

PORT OF PORTLAND COMMISSION POLICY

Appointment and Duties of Assistant Secretaries

Policy No. 6.2.2

Approved Commission Meeting of May 10, 2006

Except as otherwise provided by Commission policy, resolution, Ordinance, or other provision of law, Assistant Secretaries are authorized to act on behalf of the Port of Portland in the execution of legal documents after approval by Legal Counsel; provided, that this authorization does not constitute a delegation of contracting authority. Such documents include:

- Counter-signature of contracts, including lease agreements, labor agreements, and any other contractual documents requiring two signatures, after signature by an officer of the Commission.
- Ordinances.
- Commission meeting minutes.
- Bonds and bond documents.
- Any other documents requiring the signature of an Assistant Secretary.

The Port of Portland Commission shall appoint Assistant Secretaries by resolution. It is the policy of the Port of Portland that the holders of the following positions shall be appointed Assistant Secretaries:

- Executive Director
- Chief Financial Officer
- General Counsel
- Executive Assistant
- Executive Administrative Supervisor