

RESOLUTION NO. 3025

A RESOLUTION of the Port Commission of the Port of Seattle establishing guidelines, rules and procedures governing the authorization and conduct of Port Commission travel, and superseding Resolution No. 2491, as amended, to the extent inconsistent herewith.

WHEREAS, the Port Commission wishes to establish consistent guidelines and procedures to govern Commission travel, and

WHEREAS, this Resolution is intended to supplement Resolution No. 2991, as amended, and supersede Resolution No. 2991, as amended, to the extent that resolution is inconsistent herewith;

NOW THEREFORE, **BE IT RESOLVED BY THE PORT COMMISSION OF THE PORT OF SEATTLE** that:

Section 1. At the beginning of each year, the Port Commission shall consider and approve a motion authorizing Commission travel which can be anticipated for the following year.

Section 2. International travel by Port Commissioners which has not been approved in the motion provided for in Paragraph 1 above shall be authorized in advance by the Port Commission at a public meeting. Domestic travel which has not been approved in the motion provided for in Paragraph 1 above shall be approved by the Port Commission at a public meeting. In extraordinary circumstances, the President of the Commission may authorize travel. In such instances, the President shall advise the other members of the Commission.

Section 3. All requests involving travel by a Port Commissioner, whether originating from groups outside the Port, or from a commissioner, or from Port staff, shall be directed to the President of the Port Commission.

Section 4. The President of the Port Commission is charged with responsibility for coordinating travel among members of the Commission.

Section 5. Participation by staff in commission travel shall be coordinated and approved by the President of the Commission, in consultation with the other members of the Commission, and the Executive Director.

Section 6. Port Commissioners shall advise other Port Commissioners and staff of significant information learned on Port travel.

Section 7. Port Commissioners shall avoid travel situations in which requesting, accepting, or granting special Favors might incur obligation, or the perception of an obligation, concerning the conduct of Port business.

Section 8. Travel arrangements for Port Commissioners shall be made by the agency contracted by the Port to provide travel services for the Port of Seattle. Exceptions may be made in rare circumstances when Commissioners are traveling as part of a group which has made special travel arrangements or when changes must be made after travel commences or when extraordinary circumstances occur necessitating individual arrangements.

Section 9. Domestic air travel by Port Commissioners shall be by coach class or equivalent; international travel may be by business class or its equivalent. When extraordinary circumstances require travel by another class, such circumstances shall be reported to the Port Commission.

Section 10. Resolution No. 2991, as amended, is hereby superseded to the extent it is inconsistent herewith.

ADOPTED by the Port Commission of the Port of Seattle this 24th day of November 1987, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the seal of the Commission.

Patricia Davis

Jack B. ...

Jim Wright

Paul H. ...

Port Commissioners