RESOLUTION NO. 14-2026

A RESOLUTION, PURUSANT TO RCW 53.12.245, OF THE PORT OF SKAMANIA COUNTY ESTABLISHING COMMISSION OFFICERS, ADOPTING RULES GOVERNING THE TRASNACTION OF THE COMMISSION'S BUSINESS, ADOPTING AN OFFICAL SEAL, AND SUPPLEMENTING THE PORT OF SKAMANIA COUNTY BY-LAWS AND EXISTING COMMISSION MEETING POLICIES.

WHEREAS RCW 53.12.245 requires that the commission of port districts appoint, at a minimum, a president and secretary from its own members, adopt rules and regulations concerning the transaction of its business, and adopt an official seal.

WHEREAS the Commission of the Port of Skamania County (the "Port") maintains by-laws governing the internal operation of the Port Commission, including the time and place of regular Commission meetings, and desires to supplement those By-Laws with rules governing the transaction of Commission business and public participation.

NOW, THEREFORE, the Commission of the Port of Skamania County hereby resolves as follows:

1. **COMMISSION BY-LAWS**. The By-Laws of the Port, as they now exist or are hereafter amended, remain in full force and effect and are hereby recognized as governing the internal organization and operation of the Port Commission. This Resolution supplements the By-Laws. To the extent of a direct conflict concerning a subject expressly addressed in this Resolution, this Resolution shall control.

2. **COMMISSION OFFICERS**. At the first meeting of each year, the Port Commission shall, by majority vote, appoint a president, a vice president and a secretary from its own members. The Port Commission members so appointed shall serve so long as they are a port commissioner, for a period of one (1)-year until another commissioner is appointed. The Commission officers shall perform the duties assigned by applicable law, the Port's By-Laws, and this Resolution.

3. **RULES FOR CONDUCT OF MEETINGS - INTENT**. The overarching intent of these rules is to promote efficient and collegial Port Commission meetings that provide (i) an opportunity for full and fair participation by each Port Commissioner; (ii) a opportunity for the Port Commissioners to exchange ideas and perspectives; and (iii) Port Commission actions and discussions that are transparent to the public. The Port Commission may change, adapt, or modify the rules concerning conduct of meetings as may be required to achieve the intent set forth herein.

a. **Adopting Parliamentary Rules**. In addition to the procedures set forth in this Resolution, the Port Commission adopts Robert's Rules of Order, Newly Revised as the rules of order for all Port Commission meetings. If there is a conflict between a provision of this Resolution and a rule of order adopted in this paragraph, the procedure provided for in the other sections of this Resolution shall control.

b. **Regular Meetings**. Consistent with Article II—Meetings, Section 1 of the Port's By-Laws, the regular meetings of the Port Commissioners shall be held at 1:00 p.m. on the

second Thursday of each and every month and, in the event said day is a legal holiday, then upon the following day. Said meetings may be postponed or adjourned from time to time as may be deemed necessary by the Commissioners. Regular meetings shall be held in the Port offices located at 212 SW Cascade Avenue, Stevenson, Washington, or at such other place as the Commission may designate in accordance with law.

4. **PORT COMMISSION MANNER OF ACTING**. All final actions of the Port Commission shall be by motion or resolution recognizing that motions and resolutions carry equal legal consequence. The following rules will apply to Port Commission meetings.

a. **Draft Agenda** In consultation with the Commission President, Port staff will prepare an agenda for each Port Commission meeting and ensure that the agenda is published in accordance with law.

b. **Use of Agenda by Port Commission**. The Port Commission will consider matters as they appear on the agenda unless the majority of the Port Commission present agree to a different order or elect to add to or delete from the agenda. The agenda will start with a rollcall followed by approval of previous meeting minutes.

c. **Consent Agenda**. If the Port Commission elects to utilize a consent agenda, the President will announce a motion to approve all items on the consent agenda and all items on the consent agenda will be moved with one vote without further discussion; however, any commissioner can require that an item be removed from the consent agenda prior to the vote and considered as a separate item to be considered immediately after the consent agenda vote is concluded.

d. **Announcement of Each Agenda Item**. Other than items acted on as part of the consent agenda, each item (presentation, discussion, motion, or resolution) before the Port Commission will be announced by the Commission President. If the item is seeking approval of a motion, the motion will be read aloud. If the item is seeking approval of a resolution, a motion to approve the resolution followed by reading the title of the resolution will be read aloud. All other items (such as presentations by staff or discussion items) will be announced by the Commission President. After announcement of an agenda item, there is no requirement for a commission to "move" or "second" an item prior to a vote.

