

Port of Tacoma Port Commission Public Comment Procedures

WELCOME! The Port of Tacoma welcomes you and invites your public comment. This handout is intended as a guide for effective communication between you and the Port Commission, management and staff. We want to hear from you. Thank you!

MEETING DATE & TIME

Port Commission regular public meetings are held on the third Thursday each month beginning at 12 Noon at the Fabulich Center, Room 104 of The Fabulich Center, 3600 Port of Tacoma Road in Tacoma.

PUBLIC COMMENT

- This is your opportunity to address the Port Commission about any matter of Port business.
- The Commission President will ask for public comment at the start of the meeting, and public comment is usually invited for specific items listed in the meeting agenda, prior to the Commission vote on each “action item”.
- If you wish to speak, please complete the sign-up sheet in the back of the room. Please list your name, address and city or county of residence, and identify the specific agenda item to which you will speak.
- When called upon, please approach the podium, adjust the microphone, and speak directly into it so all can hear and you are recorded accurately. Introduce yourself giving your name and address. Please direct your comments to the Commission President.
- **You will have three minutes to make your comments.** When there are 30 seconds remaining a yellow light will alert you to summarize your comments. At the end of your comments, the light will turn red and you will hear a beep signifying the end of your comment period. Time allotments for comments may be altered to ensure that more speakers have an opportunity to be heard in a reasonable amount of time.

COMMENT DECORUM

- The purpose of public comment is not to debate but instead for Commission to receive public input on issues under consideration before it takes action.

- At the discretion of the Commission President, Commission members may respond to comments on the conclusion of the public comment period.
- Public comment may not be used to campaign for any person or ballot issue, or for commercial advertising purposes.
- All speakers (public, Port staff, and Commissioners) should be courteous in language, tone and demeanor. Remarks should be confined to facts and opinion relevant to the matter under consideration.
- All cell phones should be turned off or to vibrate only.
- Written materials may be handed to the Commission Staff support and will be shared with Commissioners.
- Commission meetings are civil proceedings. It is inappropriate to cheer, applaud, boo, or otherwise be disrespectful.

PUBLIC HEARING PRESENTATION

Suggested presentation model for precise, well organized proposals:

- **PURPOSE:** What is the idea you wish to present? Begin with an “I statement” outlining your idea, such as, I am here to (support/oppose)...”
- **REASON:** Why are you making this point? This is an important step so the listener does not make assumptions about your motives.
- **EXAMPLE:** Use a brief and relevant example to clarify and make your point concrete.
- **SUMMARY:** What condition will be changed or improved if your point is adopted?
- **ACTION:** (If appropriate, depending on the situation.) What needs to be done and who will do it.

SPECIAL MEETINGS & WORKSHOPS

- Occasionally the Port holds Special Meetings on other than its regular meeting date, which will be advertised on our web site and via other means.
- The Public is welcome to tune into Commission Work Sessions and Study Sessions, but no votes are taken and public comment will only be taken at the discretion of the Commission President.