

1 **RESOLUTION NO. 3770**
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3 **A RESOLUTION** of the Port of Seattle Commission adopting the charters of the
4 following standing committees: the Aviation Committee,
5 Equity Committee, Waterfront and Industrial Lands
6 Committee, and Energy and Sustainability Committee;
7 and amending the charter of the Audit Committee as
8 adopted in Resolution No. 3613 and subsequently
9 amended on June 28, 2016, and July 11, 2017.
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11 **WHEREAS**, all authority of the Port of Seattle is vested with the Commission in its actions
12 as a public body under Title 53 RCW, and the Commission vests authority with the Executive
13 Director and delineates Commission and Executive Director responsibilities through the
14 Delegation of Responsibility and Authority; and
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16 **WHEREAS**, the Port of Seattle Commission exercises executive authority to govern the
17 Port of Seattle and most commission decisions focus on exercising controls on staff operational
18 activities like contract execution and project implementation; and
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20 **WHEREAS**, development of policy for commission consideration and final action benefits
21 from the attention by subject matter experts and is required by commission bylaws, and
22 committees function as policy development bodies or intensive review boards; and
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24 **WHEREAS**, both special and standing committees have charters, produce records, have
25 membership determined by the commission president, and can include non-commissioner
26 members, and committee compliance with Open Public Meetings Act requirements depends on
27 legal status, charter provisions, and circumstances, and Article V of the commission bylaws guides
28 the formation and activity of committees; and
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30 **WHEREAS**, the charter is the foundational statement of the committee's purpose,
31 establishing the name and scope of the committee and identifying when the committee's work
32 will be considered complete, and special considerations for holding meetings in public,
33 composition of the committee, and expected outcomes are addressed in the charter, and
34 commission bylaws describe what information is to be contained in the charter in Article V,
35 Section 2; and
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37 **WHEREAS**, the commission exercises control over the work of its committees by
38 establishing their scope, or purview, in the committee charter and by taking advantage of the
39 motion to refer to or discharge from committee any matter under its consideration as described

40 in commission bylaws Article IV, Section 5(k), enabling standing committees to adopt their own
41 annual workplans, which represent the concrete implementation of the committee’s chartered
42 scope in a given year; and

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44 **WHEREAS**, records produced by committees, whether agendas, minutes, presentations,
45 or illustrative materials, are all public records of the Port of Seattle under Chapter 42.56 RCW,
46 and because committee policy work attracts public attention, it is the best practice to publish
47 these materials online proactively; and

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49 **WHEREAS**, with this resolution and attached charters the commission will create
50 standing committees and direct the committees to adopt annual workplans; and

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52 **WHEREAS**, the Open Public Meetings Act (Chapter 42.30 RCW) and related law and
53 committee charters make it clear when commission committees are strictly advisory in nature,
54 and the rules requiring open public meetings are well established in law; and

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56 **WHEREAS**, public reporting and accessible records elevate the profile of commissioners’
57 work in committee and make committee contributions more tangible to the public;

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59 **NOW, THEREFORE, BE IT RESOLVED** by the Port of Seattle Commission:

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61 Section 1. The charters the Aviation Committee, Energy and Sustainability Committee, Equity
62 Committee, and Waterfront and Industrial Lands Committee, attached as Exhibits A, B, C, and D,
63 are hereby adopted.

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65 Section 2. Resolution No. 3613, adopting the previous charter of the Audit Committee, is
66 hereby amended as shown in attached Exhibit E.

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68 **ADOPTED** by the Port of Seattle Commission at a duly noticed public meeting
69 thereof, held this _____ day of _____, 2020, and duly
70 authenticated in open session by the signatures of the commissioners voting in favor thereof and
71 the seal of the commission.

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Port of Seattle Commission