

CADDO PARISH COMMISSION
505 TRAVIS STREET, GOVERNMENT PLAZA
PUBLIC NOTICE
PERSONNEL POLICIES & PROCEDURE COMMITTEE'S
MEETING AGENDA
June 14, 2021

1:00 pm

1. PERSONNEL POLICIES & PROCEDURES COMMITTEE ROLL CALL:

Todd A. Hopkins, Chair

Steven Jackson

Roy Burrell

Mario Chavez

Lyndon B. Johnson, President

2. INVOCATION:

3. PLEDGE OF ALLEGIANCE:

Veterans and active military members saluting during recitation of the Pledge of Allegiance would be appropriate, should you wish to do so.

4. AGENDA ADDITIONS:

5. PUBLIC COMMENTS:

Citizens who wish to address the Committee please fill out a comment card located in the chamber foyer, and return to the Chairman or the Clerk of the Commission. Citizens may also fill out & submit a [COMMENT CARD ONLINE HERE](#) prior to the meeting. Individual comments are limited to 3 minutes

6. NEW BUSINESS:

6.I. Review Of Proposed Updates To Current By-Laws

Documents:

[BYLAWS WITH SUGGESTED EDITS.PDF](#)

7. ADJOURN:

RULES AND BY-LAWS

OF THE

CADDO PARISH COMMISSION



RESOLUTION NO. 77

OF 1984

As amended by
Resolution No. 47 of 1991,
Resolution No. 39 of 1992,
Resolution No. 6 of 1993,
Resolution No. 5 of 1994,
Resolution No. 11 of 1994,
Resolution No. 30 of 1994,
Resolution No. 32 of 1995,
Resolution No. 21 of 1996,
Resolution No. 3 of 2000,
Resolution No. 24 of 2000
Resolution No. 4 of 2001 and
Resolution No. 25 of 2001
Resolution No. 30 of 2010
Resolution No. 74 of 2013
Resolution No. 48 of 2015
Resolution No. 7 of 2016
Resolution No. 88 of 2016 and
Resolution No. 89 of 2016
Resolution No. 99 of 2016
Resolution No. 61 of 2017
Resolution No. 71 of 2017
Resolution No. 23 of 2018
Resolution No. 26 of 2021

RULES AND BY-LAWS OF THE COMMISSION OF CADDO PARISH, LOUISIANA

ARTICLE I

Powers of Duties of the President

RULE 1: The President shall take the Chair on the Thursday following the first and third Tuesday of each month at 3:30 p.m., unless otherwise provided for by the Caddo Parish Commission. In case the President is absent or unable to preside, the Vice President shall call the Commission to order and preside during the absence or inability of the President. The President shall call the Commission to order, direct a call of the roll, and, except in the absence of a quorum, proceed to business in a manner prescribed by these rules. A special meeting may be called by the President with twenty-four hours previous notice, but not on weekends or holidays, except in extreme emergencies.

RULE 2: The President shall possess the following powers and perform the following duties:

- A. He shall preserve order and decorum.
- B. He shall decide all questions of order subject to appeal to the Commission. The Parliamentarian may render an opinion on parliamentary procedures only at the request of the President. However, the President shall not be bound by such opinion.
- C. In the Vice President's absence, he may substitute any member of the commission to perform the duties of the Chair.
- D. When the Commission shall be ready to go into the Committee of the Whole, he shall preside therein or name a Chairman from the body to preside therein or name a Chairman from the body to preside therein.
- E. He shall be a member ex officio of all committees and shall have the right of notice of all meetings thereof and to vote on all propositions before any such committees, and in his absence, the Vice President shall serve.
- F. He shall assign all members of the Caddo Parish Commission to their respective committees and chairmanships. There shall be ten standing committees of the Caddo Parish Commission whose duties respectively shall be to take into consideration all such subjects as properly pertain to the subjects and purposes assigned to each of them and which may be referred to them by the Caddo Commission. Those committees are as follows:

(1) Animal Services Committee: To this committee shall be referred,

legislation relating to the following subjects: creation and modification of Animal and Fowl ordinances.

- (2) Appropriations Committee: To this committee shall be referred legislation relating to the following subjects: appropriation of parish funds from the Riverboat Fund; budgetary requirements and procedures; comprehensive parish capital budget.
- (3) Code Enforcement and Property Standards Committee: To this committee shall be referred all legislation relating to the following subjects: all matters related to the dereliction of public and private lands within the parish outside incorporated municipalities; building code modifications, all matters related to subdivision creation; all matters related to health and safety issues effecting the public.
- (4) Commission Clerk and Parish Administrator Evaluation Committee: To this committee shall be referred the annual evaluation of Caddo Parish Administrator and Caddo Parish Commission Clerk; setting forth annual recommendation for pay raises and other matters.
- (5) Economic Development Committee: legislation relating to the following subjects: appropriation of funds from the parish's video poker proceeds; Caddo Parish industrial inducement; economic development districts and special industrial taxing districts, industrial parks and enhancement avenues for new and existing businesses within the Parish of Caddo.
- (6) Juvenile Justice and Related Services Committee: To this committee shall be referred legislation relating to the following subjects: matters related to Juvenile Court, and Juvenile detention in Caddo Parish; matters regarding community and faith based juvenile programs in the parish.
- (7) Natural Resource Committee: To this committee shall be referred legislation relating to the following subjects: natural resources generally; mineral resources of parish owned lands; all matters relating to parish parks and recreation and parish waterways.
- (8) Personnel Policies and Procedures Committee: To this committee shall be referred legislation regarding matters encompassed by the Parish Charter, Commission By-Laws, and Parish Personnel Policies.
- (9) Veterans Affairs and Services: To this committee shall be referred legislation relating to the following subjects: matters related to

Veteran issues, including parish veteran affairs offices, issues effecting veteran care, and support for various programs veterans' throughout the parish.

