

calendar year. *(Res. 3742, 2017)*

4. Commission officer vacancy.

- (a) When a commission officer resigns or is removed from the office of president, vice president, or secretary, a commissioner may be selected to serve out the officer's uncompleted term and shall so serve until the end of the calendar year. When such vacancies arise, they may be filled at any regular or special meeting of the commission. During the temporary absence of any commission officer, the officer next in line shall assume all prescribed duties of the absent officer in an acting capacity in the following order of succession, provided that this order of succession does not apply to meetings of committees composed of fewer than a quorum of the port commission:
- (b) In the physical absence of the president, the vice president temporarily shall assume all prescribed duties of the president under Article III, Section 5.
- (c) In the physical absence of the vice president, the secretary temporarily shall assume all prescribed duties of the vice president under Article III, Section 6.
- (d) In the physical absence of both the president and vice president, the secretary temporarily shall assume all prescribed duties of the president under Article III, Section 5.

*(Res. 3778, 2020; Res. 3754, §3, 2019; Res. 3742, 2017)*

5. Duties of the president.

- (a) Order and decorum. The president shall preside over all public meetings and executive sessions of the Port of Seattle Commission and shall be responsible for maintaining order and decorum in accordance with the provisions of these bylaws.
- (b) Preliminary agenda. The president shall authorize the formation of the commission's preliminary public meeting agenda and shall propose the agenda for commission approval on the day of the meeting in the appropriate order of business.
- (c) Notice of meetings. The president shall authorize the issuance of such legal notices of public meetings as may be required by law and these bylaws.
- (d) Oversight of the office of the commission. In consultation with the commission, the president shall provide oversight and review of the performance of the commission chief of staff. The commission chief of staff shall be responsible for the organization and management of the office of the commission. The commission chief of staff shall consult with the commission regarding the performance evaluation, hiring, and firing of staff of the office of the commission.
- (e) Oversight of staff reporting to both the commission and the executive director (dual reports). On behalf of the commission and in concert with the executive director, the

president shall provide oversight to the general counsel and public affairs director, who report dually to the commission and the executive director. The president shall serve as the commission's primary point of contact to these positions.

- (f) Commission spokesperson. The president shall be the spokesperson for the commission in expressing views held collectively by the Port of Seattle Commission that have been established by action taken in public session or that are consistent with the policies, statements, and actions of the port commission. The president may delegate this role on a case-by-case basis. The president shall make reasonable efforts to consult with another commissioner prior to making public statements on behalf of the commission. When the president expresses his or her own individual opinions, he or she shall refrain from using the title of commission president. In an effort to keep the president informed in the role of commission spokesperson, commissioners are requested to forward a courtesy copy of individual commissioners' media publications to the president 24 hours prior to issuance by the member. Members' media publications shall reflect that views expressed therein are the sole views of the individual commission member and are not representative of the views of the Port of Seattle Commission, unless the media publication is approved and sanctioned by the full commission prior to publication. This provision does not apply to media publications issued in a personal capacity and not purported to be written by a member of the port commission in their public capacity.
- (g) Signature of instruments. On behalf of the commission, the president shall sign all proclamations and resolutions adopted in public session. The president shall execute all agreements required in the normal course of fulfilling his or her duties. The president shall sign all official correspondence and other instruments on behalf of the commission that are consistent with the opinions or policy direction of the commission established by public action.
- (h) Travel Coordination. Port Policy No. AC-2 requires that all domestic travel, as defined by the policy, be authorized by the Port Commission President. All international travel is approved by the full commission in an open public meeting.

Domestic travel approval shall be administratively authorized by official notification from the president of the approval. If changes to travel requests occur, the request shall be revised by a commissioner and re-submitted to the president for re-approval in advance of any requested domestic travel. The request for travel shall include the number of commissioners traveling (if applicable), the port-related reason for travel, and the dates and destination of travel. Commissioners shall submit requests for domestic travel to the president for review at least 14 days before the travel departure date, unless scheduling considerations require submission less than 14 days. Travel to British Columbia, Canada, is treated as domestic travel for the purposes of this policy.

Approval of international travel shall be authorized by formal action of the commission. The authorizing commission memorandum shall detail the number of commissioners traveling (if applicable), the port-related reason for travel, and the dates and destination of travel. International travel requests shall be submitted to the commission office 21

days in advance of each calendar quarter (January, April, July, October). Travel change requests for previously approved international travel shall again be put before the full commission for review and action.

Commissioners not receiving advanced travel authorization for international travel shall report to the full commission regarding the purpose of their travel, dates of travel, location of travel, benefit received by the port through the travel, and shall seek majority approval of the post-travel authorization in order to submit claims for travel expense reimbursement.

For both domestic and international travel, approving authority shall review travel requests of commissioners to ensure travel opportunities are equitable to all members and are consistent with the interests of the Port. An appropriate port employee may be delegated the responsibility of processing travel reimbursements associated with domestic and international travel of commissioners.

- (i) Coordination of the commission office budget. The chief of staff shall work with members of the commission to identify member budget priorities and requests. The president of the commission shall review the commission office budget proposal of the chief of staff and consult with members of the commission regarding the proposal and their priorities as needed.
- (j) Other duties of the president. The president shall perform other duties incidental to the office of the president, as established from time to time by the commission.

*(Res. 3778, 2020; Res. 3742, 2017)*

6. Duties of the vice president.

(a) *[Repealed by Resolution 3754, January 8, 2019]*

(b) *[Repealed by Resolution 3744, January 30, 2018]*

(c) As described in Section 4 above, in the physical absence of the president, the vice president temporarily shall assume all prescribed duties of the president under Article III, Section 5.

(d) Other duties of the vice president. The vice president shall perform other duties incidental to the office of the vice president, as established from time to time by the commission.

*(Res. 3754, §1, 2019; Res. 3744, §1, 2018; Res. 3742, 2017)*

7. Duties of the secretary.

(a) The secretary shall oversee the recording of official actions of the Port of Seattle Commission and shall oversee the distribution, retention, and disposition of such records