented workers in Port-related industries
- Modeling the Port's EDI Goals to partner with and support local jurisdictions in our collaborative efforts to become a more equitable, diverse, and inclusive region.



2024 Local & Regional Policy Priorities

Century Agenda Goal 6: Be a Highly Effective Public Agency

- Engage with local and regional partners and identify opportunities for collaboration on how to replace infrastructure, in transitioning away from fossil fuels
- Continue to advocate for regulatory approval and transition to PFAS-free firefighting foams
- Advocate for the long-term health of North SeaTac Park
- Continue to educate the community on the Port's Land Stewardship Plan



2024 Local & Regional Policy Priorities

Century Agenda Goal 6: Be a Highly Effective Public Agency

- Develop the Port's environmental justice principles with internal and external stakeholders to ensure meaningful community engagement for healthier communities
- Explore partnerships for SEA bike and pedestrian commuter improvements
- Continue the work of the Sound Insulation Program to meet the 2026 goal



Next Steps

- Now through February 13th– Incorporate feedback
- February 13th– Seek Commission adoption
- Meetings with other jurisdictions and key stakeholders to share top priorities and the local and regional focus for the year

QUESTIONS?

RETURN TO AGENDA