- (10) Long Range Planning & Special Needs Committee: To this committee shall be referred legislation relating to the following subjects: matters related to issues not covered in the other nine standing committees, including but not limited to long range planning, alcohol licenses, constables and justices of the peace, facilities and space utilization, and all matters related to disaster relief and emergency response.
 - (11) Audit/Finance Committee: To this committee the Administrator shall present his recommended process for a comprehensive internal audit of the parish no later than the second regular Commission meeting of each year. This committee shall make a recommendation regarding approval of that process to the Commission body no later than the first regular February meeting of each year. The Administrator and Director of Finance shall also present an overview of the financial matters of the Parish to this committee on a quarterly basis and this committee shall make recommendations to the Commission body regarding any budget amendments requested by agencies or departments included in the Parish budget
 - (12) Alcoholic Beverage Committee: The committee shall consist of five members of the Parish Commission appointed by the President of the Commission. The purpose of the alcoholic beverage permit committee shall be to hold hearings and recommend penalties for violations of parish ordinances on alcoholic beverage permits and to consider and make recommendations for changes in the alcoholic beverage ordinances of the Parish.
- G. He shall represent the Caddo Parish Commission in all public functions, ceremonies, and events, or assign this responsibility.
 - H. He shall be authorized to assign Commission members to represent the Commission on all Commission boards and commissions with ratification by the Commission.

RULE 3: All of the above duties and responsibilities of the President apply to the Vice President in the absence or at the direction of the President. This includes the right of notice to all meetings.

ARTICLE II

Order of Business

RULE 1: The business of each regular Caddo Parish Commission meeting shall be as follows, and shall not be departed from except by a majority vote of the members present.

- A. Roll Call
- B. Invocation
- C. Pledge of Allegiance
- D. Agenda Additions
- E. Citizen Comments
- F. Visitors
- G. Special Resolutions
- H. Approval of the minutes of any preceding meeting and correction of any error that may exist therein
- I. Communiques and Reports (includes Administrator and President's Report)
- J. Public Hearings
- K. Ordinances
- L. Work Session Minutes
- M. Resolutions
- N. Old Business
- O. New Business
- P. Communiques and Reports
- Q. Citizen Comments (late arrivals)
- R. Adjourn

RULE 2: A special meeting called by the President or a majority of all members in accordance with the law, shall conduct only that business for which the meeting was specifically called and that which was included in the notice of the meeting.

RULE 3: During each meeting of the Commission, interested citizens shall be afforded an opportunity to be heard on any subject relating to Parish government.

ARTICLE III

Rights and Duties of Members of the Caddo Parish Commission

RULE 1: Petitions, memorials, and any other papers addressed to the Caddo Parish Commission shall be presented by the President, Administrator, or by any member.

RULE 2: All resolutions and ordinances to be presented to the Commission shall be filed with the Commission Clerk by 1:00 p.m. on the Thursday preceding the Commission's Work Session meeting. The Commission Clerk shall have a synopsis of all such resolutions and ordinances and make them available to all members prior to the commencement of such meeting. The parish attorney or other

departments shall prepare all ordinances or resolutions to be sponsored by parish commissioners for the consideration of the commission. All resolutions and ordinances presented to the Commission shall be reviewed and approved as to legal form by the Parish Attorney. All resolutions and ordinances presented to the Commission Clerk in contravention of the time limitations imposed herein shall not be considered by the Caddo Parish Commission unless specifically exempted from this rule.

RULE 3: Voting shall be by electronic voting method, hand or voice on ordinances or upon motion of two or more Commissioners, and the ayes and nays shall be recorded in the minutes of the Commission by the individual vote of each of the Commissioners. Not less than a majority of the membership of the commission shall constitute a quorum to transact business, but if a quorum is lost during a meeting, a smaller number may recess from time to time and compel the attendance of absent Commissioners in the manner and subject to the penalties prescribed by Commission rules. To fill any vacancy or vacancies by appointment, and solely for the purpose of filling any vacancy or vacancies by appointment, a majority of the membership of the Commission shall be a majority of the remaining Commissioners. For the purpose(s) of this Rule 3, vacancy(ies) shall mean the death, resignation, removal or forfeiture of office of any Commissioner.

RULE 4: Any member requesting to be excused from voting, may when his name is called, and before the results shall be announced, make a brief statement of the reason for making such a request, and the President shall excuse from voting any member who wishes to be excused. After a vote has been taken, no member passing or abstaining shall be allowed to vote on the issue.

RULE 5: A full roll call vote shall be taken on any question whenever requested by a member. The election of officers shall be by roll call voice vote. No member shall speak during the call of the roll except to request to be excused from voting. Any member desiring to leave the meeting of the Caddo Parish Commission shall notify the President.

RULE 6: All roll call votes shall begin with the member making the motion and proceeding in order of District 1 through 12.

ARTICLE IV

Order and Decorum

RULE 1: No member rising to debate, to give a notice, to make a motion or report, or to present a petition or other paper, shall proceed until he has addressed the President and has been recognized by him.

RULE 2: While a member is speaking, no other member shall speak, carry on any private

discourse, or pass between him and the President.

RULE 3: While the President is putting a question or while the roll is being called, no member shall speak or leave his place.

RULE 4: When a motion to adjourn is carried, the members shall keep their seats until the President declares the Commission adjourned.

