

# ACTION ITEM MEMO

Port of Tacoma Commission



Item No: 6G  
Meeting Date: 1/22/25

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**DATE:** January 13, 2025  
**TO:** Port of Tacoma Commission  
**FROM:** Eric Johnson, Executive Director  
Sponsor: Heather Burgess, Port of Tacoma Legal Counsel  
**SUBJECT: CREATION OF TEMPORARY COMMISSION BYLAW REVIEW COMMITTEE**

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**A. ACTION REQUESTED**

Request that the Commission create and appoint two Commissioners to a temporary Bylaw Review Committee for the purpose of completing a comprehensive review of Commission Bylaws in consultation with Port Legal Counsel and recommending revisions to the Commission.

**B. BACKGROUND**

RW 53.12.245 requires the Port Commission to “by resolution adopt rules governing the transaction of its business.” The Commission satisfies this statutory obligation by adoption of Commission Bylaws. The Commission’s current Bylaws were adopted by Resolution 2024-01-PT on February 21, 2024.

Art. III, para. 5 of the Bylaws provides that “[t]he Commission will conduct an annual review of these Bylaws with the assistance of Port Legal Counsel.” While there has been an annual review conducted with the Commission each year since the current Port Legal Counsel started in 2021, substantive changes made to the Bylaws have been generally focused on those required by law, such as amendments to the Open Public Meetings Act, and otherwise minor administrative changes, such as revisions to the Order of Business.

For 2025, Port Legal Counsel, following consultation with the Commission President, recommends that the Commission appoint a two-member temporary Bylaw Review Committee (as authorized by Article III, para. 8) charged with completing a comprehensive review of the Bylaws and recommending revisions to the Commission for consideration. Port Legal Counsel will advise and assist the Bylaw Review Committee.

**C. ALTERNATIVE ANALYSIS**

If the Commission elects not to appoint a temporary Bylaw Review Committee, Port Legal Counsel will review the Bylaws and recommend revisions using the more limited scope approach completed from 2021-2024.

D. **NEXT STEPS**

Port Legal Counsel will schedule initial meeting with the Committee to discuss preferred approach and set a Committee meeting schedule.

Target to complete review and bring recommended revisions to the Commission for the March 18, 2025 Regular Commission Meeting.