

APPENDIX A

To the Port of Seattle Commission Bylaws, as adopted \_\_\_\_\_

Typical form for executing a 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] ”

Typical form for consent to ratification of an informally polled opinion statement:

“I will be unable to attend the port commission public meeting on [date] , to be held in [location] , and will not be present when the opinion statement on [subject] , which was reported based on an informal poll of individual commissioners, is considered for ratification in public session. I have reviewed the statement as reported and in accordance with Article VI, Section 3, of the port commission bylaws, I consent to the ratification of this statement, which is attached to this consent. Please enter this advance written consent in the record of the meeting as required by the bylaws. Commissioner [full name] ”

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

“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 No. \_\_\_\_\_ is considered and voted upon by the commission. However, I am familiar with Resolution No. \_\_\_\_\_, which relates to [subject] . In accordance with Article VI, Section 6, of the port commission bylaws, I consent to Resolution No. \_\_\_\_\_ 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 No. \_\_\_\_\_, and enter this advance written consent in the record of the meeting as required by the bylaws. Commissioner [full name] ”