



Port of Nehalem Public Meeting Policy

Preparation for Board Meetings

- Distribution of materials to board members: Agenda, Minutes of previous month's meeting, financial report, and statement of bills shall be given to each member of the Board of Directors at least four (4) days prior to any regular scheduled board meeting.
- At the same time, the President of the board shall provide members detailed information relative to the agenda, including existing board policy pertinent to agenda items.
- Distribution of agenda to the public: The proposed agenda will simultaneously be distributed and posted at all local post offices (Manzanita, Nehalem & Wheeler) convenient for review by the public, as well as on the Port of Nehalem website. www.portofnehalem.org.

Board Meeting Agenda

The Administrative Secretary shall draft the agenda after conferring with the President of the board. The following general order shall be observed:

- Call to order, Pledge of Allegiance
- Roll call
- Approval of minutes
- Guest speakers
- Approval of financial report
- Approval of statement of bills
- Old business
- New business
- Public comments
- Commissioner comments
- Adjournment

Notice and Location of Meetings

- Application: This policy applies to all meetings of the Board of Directors of the district, and to any meetings of subcommittees, or advisory groups appointed by the Board if such subcommittees or advisory groups normally have a quorum requirement, take votes, and form recommendations as a body for presentation to the Board of Directors.
- Compliance with Law: All meetings shall be conducted in accordance with the Oregon Public Meetings Law, ORS 192.610-192.710, and 192.990.

- Location of Meetings: All meetings shall be held within the geographical boundaries of the district, except for training sessions held without