

## **RESOLUTION NO. 27 OF 2019**

BY THE CADDO PARISH COMMISSION:

A RESOLUTION TO AMEND THE CADDO PARISH COMMISSION BYLAWS REGARDING STANDING COMMITTEES AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

WHEREAS, the standing committees of the Caddo Parish Commission are listed in the Commission Bylaws; and

WHEREAS, the Economic Development Committee is one of the committees listed; and

WHEREAS, there is a need for a standing subcommittee on Cross Bayou and Downtown Development;

NOW, THEREFORE, BE IT RESOLVED, by the Caddo Parish Commission in due, legal and regular session convened, that the Caddo Parish Commission Bylaws be amended as follows:

### **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.
    - a. There shall exist a standing subcommittee of the Economic Development Committee for Downtown

and Cross Bayou Development Corridor. This subcommittee shall consider the following: matters related to potential Opportunity Zone investments within Downtown and Cross Bayou.

- b. Membership of this committee shall consist of:
  - 1. Commissioner representing District -3 or designee
  - 2. Commission President or designee
  - 3. Economic Development Committee Chair or designee
  - 4. Downtown Development Authority Representative
  - 5. Metropolitan Planning Commission Representative Parish Administrator or designee
- c. Establishment of this Subcommittee shall not be construed as endorsing any developments.

- (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) 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

- 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 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.

BE IT FURTHER RESOLVED, that if any provision or item or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications which can be given effect without the invalid provisions, items or applications, and to this end the provisions of this ordinance are hereby declared severable.

BE IT FURTHER RESOLVED, that this resolution shall take effect upon adoption.

BE IT FURTHER RESOLVED, that all resolutions or parts thereof in conflict herewith are hereby repealed.

**Approved as to legal form:**

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**Parish Attorney**

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**Date**