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Office of the District Clerk

**BPC Policy No. 018A**

**SUBJECT:** BOARD STAKEHOLDER FORUMS

**PURPOSE:** To provide a public venue for San Diego Unified Port District (District), Port tenant and other stakeholder discussion.

**POLICY STATEMENT:**

1. The purpose of a Stakeholder Forum (Forum) is to provide a venue for the District, Port tenants and other interested persons to discuss and provide input regarding issues being addressed by the Forum pursuant to an annual work-plan approved by the Board of Port Commissioners (Board).
2. A Forum shall have no authority to negotiate for, represent, or commit the District in any respect. A Forum shall be for discussion only with no voting on any matter being discussed by the Forum.
3. In January of each calendar year, the Chair of the Board (Chair) shall establish Forums for that calendar year. The Chair may appoint two members of the Board to serve on a Forum as facilitators only.
4. An annual work-plan for each Forum shall be adopted by the Board.
5. The Board may refer matters to a Forum as it deems appropriate.
6. The Chair of the Board may consider new matters requested by District staff, stakeholders or tenants for inclusion in the work-plan. Any new matters to be included in the work-plan shall be approved by the Board prior to convening a Forum on the new matter.
7. District staff may convene a Forum on an as-needed basis to discuss items on the Board approved work plan.
8. A Forum shall be noticed and open to the public. District staff shall perform outreach efforts to encourage stakeholders and interested members of the public to attend the Forum.
9. Summary reports of each Forum discussion shall be prepared by District staff supporting the Forum. The summary reports shall be forwarded to the Board.

**FORUM GUIDELINES:**

1. Forums are open public meetings with public notice requirements in accordance with the State's open meeting laws.
2. Forums are created to provide venues for discussion of subject areas under their purview as stated in the annual work-plan approved by the Board. The Board retains the final authority on all matters. Forum participants are not authorized to give direction to District staff.
3. District staff will support requests for information and will create summary reports of the Forum discussions for the Board after each Forum is held.
4. The public is welcome to attend any Forum. There will be an opportunity for public comment at each Forum discussion.
5. Forum discussions shall be focused on items contained in the annual work-plan adopted by the Board, which may be modified by the Board.

**RESOLUTION NUMBER AND DATE:** Resolution 2013-27, dated February 12, 2013

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