e. **Presentation of Each Agenda Item**. After an item is announced, the Commission President will recognize a commissioner, Port staff member or other presenter to provide detail and context for the item.

f. **Discussion of Each Agenda Item**. After presentation of the agenda item, the Port Commission will discuss the item in such a manner that all commissioners will have a full and fair opportunity to express their views. The Commission President will seek input from each commissioner and generally seek to provide a full and fair opportunity for each commissioner to provide input before voting or moving on to the next agenda item. The intent is for the Commission President to encourage and facilitate full and fair participation by each commissioner.

j. **Motion to Table Agenda Items**. After presentation of an agenda item, upon motion of any commissioner (which need not be seconded), the Port Commissioner, by majority,

votes to table an item. The motion to table may, but is not required to, include a date certain for the consideration.

k. **Vote on Agenda Items**. For those items that require a Port Commission vote the Commission President will (if required) cause the motion or resolution be re-read followed by a call upon the commissioners to vote.

l. **Amendment**. Upon the request of any commissioner, the Port Commission may, by majority vote, elect to amend any motion by majority vote.

m. **Items Not on Agenda**. Recognizing that Port Commission meetings are the only opportunities for commissioners to talk with each other about port matters, the agenda will include time for an opportunity for commissioners to bring forward items not on the agenda for discussion or consideration.

4. **PUBLIC HEARINGS**. The Commission President will preside over any public hearing. Prior to taking public testimony, the Commission President will announce the purpose of the public hearing and any time limitations on public testimony (for example, a time limit per commenter). Other than providing a name so that the Commission President can call people to testify, no other information will be required.

a. **Conduct of Public Hearings**. Recognizing that the purpose of a public hearing is to hear from the public, the commissioners generally will listen but not respond to public testimony. However, a commissioner may ask for clarification of testimony.

5. **PUBLIC COMMENT**. The Commission President will preside over any public comment. Prior to taking public comment, the Commission President will announce the time limitations on each person's comment. Other than providing a name so that the Commission President can call people to testify, no other information will be required.

a. **Conduct of Public Hearings**. Recognizing the purpose of a public comment, the commissioners generally will listen but will not respond to public comment. However, a commissioner may ask for clarification of a comment. It is recommended that anyone commenting read a written version of their comment as to stay on point and to best get their message heard.

b. **Formal Presentation to the Port Commission**. To request inclusion on the Port Commission agenda with up to a fifteen (15)-minute opportunity to present, members of the public may contact the Port staff in writing or by email at least one week prior to the next regular meeting with their name, contact information, topic of discussion, and goals sought from the Port Commission. It is recognized that the Port Commission may decide to allow the presentation.

6. **MINUTES.** The official record of Port Commission meetings is the approved minutes. Draft minutes will be prepared by Port staff and included in the next meeting agenda for Port Commission approval. Each item will be noted, followed by a summary of the discussion and any action taken by the Port Commission. All commissioners may vote on the approval of the minutes even if a particular commissioner was not at the meeting that is reflected in the draft minutes. Once approved, the minutes will be kept by the Port in accordance with law.

7. **OFFICIAL SEAL**. To the extent required by RCW 53.12.245, the Port hereby adopts an official seal with substantially the following words: "Port of Skamania County, Washington, 1964, Corporate Seal".

8. **PROCEDURAL ERRORS OR OMISSIONS**. Any action taken by the Port Commission in conformity with law shall be valid notwithstanding any deviation from the rules and procedures set forth in this Resolution. All powers and duties conferred by local, state, and federal law upon the Port Commission shall remain with the Port Commission.

9. **SAVINGS CLAUSE**. Except as expressly amended or superseded by this Resolution, the Port's By-Laws and all prior resolutions, motions, and policies remain in full force and effect. Any prior resolution, motion, policy, or provision of the By-Laws that is inconsistent with this Resolution is superseded only to the extent of that inconsistency. If any provision of this Resolution is declared invalid, illegal, or unenforceable by a court or other legal authority, then such provision shall be removed, but such a finding shall in no way affect the remaining provisions of this Resolution.

ADOPTED in an open public meeting by the unanimous vote of the Port Commission this 13th day of August 2026. This Resolution shall be effective immediately upon passage.

PORT OF SKAMANIA COUNTY

APPROVED BY:

Absent
Ray Broughton, Commissioner, District 1

Andrew Taylor, Commissioner, District 2

Todd Kingston, Commissioner, District 3

ATTEST:

Pat Albaugh, Executive Director