



**Strategic Sourcing Committee
of the
Port Commission of the Port of Houston Authority**

Charter
June 2025

A. Purpose and Authority.

1. The Strategic Sourcing 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 strategic sourcing programs and initiatives, and related policies.

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

Mission Statements

Port Authority

We move the world and drive regional prosperity.

Strategic Sourcing

*The Strategic Sourcing Department delivers
high-value, sustainable, competitively advantaged solutions –
through cost-effective supplier relationships,
and ethical, transparent, and efficient procurement practices –
leveraging responsible sourcing strategies, collaboration, and negotiation with vendors,
to maximize business opportunities, drive efficiency, and expand access
for small, and minority and women-owned businesses,
in support of Port Houston’s mission.*

3. The Committee also provides for open communication among the Port Commission and 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 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. Strategic Sourcing.

a. Review and advise regarding the Port Authority's policies, programs, and procedures relating to strategic sourcing matters and ensure that the Port

Authority's policies, programs, and procedures relating to strategic sourcing matters are consistent with the Port Authority's mission and its other policies and objectives.

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

c. Advise the Port Commission of current best practices in goods and services sourcing.

d. Consult with and support the Governance Committee, as permitted by the Texas Open Meetings Act, to periodically review and recommend to the Port Commission policies and procedures regarding strategic sourcing.

e. Consult with and support any other Port Commission committee, as permitted by the Texas Open Meetings Act, in preparing and adopting policies and procedures relating to strategic sourcing activities.

f. Consistent with the foregoing, take such other actions as it deems necessary to encourage continuous improvement of, and foster adherence to, strategic sourcing policies, programs, and procedures adopted by the Port Authority.

2. Small and Minority and Women-Owned Business Development.

a. Review and advise regarding the Port Authority's policies, programs, and procedures relating to Small Business Development, and Minority and Women-Owned Business Enterprise Development (collectively "S/MWBE") matters, and ensure that those policies, programs, 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 S/MWBE matters for their applicability to the Port Authority.

c. Advise the Port Commission of current best practices in S/MWBE matters.

d. Consult with and support the Governance Committee, as permitted by the Texas Open Meetings Act, to periodically review and recommend to the Port Commission revisions to the Port Authority's policies and procedures regarding the Port Authority's S/MWBE policies, programs, and initiatives.

e. Consult with and support any other Port Commission committee, as permitted by the Texas Open Meetings Act, in preparing and adopting policies and procedures relating to the Port Authority's S/MWBE 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 S/MWBE 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 Strategic Sourcing Department 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 strategic sourcing matters.

4. Compliance.

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

b. Obtain regular updates from management and counsel regarding other strategic sourcing 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.