RULE 5: No member shall speak more than once to the same question before all members of the commission desiring to speak have been heard. Members wishing to speak shall seek recognition to be put in order of debate, and shall speak when called upon by the President. Members of the Commission shall not speak on a , nor on items presented during "Communiques and Committee Reports, for a period in excess of seven (7) minutes except by a vote of the full body which can vote to extend up to three (3) minutes. No member shall speak more than two times at the same meeting on the same question. Such limitations, as listed herein, may be changed upon a majority vote of the commission in the case of an emergency.

RULE 6: If any member in speaking transgresses these rules, the President shall call him to order, in which case the member so called to order shall immediately sit down and shall not rise unless to explain or proceed in order. In the event the member does not follow this procedure, the President shall call him out of order. In cases when a member, after being called out of order by the President, continues to disrupt decorum, he may be instructed to leave the meeting on order of the President.

ARTICLE V

Rights and Duties of the Commission

RULE 1: In the absence of a quorum during a session of the Commission, the members present may take such measures as they deem necessary to secure the presence of a quorum and may direct the Sheriff of Caddo Parish to compel the attendance of any absent member and may impose such censure or pecuniary penalty, not exceeding \$10.00, as provided in the Louisiana Statutes (R.S. 1227-1235), on a member who, on being called for that purpose shall render no sufficient reason for his absence.

RULE 2: When the Commission shall be equally divided on any question, including the President's vote, the question shall be deemed lost.

RULE 3: Sessions of the Commission, Work Sessions, Standing and ad hoc committees shall be open to the public, except when the Commission or committee shall meet in executive session in accordance with State law, at which time all persons not invited by the Commission to remain shall be excluded.

- RULE 4: Annually in January, the Caddo Parish Commission shall give written public notice of its meetings by resolution showing the dates, times and places of the meetings.
- RULE 5: Election of all officers shall be by electronic voting method. The passage of all other questions shall be by electronic voting method, voice or hand vote, and shall be by majority of the members constituting a quorum.
- RULE 6: The Parish Administrator shall be appointed by the commission and shall serve at its pleasure. The Administrator shall be appointed solely on the basis of executive and administrative abilities, and compensation shall be fixed by the Commission.
- RULE 7: The Commission shall appoint a Clerk of the Commission who shall serve at the pleasure of the Commission. The Clerk shall give notice of the Commission meetings to its members and the public, keep the journal of its proceedings, be official secretary of the Commission and perform such other duties as are assigned to the position by the Home Rule Charter or by the Commission. The Commission shall, by ordinance, fix the salary of the Clerk.
- RULE 8: At the first regular meeting of a newly elected Commission and annually thereafter, a President and Vice President shall be elected by the Commission from among its members. Said officers shall be elected for a one-year term or until a successor is elected. No person may serve more than one consecutive term as President, Vice President or Parliamentarian. The President shall preside at meetings of the Commission, and in the absence or disqualification of the President, the Vice President shall preside. In the absence or disqualification of both the President and the Vice President, the Commission shall designate one of its other members as temporary presiding officer. The President, Vice President, and temporary presiding officer shall be voting members of the Commission. The President or Vice President may be removed by the procedure outlined in Rule 10 of this section.
- RULE 9: The Commission may elect annually a Parliamentarian. The Parliamentarian shall be elected for a one-year term or until a successor is elected. The parliamentarian may be removed by the procedure outlined in Rule 10 of this section. On any question, at the request of the President, the Parliamentarian may advise. If there is any question, any Commission member may call for a Division of the House.
- RULE 10: The Commission may remove the President, Vice President or Parliamentarian for one or more of the following causes: persistent violation of the rules; assaults on the floor; slanderous or insulting remarks such as calling a member 'liar' or 'thief', etc.; disorderly conduct; reference to personalities; misconduct in office; neglect of duty; disobedience to instructions by delegates or committees; threats to hurt a member of the organization; defrauding or cheating the organization; bribery; conspiracy; larceny; misuse of funds; false charges and accusations; violation of the oath; disloyalty; secession; vilification of a member or the presiding officer or

the organization; willful destruction of organization property; absenteeism. The procedure for removal is:

- (1) The commission shall adopt by affirmative vote a resolution calling for an investigation committee to investigate the behavior of the officer. The investigation committee shall not include the commissioner making the resolution or the officer to be investigated. The investigation committee shall consist of five members of the commission, appointed by and headed by the most senior officer not under investigation. No more than two members of the committee, total, shall be members of the same political party as the officer being investigated.
- (2) Within thirty (30) days of the time an investigation committee is convened, the investigation committee shall either (a) report to the entire commission, in writing, that it found no cause for removal or (b) report to the entire commission, in writing, that it found evidence of cause for removal and recommend a written resolution specifying the cause(s) along with supporting evidence thereof and recommending trial.
- (3) If a resolution of the investigation committee recommending trial is adopted, a trial date shall be set no sooner than thirty (30) days and no later than forty-five (45) days from the date the resolution is adopted. A special meeting for the purpose of the trial shall be called by the most senior officer not under investigation, and notice of the time and date of the meeting shall be sent by the commission clerk to the officer to be tried, within five days of the date the trial resolution is adopted.
 - (a) The trial shall be held in executive session of the commission unless the officer being tried requests it be held publicly.
 - (b) The trial shall be held before a quorum of the commission.
 - (c) The regular rules regarding speakers before the commission shall govern speakers at the trial.
 - (d) At the end of the trial, the commissioners hearing the trial will convene into regular session and adopt a resolution of "no cause for removal" or resolutions of cause for removal for each charge cited in the investigation committee's resolution for trial. Resolutions of cause for removal will require a majority vote of the quorum to move to the full body. Resolutions of no cause for removal shall end the matter.
 - (e) Resolutions of cause for removal shall be placed on the next regular commission meeting agenda and if adopted by a majority of the entire commission, they will cause the removal of the officer as recommended.

