

PORT OF THE DALLES

BY-LAWS

ARTICLE I AS AMENDED (10/5/1936, VOL.1, PG.227, 11/10/2010)

MEETING PLACE The principal office and place of business of the Board of Commissioners will be in the offices of the Port of The Dalles, Wasco County, Oregon, but meetings of the Board of Commissioners for the transaction of business may be held at such other places as the Board may from time to time determine; and the books, records and files of the Board will be kept at the principal office and place of business.

ARTICLE II AS AMENDED (2/13/1991, VOL 3, PG. 204, 11/10/2010)

MEETINGS The Board of Commissioners will hold one regular meeting each calendar month; such regular meeting will be held and called to order at the time and location specified in the regular meeting notice in accordance with ORS 192, Public Meeting Law requirements; such regular meeting will be held on the Second Wednesday after the first day of the month. Said meetings may be changed, postponed, or cancelled from time to time as may be deemed necessary by the Board of Commissioners. Special meetings may be held at any other time on the call of the president or any other two members of the Board of Commissioners. Notice of any special meeting will be given in accordance with ORS 192, Public Meeting Law requirements.

ARTICLE III

QUORUM Three members of the Board of Commissioners shall constitute a quorum for the transaction of business at any regular meeting and at any special meeting provided notice of such special meetings shall have been regularly given. A majority of those present at any meeting of the Board of Commissioners shall be sufficient to pass any measure properly before such meeting.

ARTICLE IV AS AMENDED (2/10/1941, VOL. 2 PG. 141) & 6/13/1977, VOL. 12 PG. 24, 11/10/2010, 12/10/2025)

ELECTION OF OFFICERS The election of officers of the Board of Commissioners shall be held annually at the first regular meeting in July. The Election of Officers shall be added to the July Agenda as item "C" following the Pledge of Allegiance; the officers are elected for a period of one year, or until their respective successors are elected and qualified. The Officers, as required by ORS 777 are, President, Vice President, Secretary and Treasurer. The Port also elects an Assistant Secretary/Treasurer.

DUTIES

- The President: Will preside at all meetings; has the same rights as other commissioners to discuss and vote; can call special meetings; serves as media contact; signs official Port documents (resolutions, contracts, etc.) when authorized by a majority.
- The Vice President: Will perform the duties of President if the President is absent or unable to preside.
- The Secretary: Will preside if neither the President nor the Vice President is present; attests the President's signature on all officially approved documents; ensures minutes, public meeting records, and other documents are properly recorded and maintained (these tasks are often delegated to staff).

- The Treasurer: Reviews financial reports; ensures accounting and financial statements are maintained (via staff).
- The Assistant Secretary-Treasurer: Acts as Secretary or Treasurer if the Secretary or Treasurer is absent or unable to perform their duties.

The duties of all Officers will be consistent with ORS 777.

ARTICLE V

SEAL The corporate seal of the Port of The Dalles will be a circular seal with the name "Port of The Dalles" and "Wasco County, Oregon" around the border, and the words "Incorporated 1933" through the center of the seal.

ARTICLE VI

AMENDMENTS These By-Laws may be altered or amended by the Board of Commissioners by a majority vote at any regular meeting thereof, or they may be altered or amended at any special meeting by a majority vote when the full Board is in attendance.

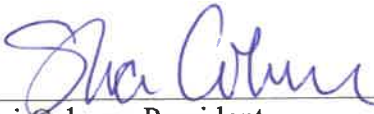
ARTICLE VII AS AMENDED (11/14/1960, VOL 6 PG. 36, 11/10/2010, 04/14/2021, 08/14/2024, 11/12/2025)

ORDER OF BUSINESS The usual order of business at all meetings of the Board will be:


- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Agenda Corrections or Additions
- E. Public Comment or Question
- F. Presentations or Community Partner Updates
- G. Discussion Items
- H. Consent Items
- I. Action Items
- J. Reports
- K. Executive Session as allowed by ORS 192.660 (2)(e)(f)(h)(i) (if needed)
- L. Action Required from Executive Session (if needed)
- M. Upcoming Meetings/Events
- N. Commission Call
- O. Adjourn

This order may be modified from time to time, and additional items may be added or removed from the agenda.


We hereby certify that these By-Laws are a true and correct copy of said By-Laws as adopted by Port of The Dalles this 10th day of December 2025.


Staci Coburn, President


Jill Amery, Treasurer


Greg Weast, Vice-President


Ed DeVlaeminck, Assistant Secretary/Treasurer


John Willer, Secretary