

Port of Seattle Commission Bylaws Selected Committee Provisions

Audit Committee.

Each commissioner is required to serve at least a single one-year term on the Audit Committee before completing their fourth year in office *[Article II, Section 8]*.

Committee Membership.

1. No more than two commissioners may serve on any committee *[Article V, Section 1]*.
2. Both commissioner committee members must be present to establish a quorum of the committee *[Article V, Section 1]*.
3. Non-commissioners may not vote and do not count toward quorum *[Article V, Section 1]*.
4. Merely the receipt of reports, briefings, or testimony constitutes “action” *[RCW 42.30.020(3)]* and therefore requires the presence of a quorum; i.e., votes are not the only activity requiring quorum.
5. Policy directives and governance content must be reviewed by an appropriate committee *[Article V, Section 6]*.
6. *Robert’s Rules of Order* govern proceedings of the commission, and by extension, its committees *[Article VI, Section 1]*.
7. Unassigned commissioners are discouraged from attending committee meetings due to commission quorum considerations *[Article V, Section 7]*.
8. Nevertheless, there is a procedure for providing for the attendance of a third (or more) commissioner(s) at a committee *[Article V, Section 7]*.
9. Committee membership is determined by consensus by the end of January each year *[Article V, Section 3]*.
10. The commission president is the tie-breaker in assigning committee membership *[Article V, Section 3]*.
11. Committees must keep records *[Article V, Section 8]*.
12. Committees must have charters *[Article V, Section 2]* and their charters may include more restrictive requirements than the bylaws.