ARTICLE VI

Ordinances

RULE 1: All ordinances shall be introduced in writing and in the form required for adoption and, except for codifications, the operating budget and capital improvement budget, shall be confined to one subject, expressed clearly in the title.

RULE 2: All proposed ordinances shall be read by title when introduced and published in full, in summary, or by title within three (3) days after introduction, except that ordinances proposing amendments to the Home Rule Charter shall be published in full. Except as otherwise provided for in Rule 4 below, no ordinance shall be considered for final passage until at least two (2) weeks from date of introduction and a public hearing has been held on the ordinance.

RULE 3: With the final approval of ordinances by the Commission, such enacted ordinances shall be published in full in the official journal by the Clerk of the Commission within fifteen (15) days thereafter, provided, however, that ordinances adopting codes of technical regulations or adopting or amending the operating budget or capital improvement budget may be published in full or in summary at the Commission's discretion. Every enacted ordinance, unless it shall specify another date, shall become effective at the expiration of ten (10) days after publication by the Commission, and a proof of publication shall be required from the official journal.

RULE 4: To meet a public emergency affecting life, health, property, or public safety, the Commission by the favorable vote of a majority of its entire membership, may adopt an emergency ordinance at the meeting at which it is introduced, provided that no such ordinance may be used to levy taxes or special assessments; grant or extend a franchise; incur debt, except as provided in Section 6-04 B of the Caddo Parish Charter; adopt or amend an official map, platting or subdivision controls or zoning regulations; or propose amendments to the Home Rule Charter. Each emergency ordinance shall contain a specific statement of the emergency claimed. After adoption, the ordinances shall be printed and published as prescribed for other approved ordinances.

ARTICLE VII

Motions and Their Precedence

RULE 1: Every motion, ordinance or resolution shall be read by title or definition by the President or the Commission Clerk before debate or putting of the question.

RULE 2: After a motion, ordinance or resolution is stated by the President, the Commission may act upon it, but it may be withdrawn by the maker and the second at any time before it is amended or voted upon.

RULE 3: A motion to adjourn or to take a recess shall always be in order except when the President is putting a question, while a member has the floor, after the previous question has been ordered, or while the Commission Clerk is calling the roll.

RULE 4: An amendment to an amendment cannot be amended. An amendment to an amendment can be reconsidered under a Motion of Reconsideration by a member of the prevailing side. [Additional language from Robert's Rules]

ARTICLE VIII

The Previous Question

RULE 1: The previous question shall be as follows: A vote on the main question must be taken and until it is decided, it shall preclude all amendments of debate. When, on taking the previous question, the Commission shall decide that the main question shall not now be put to a vote, the main question shall be considered as still remaining under debate. The main question shall be considered as still remaining under debate. The main question shall be on passage of the motion, ordinance, or resolution, but when the amendments are pending, the question shall first be taken upon such amendments in their order. The previous question is a motion to close debate that can only be made by someone who has been recognized by the chair and it requires a two-thirds vote. If the previous question isn't adopted, you continue with unrestricted debate.

ARTICLE IX

General Provisions

RULE 1: The Caddo Parish Commission shall meet on the Thursday following the first and third Tuesday of each month at 3:30 p.m. in the Government Chamber on the first floor of the Government Plaza Building, 505 Travis Street, Shreveport, Louisiana, unless a holiday, and then on the business day following, and on such other days as the Commission may adjourn to. Special meetings may be called by the President or a majority of all members with twenty-four hours previous notice, but not on weekends or holidays, except in extreme emergencies.

RULE 2: The Commission shall determine what communications, petitions, resolutions,

ordinances or other matter shall go into the official proceedings or minutes.

RULE 3: Any of these rules may be changed by a two-thirds vote of a majority of all members, provided previous notice has been given at the prior regular meeting.

RULE 4: All previous acts, rules, resolutions, or parts thereof pertaining to by-laws inconsistent with these rules are hereby rescinded and repealed.

RULE 5: These rules will become effective immediately upon adoption.

ARTICLE X

Work Sessions

RULE 1: Work Sessions will be in the Government Chamber 3:30 p.m. on the first floor of the Government Plaza Building, 505 Travis Street, Shreveport, Louisiana, on the Monday preceding the meeting of the Caddo Parish Commission, unless a holiday, and then on the business day following, or on such other day as the Commission may set.

RULE 2: Work Sessions will be chaired by the Commission President, or the Vice President or President's designee in the President's absence, and shall constitute a standing committee of the whole. Motions, Ordinances, Resolutions or other matters to submitted to the Work Session can, by a majority vote of those members present, be forwarded to the Commission agenda on Thursday by a recommendation for approval or, in instances where additional information or further deliberation is required, by a motion to delay action until Thursday. Actions approved or delayed by the Work Session can also specify referral to a future Commission meeting agenda. Actions forwarded to a Commission agenda will be placed in the appropriate agenda heading, i.e., Old Business, New Business, Ordinances, Resolutions, etc. Administration responses to requests for additional information made during the Work Session will be placed on the Thursday Commission agenda under the heading of Communiques and Reports.

RULE 3: The Commission Clerk, assisted as required, will record the actions taken in the Work Sessions. In addition, the Commission Clerk will prepare the minutes of each Work Session in final form prior to subsequent Commission meetings.

RULE 4: Two Work Session agenda files will be established by the Commission Clerk. Agenda items for each Work Session should be developed from this file. In addition, key staff members should advise the Commission Clerk regarding additional items that should be placed on the Work Session agenda. It will also be the responsibility of the Commission Clerk to ensure that items referred from the Commission for Work Session action are included on the subsequent agendas.

