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**PORT OF SEATTLE COMMISSION  
BIOMETRICS SPECIAL COMMITTEE CHARTER**

**Proposed January 7, 2020**

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**I. INTRODUCTION**

8 The Biometrics Special Committee, herein referred to as “the committee,” is a special committee  
9 created by the Port of Seattle Commission. The committee will provide information, advice, and  
10 recommendations regarding proposals developed by the Biometrics Working Group and Advisory  
11 Group, established by Motion 2019-13 on December 10, 2019.

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13 This charter defines the composition, authority, mission, scope, responsibility, and meeting  
14 structure of this committee.

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**II. COMPOSITION**

18 The committee will consist of two Port of Seattle commissioners appointed by the commission  
19 president after consultation with the commission at the beginning of each calendar year in which  
20 the committee is active.

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**III. SCOPE OF WORK**

24 The work of the committee shall include the following:

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- 26 A. Review proposals developed by the Biometrics Working Group and Advisory Group and  
27 provide recommendations to the Port of Seattle Commission by the end of the first  
28 quarter of 2020.
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  - 30 B. Develop policies or update existing port policies that govern the use of biometric  
31 technology at port facilities, as needed and based on the proposals from the Biometrics  
32 Working Group and Advisory Group, for the Port of Seattle Commission consideration by  
33 the end of the second quarter of 2020.
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**IV. AUTHORITY**

37 In pursuit of its mission and scope, the committee is not legally authorized to act on behalf of the  
38 Port of Seattle Commission, but is authorized to conduct the following activities:  
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- 40 A. Gather information, consider matters within the committee’s scope of work, and provide  
41 information, advice, and recommendations to the Port of Seattle Commission.  
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- 43 B. Communicate recommendations of the Biometrics Working Group and Advisory Group to  
44 the Port of Seattle Commission.  
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- 46 C. Engage in outreach efforts and activities to gather information to provide to the Port of  
47 Seattle Commission.  
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- 49 D. If the committee determines that to meet its responsibilities it needs the independent  
50 services of an outside advisor or consultant with biometrics expertise, it may propose the  
51 retention of such advisor or consultant to the commission for approval.  
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## 53 **V. DURATION**

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55 The work of the Biometrics Special Committee will continue until policies are developed or  
56 existing policies are updated that govern the use of biometric technology at port facilities, as  
57 needed and based on the proposals from the Biometrics Working Group and Advisory Group, for  
58 the Port of Seattle Commission consideration by the end of the second quarter of 2020.  
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## 60 **VI. RESPONSIBILITY**

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- 62 A. The role of the committee chair(s) shall be to:
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- 64 1. Preside at meetings and serve as committee sponsor(s);
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  - 66 2. Ensure that the committee addresses the purposes described in this charter; and
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  - 68 3. Set committee meeting agendas.
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- 70 B. The Commission Policy Manager is the committee liaison, and commission specialists will  
71 support the work of the committee as assigned. The role of the committee liaison shall  
72 be to:
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- 74 1. Regularly update the commission on the work of the committee in memos, individual  
75 briefings, and public session.
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  - 77 2. Support the work of the committee.
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  - 79 3. Help develop, manage, and distribute meeting materials.
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  - 81 4. Provide logistical support including procuring meeting rooms, scheduling, creating  
82 meeting records, and providing technical assistance.  
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- 84 C. The Port of Seattle External Relations Department will support the committee as the  
85 primary executive staff contact. The role of the executive staff contact shall be to:  
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87 1. Support the committee with timely and responsive information;  
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89 2. Coordinate with other executive staff in support of the committee’s work; and  
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91 3. Serve as a resource for committee deliberation.  
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93 **VII. MEETINGS**  
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- 95 A. The committee will meet at least once a quarter and will subsequently report to the  
96 commission in public session to provide transparency as to progress made in executing  
97 its charter.  
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99 B. Workgroups composed of non-commissioner advisors and subject matter experts have  
100 been formed by the commission to provide in-depth analysis of issues for the committee  
101 and are expected to meet as frequently as needed. Workgroup meetings are not  
102 considered official committee meetings for purposes of establishing a quorum or  
103 management of records by the commission clerk.  
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105 C. A quorum of the committee is required to conduct official committee business. A quorum  
106 is defined as the presence of both commissioners assigned to the committee.  
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108 D. Meetings of the Biometrics Special Committee shall be open to the public when required  
109 by applicable law or the bylaws of the Port of Seattle Commission.  
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111 E. Agendas will be prepared and made available to committee members in advance of  
112 meetings.  
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114 F. Agendas for updates to the commission to be presented in public session will be published  
115 as part of regular or special commission meeting notices.  
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117 G. Minutes will be prepared and retained for all meetings of the committee.  
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119 H. Records of committee meetings, including any meeting minutes, shall be provided to the  
120 commission clerk for appropriate retention in accordance with applicable law and best  
121 practices.