

Port of Cascade Locks  
Commission Procedures  
May 21, 2015

Port of Cascade Locks

**PORT COMMISSION MEETING  
and  
OPERATING PROCEDURES**

**Adopted by the Port Commission on May 21, 2015.**

## **INTRODUCTION:**

These procedures are established by the Port Commission to ensure that the Port operates in an open and transparent way. Additionally, it is the policy of the Port Commission that public comment, involvement and debate is encouraged at all meetings held by the Commission while conducting Port business.

**These procedures are adopted initially on May 21, 2015.**

These procedures may be reviewed periodically and adjusted to changing needs and times. All Port Commission meetings are open to the public except Executive Sessions. Although public participation is encouraged, the Commission may limit public involvement or comment in the interest of ensuring that all have a chance to participate and that meetings are conducted in an efficient and effective manner.

### **1. APPLICATION:**

These procedures apply to the Port Commission and all sub-committees as the Commission may establish. Committees, task forces or other work groups that may be created by the General Manager do not fall under these procedures.

All meetings of the Port Commission and its sub-committees will be conducted under these procedures.

### **2. AUTHORITY:**

The Port Commission has the authority to establish such procedures and may change or alter them over time as necessary.

### **3. PRESIDENT AND COMMISSIONERS:**

The Commission President shall preside over Commission meetings. In the Presidents absence, the Vice President shall preside. In the absence of the President and Vice President, the Commission members remaining shall designate a senior member to serve as Presiding Officer. The Commission President or

Presiding Officer shall have broad discretion in the conduct of meetings within these guidelines.

#### **4. POLICY MAKING:**

The Commission is the policy making body of the Port. The Commission speaks on adopted policy with one voice. Commission decisions may not be unanimous, but once voted upon, define the policy position of the Port, even though individual Commission member's opinions may differ.

#### **5. FILLING COMMISSION VACANCIES:**

Any vacancy occurring on the Commission will be filled by the filing of letters of interest as submitted by residents of the Port District and reviewed by the Commission. The Commission shall interview interested parties and select a person to fill any vacancy that may exist. The person filling the vacancy may only serve until the next election for that Commission seat.

In all cases where a Commission vacancy exists, the Commission shall advertise for letters of interest and encourage members of the District Community to apply.

The same procedure will be used in filling vacancies on the Ports Budget Committee.

#### **6. COMMISSION MEETINGS:**

The Commission shall meet at least twice per month. Normally, the first Thursday of the month and the third Thursday of the month. The meeting on the first Thursday will serve as a work session although necessary formal actions may also be made at the Work Session if identified and listed on the meeting agenda. The second meeting of the month will serve as the formal business meeting of the Commission each month. Special meetings may be called as approved by the Commission and as allowed under Oregon State Law.

Public notification of meetings shall take place at least 4 days prior to the meeting. In the case of emergency meetings, 24 hours' notice must be provided.

Executive Sessions may be called by the Commission at any time during a meeting. The Executive Session will usually occur after the regular meeting or Work Session. The media may sit in but cannot report the discussions held in an Executive Session.

**6A. Executive Sessions may be called for the following reasons:**

- ORS 192.660(2) (a)-** Employment of specific public officers, employees or agents.
- ORS 192.660(2) (b)-** Discipline or dismissal of individual public officers and employees.
- ORS 192.660(2) (i)-** Performance evaluations of public officers and employees.
- ORS 192.660(2)(d)-** Labor negotiations consultants.
- ORS 192.660 (2) (f)-** Discussion of exempt public records.
- ORS 192.660(2) (h)-** Legal counsel regarding litigation or likely litigation to be filed.
- ORS 192.660(2) (e)-** Real property transactions.
- ORS 192.660(2) (j)-** Public investments.

Commission members and staff should not discuss Executive Session matters following an Executive Session because doing so may permit the media to report on the matter. This restriction on disclosure does not apply to any formal action that may be taken following the Executive Session.

**7. CONDUCT OF MEETINGS:**

Commission meetings shall be conducted in the following manner.

- A. Commissioners wishing to speak should get the Presidents attention and be recognized before speaking.
- B. The general public will be encouraged to speak on any item of interest under Items from the Floor. (Comments from the general public). It is the policy of the Commission to encourage participation and involvement. Speakers may be limited to 3 minutes. Members of the general public will be asked to sit at the table to address the

- Commission. Anyone wishing to speak at the meeting should use the sign in sheet at the front of the room.
- C. The general public will be encouraged to participate in the discussions during the Business Action Items portion of the meeting. The general public wishing to speak at this time should get the presiding officers attention.
  - D. For every item on the Agenda, the Presiding Officer shall call upon the General Manager or appropriate staff member to give the Commission Report.
  - E. Following the Commission Report, the Presiding Officer shall open the floor for discussion, questions and clarifications. The general public may participate in this discussion as recognized by the Presiding Officer.
  - F. Following general discussion, the Presiding Officer shall call for a motion and second in order to take formal action on a matter before the Commission.

## **8. Meeting Notices:**

Meeting notices shall appear at the Post Office, on City Channel 23, the Ports web site and other locations deemed to be of value for the posting. The meeting notice shall also be provided to local media for posting and public information. The Ports web page will include meeting agendas, minutes of past meetings once the minutes have been approved by the Commission and reports that were included as a part of an agenda, along with past meeting minutes.

## **9. AGENDA PACKETS:**

Agenda's and packets are generally distributed the Thursday or Friday in advance of the meeting. In emergency's the agenda and packets may not be distributed until the Monday before the Thursday meeting.

### **9A: Packets:**

Packets, reports and materials are to be printed back to back to save paper.

All packets and reports are to be sent to the Commissioners electronic/notebook system.

Commissioners desiring to have a hard copy should pick up those at the Port Offices from the Commissioners mail box.

One extra copy of the Agenda Packet will be available at the Commission meeting.

Commissioners shall be expected to bring either their electronic copy of the agenda or the hard copy.

Items may be added to the agenda at the meeting at the request of the General Manager and as approved by the Commission.

10. Agendas:

- A. Agendas are to be reviewed and approved by the Commission President prior to finalization.
- B. All items dealing with Resolutions or Ordinances should be identified on the agenda document for ease of public understanding.