Moreover, the Commission Clerk will be responsible for inclusion of follow-up action to be placed on subsequent agendas.

ARTICLE XI

Procedures Governing Speakers before the Commission

RULE 1: Public does not speak at the Work Sessions unless invited by the Commission to make a special presentation or during Citizen Comments. [rule 1 has been modified, also suggested deleting]

RULE 2: At the beginning of each meeting (Work Session or Regular Meeting), the President shall announce that individuals wishing to be heard under Citizen Comments, must fill out a card which will be presented to the President or the Commission Clerk prior to their comments. Those wishing to address the Commission under Public Hearings shall fill out their card which will be presented to the President. Each card will have blanks for subject matter and case number, as well as name of individual wishing to speak for or against that subject.

RULE 3: The President shall group all requests to speak according to subject matter.

CITIZEN COMMENTS:

RULE 4: Visitors who desire to address the Commission will be notified by the President or the Commission Clerk at the beginning of the meeting to fill out a card to be presented to the President prior to recognition.

RULE 5: Discussion is limited to 3 minutes per person.

RULE 6: The number of people speaking on a single subject will be limited to 5.

RULE 7: Questions may be asked by Commissioners when the subject appears on the agenda. If the subject being discussed does not appear on the agenda for that day, the Commission will place it on the following Work Session agenda if requested by the visitors.

PUBLIC HEARING AND ZONING HEARINGS:

RULE 8: Discussion shall be limited to 3 minutes per person, or a total of 15 minutes for all the proponents of an issue, and 15 minutes for all opponents.

RULE 9: The number of people speaking on each side of a subject shall be limited to 5.

RULE 10: The Commission cannot ask any questions during Public Hearings until both sides, proponent and opponent, have completed their presentations. The Commission cannot ask questions during Citizen Comments, the President shall assign staff to follow up on issues brought up during comments.

SPECIAL PRESENTATIONS:

RULE 11: The time limit for Special Presentations shall be at the discretion of the President limited to 15 minutes per presentation from visitors.

ARTICLE XII

Travel Policy

RULE 1: AUTHORIZATION

Each Commissioner shall be authorized to attend the following annual meetings:

- A. The Louisiana Police Jury Association of Louisiana Convention
- B. Two (2) additional national meetings sponsored by the National Association of Counties
- C. The National Association of Black County Officials or the American Counties for Energy Independence
- D. The Police Jury Day at the Legislature

Travel by Commissioners on official Caddo Parish business such as bond sales, financial consultation, economic development, or in support of federal or state grants, education or lobbying members of the Louisiana Legislature and United States Congress, or their staffs on behalf of the Commission as a body shall be by majority vote of the Commission except in emergency cases.

Furthermore, the same exception applies in the case of a Commissioner currently serving on the National Association of Counties, National Association of Black County Officials, or the American Counties for Energy Independence, or the Police Jury Association of Louisiana, or traveling within the State of Louisiana to and from official functions of said association.

Whenever all or a portion of a Commissioner's travel expenses are reimbursed by a third party any further reimbursement of such expenses by Caddo Parish shall be limited to the difference between the expenses reimbursed by said third party and those authorized by current parish policy.

The Parish has no obligation to pay travelers for expenses that are not in compliance with this policy. Personal items, entertainment, alcoholic beverages, and expenses of family members or guests are not authorized travel expenses. Additionally, Commissioner travel shall not be paid out of any other department's budget during a calendar year.

RULE 2: DAILY EXPENSES

A. Meals - Meal charges will be reimbursed at IRS established rates established by the Department of Finance applicable to all Parish Employees. These rates will include tips. No entertainment expenses in excess of the applicable per diem limits will be allowed unless pre-approved by the Commission. (For current per diem rates, visit: <https://www.gsa.gov/travel/plan-book/per-diem-rates>)

B. Hotel - Room charges shall be reported at the actual rate incurred. If the spouse or family of the official also stay in the room, then the single room rate shall be charged. Rate differentials may be obtained from the hotel or may be listed on registration form in the case of group rates for conventions. Occupancy taxes shall also be pro-rated to the single rate. Any advance room deposits paid by the Commission must be deducted from the first night's charges. Hotel receipts must be attached to the Expense Account.

Telephone - Reasonable charges may be entered for necessary calls to the home or office of the individual.

Taxi - Reasonable vehicle for hire tolls are allowed for necessary ground transportation at the travel destination; reimbursement will be made only for vehicle for hire toll charges supported by a receipt.

Tips - All customary tips for normal services, excluding meals, should be reported on this line of the Expense Account.

Parking - Charges reported related to necessary fees at hotels, garages, airports and other paid parking while on official business.

RULE 3: TRANSPORTATION EXPENSES

A. Airline Ticket

1. Elected officials and employees have the option of making their own

travel arrangements or having the parish purchase airline tickets directly. In either case, discounted airfare rates shall always be utilized where available for scheduled events, and flights shall be made by the most direct routing.

2. The Commission Clerk shall, within 40 calendar days in advance of the scheduled departure date for a planned event, ascertain available airline discount rates by contacting airline agents. All Commissioners shall be advised of this rate by memo from the Commission Clerk within three days.
3. The airline ticket rate so ascertained will be used as the base rate for air travel reimbursement or as reimbursement for travel by private automobile (as outlined in Item C,2 below). Any costs in excess of 110% of the base rate will be borne by the individual Commissioner.
4. A copy of the ticket shall be attached to the Expense Account whenever an airfare charge is claimed thereon.

