



**Community Relations Committee
of the
Port Commission of the Port of Houston Authority**

Charter

Amended and adopted as of May 21, 2019

A. Purpose and authority

The Community Relations Committee is established by the Port Commission of the Port of Houston Authority (Port Authority) for the primary purpose of assisting the Port Commission in creating, updating, and monitoring the Port Authority's Community Relations Program policies and procedures.

Consistent with this function, the Community Relations Committee will support the mission of the Port Authority's Community Relations Program:

Community Relations Program Mission Statement

The Port of Houston Authority's Community Outreach Program strives to cultivate productive relationships with all stakeholders, while continuing to be a trusted leader and responsible neighbor in the communities along the Houston Ship Channel. This is done by creating an open dialog with the community, actively engaging stakeholders, and strategically investing various resources to provide the greatest impact in helping to develop strong and vibrant communities.

The priorities of the Port Authority's community outreach efforts will align with the Port Authority's strategic plan and objectives, and the Port Authority's Promotion and Development (P&D) policy.

The Community Relations Committee encourages continuous improvement of, and fosters adherence to, the Port Authority's governance policies and procedures at all levels. The Community Relations Committee also provides for open communication among the senior management and the Port Commission regarding community relations matters.

In carrying out its duties and responsibilities, the Community Relations Committee shall have the authority to meet with and seek any information it requires from employees, officers, Port Commissioners, and external parties.

The Port Commission may provide appropriate funding, as requested by the Community Relations Committee, for compensation to any advisors that the Community Relations

Committee chooses to engage, and for payment of ordinary administrative expenses of the Community Relations Committee that are necessary or appropriate in carrying out its duties.

The Community Relations Committee will primarily fulfill its responsibilities by carrying out the activities enumerated in Section C of this charter.

B. Composition and meetings

1. The Community Relations Committee will be comprised of three or more Port Commissioners, and as provided by the Amended and Restated Bylaws of the Port of Houston Authority, as amended from time-to-time (the “Bylaws”).
2. Unless a chairperson is selected by the Chairman of the Port Commission, the members of the Community Relations Committee may designate a chairperson by majority vote.
3. The Community Relations Committee will meet periodically or as circumstances dictate and as otherwise provided by the Bylaws. The Community Relations Committee chairperson will approve the agenda for the Community Relations Committee’s meetings and any member may suggest items for consideration.
4. As part of its responsibility to foster open communication, the Community Relations Committee may meet periodically with employees and legal counsel in separate executive sessions as permitted by the Texas Open Meetings Act.

C. Responsibilities and duties

To fulfill its responsibilities and duties, the Community Relations Committee will:

Policies and Procedures

1. Research and review current best practices in community relations activities and advise the Port Commission regarding the same.
2. Periodically review and recommend to the Port Commission revisions to the Port Authority’s Promotion and Development (P&D) policy and procedures relating to community outreach efforts.
3. Develop and recommend to the Port Commission any other policies or procedures relating to Community Relations Programs of the Port Authority.
4. Consistent with the foregoing, take such other actions as it deems necessary to

encourage continuous improvement of, and foster adherence to, the Port Authority's Community Relations Program policies and procedures at all levels.

Port Commission Reporting

5. Review and advise regarding the detail and appropriate timing for distribution of Port Commission materials regarding Community Relations agenda items, to allow the Port Commission adequate time to review materials and prepare for meetings.
6. Review and advise regarding other Port Commission briefing materials regarding the Community Relations Committee matters.
7. Report to the Port Commission regarding the execution of the Community Relations Committee's duties and responsibilities, activities, any issues encountered, and related recommendations.

Compliance and updates

8. Periodically review any significant issues or activities that could have a significant impact on the Port Authority's Community Relations Programs.
9. Obtain regular updates from management and counsel regarding other Community Relations Program matters.

Other responsibilities

10. Conduct periodic assessments of this charter and the Community Relations Committee's purpose, duties, and responsibilities hereunder, and recommend to the Port Commission any changes or amendments to the charter.
11. Perform any other activities, consistent with this charter and Port Authority governing laws, that the Port Commission or Community Relations Committee determines are necessary or appropriate.
