



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 and staff. We want to hear from you. Thank you!

MEETING DATES / TIME / LOCATION

- **Regular Meetings:**
3rd Tuesday monthly at 12:00 pm
Fabulich Center, #104:
3600 Port of Tacoma Road, Tacoma
- **Quarterly Extra Meetings:**
1st Thursday: Feb. / May / Sept. / Nov. at 12:00 pm
Fabulich Center, #104:
3600 Port of Tacoma Road, Tacoma

SPECIAL MEETINGS & WORKSHOPS

- Occasionally the Port holds Special Meetings on days other than its regular meeting date, which will be advertised on our website.
- The Public is welcome to attend or watch Commission Work Sessions and Study Sessions, however, those meetings do not have a public comment period unless a Commission vote is scheduled.

PUBLIC COMMENT: In-Person

- 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.
- If you wish to speak, please complete the sign-up sheet in the entrance of the room prior to the start of the meeting. Please list your name, city or county of residence, and identify the specific agenda item to which you will speak or the topic if not on the agenda.
- 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 and direct your comments to the Commission President.
- **You will have 3 minutes to make your comments.** There is a digital timer that will start when you are at the podium. The timer will beep, signifying the end of your comment period.
- Time allotments for comments may be shortened 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 the Commission to receive public input on issues under consideration before it takes action.
- 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) are asked to 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 to others in attendance.

PUBLIC COMMENT: Via Email

- Please submit emailed Public Comments to:
comment@portoftacoma.com
- Emailed Public Comments must be received by **12:00pm the day prior to the meeting**. Comments received by the deadline will be sent to Commissioners for review prior to the meeting and noted as received in the meeting minutes. Comments received after the deadline will be sent to Commissioners, but may not be reviewed prior to the meeting and will not be noted in the meeting minutes.

PUBLIC COMMENT: Via Mail

- Mail written Public Comments to: ATTN: Executive Office – PO Box 1837, Tacoma, WA 98401
- Mailed Public Comments must be received by **12:00pm the day prior to the meeting**. Comments received by the deadline will be sent to Commissioners for review prior to the meeting and noted as received in the meeting minutes. Comments received after the deadline will be sent to Commissioners but may not be reviewed prior to the meeting and will not be noted in the meeting minutes.

Pursuant to RCW 42.56, recorded public comments and public meeting sign-in sheets, including names and any contact information provided, are subject to public disclosure.