B. Personal Car

1. Mileage for use of personal automobiles utilized on Parish business is reimbursed at the rate established by the State of Louisiana. Mileage charged shall be measured by direct route to the destination and may include required local driving upon arrival. For current reimbursement rates, please visit: <https://gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates>)
2. Mileage for side trips or personal usage of the automobile should not be claimed. The mileage rate reimbursements method may not be utilized for out of state trips of over 250 miles. In instances where the elected official or employee wishes to drive a personal automobile on a lengthy business trip, an amount equal to the lowest established round-trip airfare will be utilized in lieu of the mileage rate (See Item A,3 above). This amount is an all-inclusive reimbursement and such items as automobile operating expenses, meals and lodging will not be claimed while en route to the destination.
3. Documentation of mileage shall be attached to expense report. Trip routes using online mapping are acceptable documentation.

C. Rental Car

1. The use of rental cars should be limited to those cases where extensive local usage is required at the travel destination, the cost of taxis or other alternatives would not be cost effective, or no other means of local transportation is readily available. Receipts should be attached to the Expense Account whenever charges for rental cars are claimed.

RULE 4: OTHER ITEMIZED EXPENSES

- A. Registration Fees - Actual amounts paid for on-site conference registration fees may be charged, though early registration is strongly encouraged when it results in a reduced fee. Receipts for these items must be attached. Dues for special affiliations and/or advocacy groups will not be reimbursed.
- B. Other - All other necessary or unusual expense items, for which no other category is appropriate, must be claimed on this part of the Expense Account. Receipts for all such items should be attached.

RULE 5: TRAVEL EXPENSE ADVANCES

Travel expense funds may be disbursed by the Director of Finance prior to travel if such an advance is requested, unless such a request is in conflict with Rule 6 (below). Travel expense advances will be calculated to include an amount sufficient only for hotel cost, transportation (if not purchased in advance), and the established per diem meal cost.

RULE 6: REPORTING EXPENSE ACCOUNTS

Expense accounts shall be filed within 30 days after completion of the Parish business for which the travel was incurred. Failure to file an expense account within the 30-day period shall result in a garnishment of wages from that individual until the outstanding expense advance is reconciled. No subsequent travel advances nor reimbursement for subsequent travel shall be granted to an individual with a previous outstanding expense advance.

RULE 7: GENERAL

- A. The Director of Finance shall comply with the foregoing procedures when it becomes necessary to process individual travel expense reports.

- B. The Administrator and Chief Executive Officer shall apply similar guidelines to Commission, staff and agency travel requests and accounting.
- C. The Administrator and Chief Executive Officer shall provide the Commission with a quarterly report of staff and agency travel for informational purposes.

ARTICLE XIII

CHAMBER USE

RULE 1: The Government Plaza Chamber Standing Committee is established to oversee the operation of the Chamber and adjoining conference rooms and to make recommendations to the Caddo Parish Commission and the Shreveport City Council relative to the use and operation of the chamber and conference rooms. The committee shall recommend to their respective bodies that, to ensure that the chamber and its electronic feature were properly maintained and available to the governmental entities when needed. To ensure internal security, joint rules should be adopted by the Commission and the Council regulating the use of the chamber in Government Plaza.

RULE 2. The standing committee (ad hoc committee) for the chamber shall consist of three members of the Caddo Parish Commission and three members of the Shreveport City Council members. Those members being the president, vice president and the immediate past president). (Reso. No. 27 of 2000)

RULE 3: The Government Chamber and adjoining conference rooms shall have restricted use only by the following entities: (Reso. No. 27 of 2000) (Reso. No. 38 of 2001)

- A. Caddo Parish Commission
- B. Shreveport City Council
- C. Metropolitan Planning Commission
- D. Shreveport Metropolitan Zoning Board of Appeals
- E. Louisiana House of Representatives and committees
- F. Louisiana State Senate and committees

Voting Table

<u>Type of Motion</u>	<u>Meeting</u>	<u>Required for Passage</u>	<u>Notes</u>

Glossary

Add glossary of definitions to include keywords.

Emergency Travel

Vehicle for hire

GLOSSARY OF TERMS

This list of definitions and acronyms provides easy-to-understand explanations of words, phrases, terms and acronyms commonly used in local government that may not be familiar to citizens or newly elected or appointed municipal officials.

A

Abstain - To refrain deliberately from voting.

Ad-hoc - For a particular purpose, for a limited time.

Ad-valorem tax - A tax levied on the assessed value of real property.

Adopt- Formal acceptance of what a motion proposes usually established by a vote.

Agenda- A list or outline of things to be done at a meeting; the most important of which is the terms of business.

Amendment- A change or addition that changes the meaning or scope of an original formal document, usually laws or regulations, but can include plans, specifications, contracts, etc.

B

Board Clerk/Secretary- County employee designated by department director that serves as the recording officer.

Bond- An interest bearing certificate issued by a government or business, redeemable on a specific date; used as a measure of raising funds for capital improvements.

C

Call to order- The opening action of a presiding officer or chair that officially starts a meeting.

Call or put the question to vote- A motion; a subject or point of debate or a proposition to be voted on in a meeting; the bringing of such to a vote; the specific point at issue. The "question" is whether the board/committee/assembly agrees to or will adopt the immediately pending motion.

Capital improvement- A government acquisition of real property, major construction project, or acquisition of long-lasting, expensive equipment.

Carried- The same as "adopted."

Chair- The person presiding; the station in the meeting room from which the person presides.

Chairman- The person in the chair or the one presiding over the meeting.

Chairman pro tem (pro tempore) - The individual appointed or elected to preside on a temporary basis.

Chairperson- A recent variant of "chairman."

Charrette- A creative, intense work session with public workshops and open houses.

Con- On the negative side; against; in opposition to (as in pro and con).

Consensus- General agreement; unanimity; a group decision-making process where substantial agreement is reached by all concerned parties.

