

## Port of Orcas Standing Rules

COPY

### Order of Business

The order of business at all meetings, except for work sessions, unless otherwise agreed to by the Commission at such meeting, should be:

1. Call to Order
2. Approval of Minutes
3. Public Access Time
4. Treasurer's Report
5. Communications and Airport Manager's Report
6. Operational Issues (Presentation by members of the Commission)
7. Unfinished Business
8. New Business
9. Approval/signing of vouchers/payroll
10. Next meeting time/adjournment

### Duties of Commissioners

1. Abide by state laws, and such policies and resolutions which have been adopted by the Commission.
2. Hire an Airport Manager to implement Port policies and objectives and to administer and operate the Port's business by delegation of administrative responsibility and authority as adopted by resolution as amended or succeeded. (i.e., Resolution 03-08-01). \*
3. Establish broad policies, overall direction and long-term objectives of the Port.
4. Determine the types of business activity in which the Port will engage.
5. Identify short/long-term business strategies for enhancement of business as well as other activities in which the Port may engage.
6. Establish the degree to which the Port will use the governmental powers of taxation and eminent domain.
6. Establish financial policies including policies governing capital formation and debt incurrence.
8. Govern the affairs of the Port by majority vote the individual Commissioners comprising the Commission.
9. Read and become familiar with available agenda material prior to regular meetings, special meetings, and committee meetings.
10. Be prepared to represent the Commission when assigned or approved as a representative of the Commission to associations, groups and other functions.
11. In concert with other Commissioners, be responsible for the appointment of citizens in the Port District to serve on various ad hoc citizens advisory committees as needed.
12. Hear such issue, project, commitment of resources, or other matter as any commissioner, by request to the chairman of the Commission, may desire to be placed on the agenda and be heard.
13. Set the salary level and review performance of the Airport Manager and other appropriate measurements of the performance of the Airport Manager as may be developed jointly by the Commission and Airport Manager.
14. Approve labor agreements.
15. Approve annually by resolution salaries and benefits to be paid to Port employees.
16. Establish personnel policies for Port employees for the Airport Manager to administer.

**Port of Orcas  
Standing Rules**

Page 2 of 2

17. Establish Port positions on significant government legislation.
18. Request that the Chairman be responsible for overseeing the agenda for Port commission meetings and, where appropriate, be the spokesperson for the Port.
19. Any other duties as are required or appropriate with the RCW.

\*State law (RCW53.12.270) provides for port commissioners to delegate administrative powers and duties to a managing official of the Port district. This must be done with a port commission resolution establishing guidelines and procedures for the managing official to follow. In this manner, the Airport Manager and his/her staff can perform their duties in a timely and efficient manner. However, Port Commissioners---as policy makers---remain responsible for Port district operations.

**Resolutions adopted dealing with Commissioners/Port staff**

- |           |  |
|-----------|--|
| 05-27-98  | Commissioner Payroll Policy  |
| 08-13-98B | Personnel Policy Manual  |
| 04-26-00A | Access to Port File Information                                    |
| 04-26-00B | Procedure for Overseeing Airport Business Management               |
| 03-08-01  | Interim Rules of Conduct Between Commissioners and Airport Manager |
| 07-25-01  | Rules of Conduct Between Commissioners and Airport Manager         |

Adopted 7/25/01