



**Business Equity Committee  
of the  
Port Commission of the Port of Houston Authority**

Charter  
April 2022

A. Purpose and Authority.

1. The Business Equity Committee (“Committee”) is established by the Port Commission of the Port of Houston Authority (“Port Authority”) for the primary purpose of reviewing and providing advice regarding the Port Authority’s business equity and procurement policies and initiatives.

2. Consistent with this function, the Committee encourages continuous improvement of, and fosters adherence to, the Port Authority’s policies and procedures at all levels. In addition, the Committee will support the missions of the Port of Houston Authority and its Business Equity and Procurement Development programs, which are as follows:

Mission Statements

Port of Houston Authority

*To move the world and drive regional prosperity.*

Business Equity

*To foster a culture of diversity, equity, and inclusion where results of business and employment decisions are reflective of Port Houston market-area demographics.*

Procurement

*Procurement Services strives to provide a world-class supply management function in support of the Port Authority’s mission, by creating value through strategic sourcing, efficient processes, and promotion of ethical, transparent, and sustainable procurement principles.*

3. The Committee also provides for open communication among the Port Commission and the senior management.

4. The Committee has the authority to initiate investigations into any matters within its scope of responsibility and obtain advice and assistance from outside legal or other advisors, as necessary, to perform its duties and responsibilities.

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

6. The Port Commission may provide appropriate funding, as requested by the Committee, for compensation to any advisers that the Committee chooses to engage, and for payment of ordinary administrative expenses of the Committee that are necessary or appropriate in carrying out its duties.

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

B. Composition and Meetings.

1. The Committee will be comprised of three Port Commissioners, as determined by the Port Commission or the Chairman of the Port Commission.

2. Unless a chairperson is selected by the Port Commission or the Chairman of the Port Commission, the members of the Committee may designate a chairperson by majority vote.

3. The Committee will meet periodically as circumstances dictate. The Committee chairperson will approve the agenda for the Committee's meetings and any member may request items for inclusion on the agenda.

4. As part of its responsibility to foster open communication, the Committee may meet periodically with employees and legal counsel in separate executive sessions as permitted by the Texas Open Meetings Act.

5. The Committee will endeavor to conduct its meetings in compliance with those relevant procedures set forth in the Amended and Restated Bylaws of the Port Authority in effect from time-to-time.

C. Responsibilities and Duties. To fulfill its responsibilities and duties, the Committee may carry out the following activities.

1. Business Equity Policies and Procedures.

a. Review and advise regarding the Port Authority's policies and procedures relating to business equity matters and ensure that those policies and procedures are consistent with the Port Authority's overall mission and its other policies and objectives.

b. Review applicable trends and best practices in business equity matters for their applicability to the Port Authority.

c. Advise the Port Commission of current best practices in business equity matters.

d. Consistent with the Texas Open Meetings Act, consult with and support the Governance Committee to periodically review and recommend to the Port Commission revisions to the Port Authority's policies and procedures regarding the Port Authority's business equity initiatives.

e. Consistent with the Texas Open Meetings Act, consult with and support any other Port Commission Committee in preparing of policies and procedures relating to the Port Authority's business equity initiatives.

f. 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 business equity policies and procedures at all levels.

2. Procurement Policies and Procedures.

a. Review and advise regarding the Port Authority's policies and procedures relating to procurement matters and ensure that the Port Authority's policies and procedures relating to procurement matters are consistent with the Port Authority's mission and its other policies and objectives.

b. Review procurement trends and best practices for their applicability to the Port Authority.

c. Advise the Port Commission of current best practices in procurement activities.

d. Consistent with the Texas Open Meetings Act, consult with and support the Governance Committee to periodically review and recommend to the Port Commission revisions to the Port Authority's policies and procedures regarding procurement matters.

e. Consistent with the Texas Open Meetings Act, consult with and support any other Port Commission committee in preparing of policies and procedures relating to procurement activities.

f. 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 procurement policies and procedures at all levels.

3. Port Commission Meetings and Information.

a. Review and advise regarding the detail and appropriate timing for distribution of Port Commission materials regarding business equity and procurement agenda items to allow the Port Commission adequate time to review materials and prepare for meetings.

b. Review and advise regarding other Port Commission briefing materials and educational initiatives that relate to business equity and procurement matters.

4. Compliance.

a. Periodically review any significant issues and/or activities that could have a significant impact on the Port Authority's business equity and procurement activities.

b. Obtain regular updates from management and counsel regarding other business equity and procurement development matters.

5. Reporting.

Report regularly to the Port Commission regarding the execution of the Committee's duties and responsibilities, activities, any issues encountered, and related recommendations.

6. Other Responsibilities.

a. Periodically conduct an assessment of this charter and the Committee's purpose, duties, and responsibilities hereunder, and recommend to the Port Commission any changes or amendments.

b. Perform any other activities consistent with governing laws that the Port Commission or Committee determines are necessary or appropriate.