Consent agenda- A policy of the governing body to approve, in one motion, routine and/or non-controversial items, as determined prior to the meeting; a Councilmember may request that any item be removed for a separate discussion.

Custom- A long established practice considered as unwritten law.

D

Debate- Discussion on the merits of a motion; the formal discussion on the reasons for or against a pro-posed action.

Decorum- Customs of formality that are followed by the presiding officer and members of a board/ committee/assembly; propriety and good taste in conduct or appearance.

Defeated motion- A motion which has been defeated.

E

Easement- An interest in land owned by another that entitles its holder to a specific limited use.

Elect- Choose by vote for an office, position or membership.

Enterprise fund- Used to account for operations that provide goods or services to the general public on a user-charge basis.

Executive session- Any meeting of a deliberative assembly, or a portion of a meeting at which the proceedings are secret.

Ex officio- By virtue of an office or chairmanship held in the society or in the state or national society or federation. An ex-officio member, is an individual who is a member of boards/committees by virtue of an office held.

F

Floor- The exclusive right to speak in a meeting.

G

Gavel- A mallet used by a presiding officer for commanding attention or confirming an action.

General consent- A time-saving procedure whereby routine business or questions of little importance are decided/approved without putting a formal vote; a form of voting in which no objection is voiced (considered unanimous consent).

Germane- Closely related to (used in relation to amendments and debate which must be germane to the motion being amended or debated).

Good of the order (general good and welfare) - An agenda item under which open and informal discussion is permitted on a varying range of topics related to the organization as a whole.

H

Hearing- An open meeting of a board or committee in which members of the society have the opportunity to appear before the committee and present their views on a subject.

I

Impact fees- set-aside fees collected from citizens and developers for infrastructure adjustments to the community; monies to be used as the development further impacts the municipality.

Indecorum- Lack of decorum; a breach of order; a violation of the rules or customs of formality in a meeting.

In order- Appropriate in the current environment according to parliamentary or other rules of a society.

L

Law- a: A binding custom or practice of a community; a rule of conduct or action prescribed or formally recognized as binding or enforced by a controlling authority; b: The whole body of such customs, practices, or rules.

Legislative body- Refers to a constitutionally established public lawmaking body of representatives.

M

Main motion- A formal proposal by a member, in a meeting, that the board/committee take certain action; the lowest ranking of the thirteen ranking motions.

Majority- More than half; a number greater than half of total.

Majority vote- The basic requirement for approval of an action or choice by a deliberative board/ committee; without qualification it means more than half of the votes cast by members legally entitled to vote who are present and voting.

Meeting- A single official gathering of the members of a board/committee/organization in one room or area to transact business for a length of time during which there is no cessation of proceedings and the members do not separate, unless for a short recess.

Meeting notice- A written notice of the time and place for a meeting; to invite or command to meet.

Member- A person who has the right to participate in a meeting and whose opinion has equal weight with other members as expressed by a vote. A member has the right to make motions, to speak in debate and to vote.

Mill- a term used to express the property tax rate.

Minority- The smaller in number of two groups constituting a whole; specifically: a group having less than the number of votes necessary for control.

Minutes- The official record of the proceedings of a deliberative board/committee/assembly which contain mainly a record of what was done at the meeting, not what was said by the members.

Motion- A formal proposal for action made to a deliberative board/committee/assembly; a question.

N

Nay- A vote against; a negative reply or vote.

Negative vote- A vote against the adoption of a motion.

New business- New items of business or matters which may be brought up to a board/committee/assembly for consideration.

Null and void- Having no legal or binding force or effect.

O

Objection (object) - A formal expression of opposition to a proposed or pending action or motion; to oppose something firmly and usually with words or arguments.

Obtain the floor- Secure recognition in order to speak or to make a motion.

Officer- One who holds an office of trust, authority, or command in an organization.

Opening ceremony- A series of acts prescribed by protocol which immediately follow the meeting call to order and may include the Invocation, the singing of the National Anthem, the reciting of the Pledge of Allegiance, a ritual briefly recalling the objects or ideals of the organization, or the like.

Opposed- To be hostile or adverse to; to be against the adoption of the pending motion.

Order- The customary or prescribed mode of proceeding in debates or in the conduct of deliberative or legislative bodies, public meetings, etc., (i.e., parliamentary rules of order).

Order of business- An established sequence in which certain types or classes of business are to be brought up or permitted to be introduced at sessions of a given board/committee/assembly.

Ordinance- An enforceable municipal law, statute or regulation that applies to all citizens within that municipality; penalty provisions may apply.

Out of order- A motion, request, or behavior which is in violation of the rules of an organization.

Outrank- Take precedence of; to rank higher than.

P

Parliamentary procedure- A set of rules for the orderly conduct of business at meetings that allows everyone to be heard and to make decisions without confusion.

Pass/passed (with reference to a motion) - The same as adopted or carried.

Pending motion (pending question) - A motion which has been stated by the chair but has not yet been disposed of permanently or temporarily.

Personal privilege- A right or immunity granted as a peculiar benefit, advantage or favor of an individual in a society. A question of personal privilege, may relate to an incorrect record of a member's participation or to charges circulated against a member's character.

Podium- A dais especially for a presiding officer; lectern.

Policy- A high-level overall plan embracing the general goals and acceptable procedures in and for a society.

Preamble- Usually refers to the statement(s) of the reasons for the action being proposed in a resolution. The preamble begins with the word "Whereas".

Precedence (or rank) - Briefly, priority or rank of motions; the rules whereby secondary motions take precedence (may be made while a main motion or secondary motions of lower rank are pending).

Precedent- Something done or said that may serve as an example or rule to authorize or justify a subsequent act of the same or an analogous kind.

