

Item: 6E

Date: 6/16/26

# Resolution 2026-05-PT: 2026 Amended & Restated Bylaws

**Heather Burgess**

Port Legal Counsel

Dickson Frohlich Phillips Burgess PLLC

Port of Tacoma Commission Meeting

Date: June 16, 2026



# Action Requested

Request Commission approval of Resolution  
2026-05-PT - Adopting the Port of Tacoma  
Commission 2026 Amended & Restated Bylaws.

- In January 2025, the Commission created a temporary Bylaws Committee to conduct the annual review of the Commission Bylaws called for in Art. III, Sec. 5 of the current Bylaws (Res. 2024-01-PT).
- The Committee met in 2025 and held an initial discussion with Commission regarding potential amendments. However, completion of the update process was delayed due to other Commission priorities.

- On April 21, 2026, the Commission created a new temporary Bylaws Committee for 2026 to complete the review process. The Bylaws Committee met with Port Legal Counsel on April 26, 2026 to review recommended changes.
- At the May 7, 2026 regular meeting, the Bylaws Committee reviewed its final proposed redline draft with the Commission as a whole and solicited feedback for Port Legal Counsel to include in the final version of the updated Bylaws to be presented for Commission adoption.

## Article II (Commission Duties and Responsibilities)

- Para. 1(L) - added language addressing scope of communications subject to limitation; *further revision added “external” and struck “to a governmental entity or leader or”.*
- Para. 2 – added clarifying language regarding treatment of requests for future agenda items made during “New Business” to align with the process used for requests made outside of Commission meetings.

## Article III (Commission Organization)

- Para. 1 – clarified that where officers are elected at the December meeting (when there are no Commissioner elections) that the term of office begins on January 1.
- Paras. 4 and 8 – Committees and Work Groups. Revised existing Committee structure to redefine as Standing Committees (those with a Charter – which is currently only the Audit Committee) and Work Groups (everything else) and provide for the Commission President to make recommendations regarding outside Board, Committee and Work Group assignments for approval by the Commission. *Further revision added to Para. 4 to provide that “Assignments to Boards and Committees will be equitably distributed among the Commission” and to Para. 8 to allow another Commissioner to “attend and act in the place of an assigned Commissioner for a Committee or Work Group meeting if required due to an irreconcilable scheduling conflict.”*

## Article III (Commission Organization) (cont'd)

- Para. 9 – Outside Boards. Revised provisions regarding appointment and tenure for Port-related outside boards.
- *Further revision: for clarity, added new Para. 10 to separately address conflicts of interest for Outside Boards. Replaced “may” with “shall” in last sentence regarding recusal.*

# Summary of Amendments

## Article V (Commission Meetings)

- Para 1. Removed three of the four additional regular Commission meetings on first Thursday, leaving only November (for extra budget meeting).

## Article VI (Order of Commission Business)

- Revised provision to allow order of action items and staff briefings to be altered at the discretion of the Presiding Officer unless any Commissioner objects, in which case a vote is required.
- Added a provision to Commission Action Items for public hearings required by law to be included with Commission Action Items; removed “public hearings” from Special Orders of Business.
- Clarified scope of “New Business” to confirm with Commission practice and cross reference new provisions in Art. II, para. 2.

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2026 Amended & Restated Bylaws.



# Thank You

## Questions & Discussion



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