



Interoffice Memo

DATE: October 24, 2022

TO: Commissioners

FROM: Melanie Rodriguez, Secretary to the Board

SUBJECT: Commission Review of the Stockton Port District Policy Statement, Including Recommended Changes/Updates

To prepare for the upcoming annual review of the Stockton Port District Policy Statement on Monday, November 21, 2022 attached you will find a copy of the Policy Statement which includes recommended changes/updates from the Port Director and myself for your review.

The following policies contain recommended changes/updates (see flags):

- Table of Contents
- Policy #002 – Election of Chairperson and Vice-Chairperson, Their Terms of Office, and Conduct of Board Meetings – proposed by Melanie Rodriguez (Pages 4, 5, 6 & 7)
- Policy #003 – Powers and Function of the Port Director – proposed by the Port Director (Page 10)
- Policy #005 – Purchasing of Supplies, Materials and Equipment – proposed by the Port Director (Page 12)
- Policy #006 – Document Reproduction for the Public – proposed by Melanie Rodriguez (Page 14)
- Policy #007 – Community and Non-Profit Events Participation and Sponsorship – proposed by the Port Director (Page 15)
- Policy #013 – Conflict of Interest Code and Standards of Ethical Conduct – proposed by Melanie Rodriguez (Page 36)

As a reminder, due to the annual authority requirement (CA Governmental Code Section 53607), Policy #012 (Page 29) will need to be reviewed and approved by the Board to be compliant.

Please note all formatting and table of content updates will be made once the Board has given approval.

Should you have any questions or require additional information, please contact the Port Director.

Thank you.