Preside- To exercise guidance, direction or control of a meeting; to occupy the place of authority; act as president, chairman, or moderator.

Presiding officer- The person conducting a meeting; the individual who has the responsibility of exercising guidance, direction and control of a meeting of a deliberative board/committee/assembly.

Prevailing side- The winning side, whether affirmative or negative.

Previous notice- An announcement of intent to introduce a proposal - indicating its exact content - given at the preceding meeting or in the call of the meeting at which the proposal is to be brought up.

Pro- On the affirmative side; in favor of (as in pro and con).

Pro tem (pro tempore)- For the time being; temporarily.

Protocol- A code prescribing strict adherence to correct etiquette and precedence.

Public hearing- Provides citizens the opportunity to express their position on a specific issue, both pro and con, as mandated either by statute or by order of proper authority after due notice.

Public record- Any record retained by a government body as further defined by statute and open to inspection.

Q

Quasi-judicial- Referring to the actions of a governmental entity in which there are hearings, orders, judgments or other activities similar to those conducted by courts.

Quorum- The minimum number of voting members who must be present at a meeting of a deliberative board/committee/assembly for business to be legally transacted.

R

Rank- The same as precedence.

Ratify- To approve and sanction formally. In a parliamentary sense, it means to confirm or make.

Recognition- The chair's formal acknowledgment that a member is assigned the floor.

Recognize- The process by which the presiding officer assigns the floor to a member for the purpose of making a motion, to speak in debate or to make a proper inquiry permitted under the rules.

Regular meeting- The periodic business meeting of a permanent society, local branch or board, held at weekly, monthly, quarterly or similar intervals, for which the day should be prescribed by the bylaws and the hour should be fixed by a standing rule of the society.

Resignation- The formal act of giving up one's office or position.

Resolution- A decision, opinion, policy or directive of a municipality expressed in a formally drafted document and voted upon.

Robert's Rules of Order- The most widely used manual on parliamentary procedure written by General Henry M. Robert; originally published in 1876.

Roll call- The procedure (usually by the Board Liaison or Clerk) of calling off a list of names (as for checking attendance).

Roll call vote- The process of voting by each member responding "yea" or "nay" as their names are called by the minutes secretary or staff liaison. It has the opposite effect of a ballot vote.

Rules of order- Refers to the written rules of parliamentary procedure; such rules relate to the orderly transaction of business in meetings and to the duties of officers in that connection.

Ruling- A decision of the chair on questions of parliamentary law usually rendered in response to a point of order.

S

Second- A verbal, sometimes written, indication made by any member of a board/committee/assembly that he agrees that a motion made should come before the meeting (not that he necessarily favors the motion).

Secretary pro tem- The person elected or appointed to serve as secretary on a temporary basis, as in the case where the secretary may not be present at a meeting.

Special assessment district (SAD) - A district where the cost of improvements provided by bond proceeds are assessed against property owners benefited by the improvements.

Special meeting (or called meeting) - A separate session of a society held at a time different from that of any regular meeting and convened only to consider one or more items of business specified in the call of the meeting.

Special rules of order- Parliamentary rules adopted by an organization which it finds are needed at that moment in order to address a situation that arises and there is no existing rule to address it.

Standing rules (except in the case of conventions) - Rules which are related to the details of the administration of a society rather than to parliamentary procedure.

Stating the question- After a motion is made and seconded the presiding officer repeats the motion so there will be no doubt what is to be considered.

Statute- A law enacted by the legislative branch of the state or federal government.

Subcommittee- A subdivision of a committee usually organized for a specific purpose. A subcommittee is responsible to and reports to the board/committee which organized it.

Substitute motion- The motion proposed to be substituted for the pending motion.

Super majority (a fairly recent term) - A majority that must represent some percentage more than a simple majority (more than half), e.g., a two-thirds or a three-fifths vote.

Sustain- To uphold or support as true, legal or just. When a point of order or any ruling of the chair is appealed, a presiding officer may ask the assembly to decide if the decision of the chair should stand as the judgment of the assembly. If the board/committee votes "yes," they are said to sustain the decision of the chair.

T

Table- A colloquial term for disposing of a motion by putting it aside temporarily.

Tie vote- An equal number of affirmative and negative votes; since a tie vote is not a majority, a motion requiring a majority vote for adoption is lost.

Timekeeper- Appointed by the presiding officer (mostly at conventions) to monitor the time each speaker is allotted for debate.

Two-thirds vote (when the term is unqualified) - At least two-thirds of the votes cast by persons legally entitled to vote, excluding blanks and abstentions, at a regular or properly called meeting at which a quorum is present.

U

Unanimous consent- A time-saving procedure whereby routine business or questions of little importance are decided/approved without taking a formal vote. See **general consent**.

Undebatable motion- A motion on which discussion is not permitted.

Unfinished business- Matters not completed at the previous meeting, which are included on the agenda of the current meeting.

V

Vacancy- An office or position which has not been filled or which is otherwise not occupied by an incumbent.

Vacate the chair- The process whereby the regular presiding officer leaves the chair and another individual presides.

Variance- An exception to certain development standards such as setbacks, building height, lot dimensions and other zoning code requirements.

Voice vote- The process of voting by voice where an "Aye" vote indicates for or in favor and a "No" vote means against or not in favor.

Vote- A formal expression of the will, or opinion, or preference of the members of an assembly in regard to a matter submitted to it.

W

Withdraw (as a motion) - To take back or remove from consideration.

Y

Yeas and nays- Another term for a roll call vote.

Yield- Give precedence to; give way to. A lower ranking motion yields to a motion of higher rank.

Yield the floor- When a member who has been recognized as "having the floor" finishes speaking, he is said to "yield the floor" after he sits down.