



## **MARINE TERMINAL ADVISORY COMMITTEE BY-LAWS**

Approved May 2, 2011

### Article I

This Committee shall be known as the MARINE TERMINAL ADVISORY COMMITTEE (MTAC) created by the Executive Director of the Port of Anacortes on May 2, 2011.

### Article II

#### Mission and Purpose

Section 1. The MTAC shall perform the duties as assigned by the Executive Director.

Section 2. The purposes of MTAC are as follows:

- a. MTAC shall perform those duties required by the Executive Director, and to advise, and forward recommendations, to the Executive Director on the following issues:
  - Rules regulations and information related to the overall operation of the marine terminal;
  - Safety and accident issues, violation reporting, and enforcement;
  - Noise issues;
  - Neighborhood compatibility issues; and
  - Capital and maintenance improvement projects.
- b. Other duties prescribed by the Executive Director.

### Article III

#### Committee Membership

Section 1. Membership

In recognition of the individual commitment required, the Committee may consist of up to fourteen (14) members, appointed by the Executive Director.

- a. The Committee will not exceed:

- One (1) representative from the Port of Anacortes.
  - One (1) representative from the City of Anacortes.
  - One (1) representative from Dakota Creek Industries
  - One (1) representative from Metropolitan Stevedore
  - Three (3) representatives from businesses operating on or near the terminal
  - Four (4) neighbors residing within Port District Two
  - Three (3) at-large residents within a Port District other than District Two
- b. No alternates are required.
- c. The composition of the AAAC may be changed at any time by the Port Executive Director.

Section 2. Appointment of Members and Alternates

- a. Members will be initially appointed to serve for two years.
- b. The Port may remove members at any time.
- c. Failure to attend at least 50% of the meetings in any six month period will result in removal from the Committee.
- d. The member may be reappointed for additional terms.
- e. Appointments of all members shall become effective upon appointment by the Executive Director.

Article IV  
Meetings, Conduct of Meetings, and Quorum

- a. Meetings shall be at least quarterly. A regular meeting date, time and place; shall be established by the MTAC Chairperson. The Chairperson or a third of the MTAC members may call special or emergency meetings. All meetings will be open to the Public.
- b. A Quorum shall consist of seven members, for the conduct of business. The act of a majority of those voting members present at meetings at which a quorum is present shall be the act of MTAC.
- c. Subcommittees or advisory committees to develop recommendations for MTAC may be appointed by the Chair and ratified by MTAC. At a regularly scheduled meeting MTAC shall approve subcommittee membership and MTAC members and/or alternates and outside experts.
- d. All meetings shall be conducted in accordance with Robert's Rules of Order, Newly Revised.

- e. MTAC may establish other rules of procedure as deemed necessary for the conduct of business.
- f. MTAC shall make its reports and findings, including minority reports, and public comments and shall forward them to the Port Commission through the Executive Director.
- g. MTAC may receive information and analysis on issues before it from a variety of sources.
- h. MTAC shall provide an opportunity for the public to provide comment on relevant issues at each of its regularly scheduled meetings.
- i. MTAC shall provide a minimum of seven days notice to members of any regular or special meetings.

Article V  
Officers and Duties

- a. A Chair, and 1<sup>st</sup> Vice-Chair shall be elected by a majority of the voting members for a one-year term of office ending in January of each year. A vacancy in any of these offices shall be filled by a majority vote of MTAC, for the remainder of the unexpired term.
  - 1. Nominations shall be received at the first meeting in January for chair, and first vice chair.
  - 2. The first Vice-Chair shall become Chair following the completion of the Chair's term.
- b. The Chair shall set the agenda of and preside at all meetings, and shall be responsible for the expeditious conduct of MTAC's business. Three members can cause a special meeting to be called with a minimum of seven days notice.
- c. In the absence of the Chair, the 1st Vice-Chair shall assume the duties of the Chair.

Article VI  
Amendments

- a. These by-laws may be amended by a majority vote of the MTAC membership, except that Article III related to the MTAC membership may not be amended without the concurrence of the Executive Director.
- b. Written notice must be delivered to all members and alternates at least 30 days prior to any proposed action to amend the by-laws.

These By-laws approved by my hand, May 2, 2011,

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Robert W. Hyde, Executive Director