

**PORT OF NEWPORT COMMISSION SPECIAL MEETING AGENDA**  
**DECLARE COMMISSION VACANCY & APPOINT OFFICERS PRO-TEMPORE**

Monday, 7 May 2018, 12:00 pm  
South Beach Activities Room  
2120 SE Marine Science Drive, Newport, OR 97365

- I. Call to Order.
- II. Declare Port Commission Position #5 Vacant.
- III. Appoint President Pro-Tempore and Vice-President Pro-Tempore to serve in these positions until the scheduled election of officers at the first Regular Monthly Commission Meeting in July 2018.
- IV. Adjournment.

Regular monthly meetings are scheduled for the fourth Tuesday of every month at 6:00 p.m.

The Port of Newport South Beach Marina and RV Park Activity Room is accessible to people with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours in advance of the meeting to Port of Newport Administration Office at 541-265-7758.

Link for directions to the RV Park Activity Room: <http://portofnewport.com/rv-parks/map.php>

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## A G E N D A I T E M

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**DATE:** 4 May 2018  
**RE:** Appointment of Commission President Pro-Tempore and Vice-President Pro-Tempore  
**TO:** Port of Newport Board of Commissioners  
**ISSUED BY:** Doug Parsons, General Manager

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### **BACKGROUND**

Assuming Commission Position No. 5 is declared vacant, it would be expedient to appoint a Board President Pro-Tempore. Since Commissioner Jeff Lackey has resigned as Board Vice-President, it would be expedient to also appoint a Board Vice-President Pro-Tempore. The appointed Commissioners would serve in these position through the first Regular Monthly Commission Meeting in July until the new slate of officers is elected per our By-Laws.

### **By-Laws Excerpts Sections 14, 15 and 19:**

#### **Section 14. Duties of the President.**

- A. The President of the Commission shall preside at meetings of the Board of Commissioners.
- B. Shall consult with the Clerk of the Commission regarding the preparation of each Commission meeting agenda.
- C. Shall have the same right as other members of the Commission to discuss and to vote on questions before the Commission.
- D. May call Special Meetings of the Commission as described here forth.
- E. Serve as Commission's media contact.
- F. Shall sign official Port documents on behalf of the Commission when authorized to do so by a majority of the Commission.
- G. Shall submit an annual report to the Commission. (ORS 777.140(2))

**Section 15. Duties of the Vice President.**

A. The Vice President of the Commission shall, in the President’s absence, or during any disability of the President, have the powers and duties of the President of the Commission as prescribed in this Part.

B. Shall submit an annual report to the Commission. (ORS 777.140(2))

C. Shall have such other powers and duties as a majority of the Commission may from time to time determine.

**Section 19. Election of Officers.** At the first regular meeting of July, the Commission shall elect a President, Vice President and Secretary-Treasurer. Unless otherwise determined by the Port Commission, the Clerk of the Commission shall be the General Manager.

**RECOMMENDATION**

I would recommend that a Commissioner make a MOTION TO APPOINT [enter Commissioner name here] AS PORT OF NEWPORT PRESIDENT PRO-TEMPORE.

I would recommend that a Commissioner make a MOTION TO APPOINT [enter Commissioner name here] AS PORT OF NEWPORT VICE-PRESIDENT PRO-TEMPORE.

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