

# PORT OF TILLAMOOK BAY BOARD OF COMMISSIONERS

## BOARD RULES

Amended May 18, 2022

No change in 2023

1. The Port Board of Commissioners (Board) holds a regular monthly meeting the third Wednesday of each month. These meetings convene at 6:00 p.m. in the Main Conference Room of the Port's Main Offices located at 4000 Blimp Boulevard, Tillamook, Oregon. Notices for Regular Monthly Meetings shall be publicized in accordance with Oregon public meetings law. Meetings may be hybrid in-person and/or video/telecommunication.
2. A Special Meeting of the Board may be held from time to time, as necessary, for the transaction of Port business. Notices for Special Meetings shall be publicized in accordance with Oregon public meetings law.
3. Matters to be considered by the Board at a regular and/or special meeting shall be placed on an agenda, to be prepared by the General Manager and approved by the Board President.
4. Public comment will be received by the Board at the time designated on the agenda. The Presiding Officer may limit the amount of time for individuals to speak, and this discretion rests solely within the jurisdiction of the Presiding Officer. The Presiding Officer will utilize a gavel (as needed) to maintain order, commence meetings, adjourn meetings and/or signal approval of formal actions taken by the Board (i.e., motions and/or resolutions).
5. Public Hearings are formal proceedings advertised in advance through public notice issued to media and others. Public Hearings are therefore different from public comment at regular and/or special meetings. Public Hearings by the Board are to provide the Board an opportunity to hear from members of the public about a specific topic. Such hearings are normally held at the Port's main offices and are conducted by the Presiding Officer in accordance with the adopted parliamentary procedure. Notices for Public Hearings shall be publicized in accordance with Oregon public meetings law.
6. Individuals who wish to provide public comment and/or testify during Board meetings and/or hearings shall do so in front of the Board. An individual providing public comment and/or testimony before the Board shall enter their name onto the Attendance Sheet. When recognized by the Presiding Officer, the individual will then state their name and who they represent for the record.
7. Commissioners shall obtain approval from the Presiding Officer before speaking or asking questions of staff or invited guests. As a courtesy, the Presiding Officer

shall allow an opportunity, by the Commissioner who has the floor, to ask immediate follow-up questions. The Presiding Officer may allow this rule to be relaxed if it does not adversely impact the conduct of the meeting. Additionally, the Board President may choose to revert to the original rules at any time.

8. In accordance with ORS 174.130, a majority of the Board shall constitute a quorum and be necessary for the transaction of business (three of five).
9. Voting requirements shall be met in the manner as prescribed by ORS 174.130. Abstentions are neither a yay nor nay vote, essentially counting as a non-affirmative vote.
10. Except as otherwise provided by law and except where the Port of Tillamook Bay Board of Commissioners directs to or acts to the contrary, parliamentary processes of this public body in the transaction of business shall be overseen in the manner prescribed in Attachment A to this document.
11. Commissioners shall conduct Port business through the General Manager at Board meetings. Commissioners shall not give directions to staff.
12. Commissioners are expected to attend all Board meetings, come prepared, and offer opinions on matters before the Board as well as vote on matters before the Board.
13. Board packets shall be made available to Commissioners for review, and picked up or local delivery arranged, prior to the regular board meeting. Packets may be emailed upon request. Email will have attached .pdf file containing the packet. Commissioners requesting a ground-mailed packet will be responsible for the costs associated with its mailing.
14. Commissioners not attending a meeting in person may elect to attend via telephone or virtually.
15. The Board will appoint liaisons for Port business to be conducted outside of the Port Commission meetings. This may include, but is not limited to, Tillamook Lightwave, Salmonberry Trail Intergovernmental Agency (STIA), NW Area Commission on Transportation (NWACTION), Columbia Pacific Economic Development District (Col-Pac), Friends of Tillamook Air Museum (FOTAM) and Oregon Solutions. Appointments shall be made by a Motion of the Board and will be renewed on an annual basis. A replacement liaison may be appointed to fill a vacancy prior to the annual renewal.