

Port of Columbia

Policy #12-2018

Rules of Procedure

Parliamentary Procedure:

The Port of Columbia shall conduct its meetings following Robert's Rules of Order.

Agenda:

The agenda is a formalized plan of what topics are to be addressed during the Port of Columbia Commissioners meetings and appropriate actions that can be taken during each meeting segment. Adherence to this agenda helps ensure a productive, orderly meeting.

Because the manager has been hired to carry out the day to day activities of the Port in order to meet the goals set forward by the commission, the manager will create an agenda prior to each meeting with input from the chairperson if needed. The agenda will be sent to the commissioners prior to the meeting and placed on the Port's website for public viewing.

If an individual commissioner would like to place an item on the agenda, he or she can do so in one of two ways:

1. During a regular commission meeting by asking making a motion to add an item to the agenda of that meeting or a future meeting. The motion must receive a second and be voted on for the item to be added to the agenda.
2. By calling the manager and asking for an item to be placed on the agenda prior to a meeting. The manager will then ask the chairperson whether or not the item should be placed on the agenda in the absence of board approval.

Leadership:

It's important for a board to have an experienced leader. The chairperson of the board is typically an experienced, senior member of the board, and should be well versed in parliamentary procedures. Some boards alternate who serves as chairperson, or simply let the most senior member officiate. However, it is best that a chairperson be appointed to always lead the meetings, and that they be experienced in running board meetings and capable of commanding the attention of the board.

Per RCW 53.12.245, the Port of Columbia shall elect a president and a secretary from its own members in January of each odd numbered calendar year. The term "president" and "chairperson" shall be considered synonymous.

Motions:

In parliamentary procedure the proper way for an individual to propose that the group take a certain action is by “making a motion.” The following is the process for handling a motion.

1. A commissioner of the board addresses the Chair for recognition.
2. The commissioner is recognized.
3. The commissioner proposes a motion.
4. Another commissioner must second the motion.
5. Secunder may state "I second the motion" or "second" without first being recognized by the chair.
6. After a motion is proposed, if the motion requires a second and none is immediately offered, then the motion is not considered by the board, and is treated as though it was never offered (although it is recorded in the minutes). Such a motion may be introduced again at any later time.
7. The Chair states the motion to the commission.
8. The commission can now discuss or debate the motion. Only one person at a time may speak and must first be recognized by the Chair. The Chair should try to alternate between those favoring and those opposing the motion. Preference should be given to:
 1. The person who proposed the motion
 2. A member who has not spoken yet to the motion
 3. A member who seldom speaks to one who frequently addresses the assembly
 4. Discussion must be confined to the question that is “before the board.”
9. The Chair takes the vote on the motion. Voting will be conducted by voice vote.
10. The Chair announces the results of the vote.

Majority Rule:

All major decisions by the board must be approved by at least two board members.

Professionalism:

All board members are required to behave in a professional, business-like manner when conducting a meeting. This means saving all comments or discussions, including dissenting opinions or concerns, for their appropriate times. It also means accepting board decisions with grace, even if there is a disagreement with the decision being made, and moving forward as a collective unit.