

# **BYLAWS OF THE RECREATION AND PARK COMMISSION FOR THE PARISH OF EAST BATON ROUGE**

## **ARTICLE I – NAME**

The name of this commission is the ***Recreation and Park Commission for the Parish of East Baton Rouge***, established by Act 95 of the 1985 Legislature enacting La. R.S. 33:4570 *et seq.*

## **ARTICLE II – OBJECT**

The object of this commission is to exercise the rights and powers granted to it under the provisions of La. R.S. 33:4570 *et seq.* including, but not limited to, the right to own and acquire, and to develop and administer, lands for public parks, and other properties and improvements, movable and immovable, tangible and intangible, as well as additional rights, leases, concessions, and privileges for public recreational and park purposes generally.

## **ARTICLE III – MEMBERS**

Membership on this commission, as provided under La. R.S. 33:4570.1 shall comprise the following:

- The mayor-president or a designee who is an officer or employee of the city or parish.
- A member of the school board of East Baton Rouge Parish, designated by the school board for a term coincident with the term on the school board.
- A member of the planning commission designated by the planning commission for a term coincident with the term on the planning commission.
- Six members who are qualified voters of the parish appointed by the metropolitan council for terms of three years.

## **ARTICLE IV – OFFICERS**

### **SECTION 1. OFFICERS**

The officers of the commission shall be a chairman (described in these bylaws as chair), a vice chairman (described in these bylaws as vice chair), a treasurer, and a secretary.

## **SECTION 2. SELECTION & TERM**

### **A. CHAIR VICE CHAIR, TREASURER**

The chair, vice chair, and treasurer shall be elected from among the members appointed by the metropolitan council by the board of commissioners at the regular meeting in January. These officers shall serve for the calendar year, or until their successors are elected and assume office.

### **B. SECRETARY**

The office of secretary of the commission shall be vested in the superintendent of the commission, who shall not be a member of the commission, and who shall be named and employed by the commission as provided by La. R.S. 33:4570.1

## **SECTION 3. DUTIES**

The officers shall perform the duties prescribed by statutes governing the commission, these bylaws, and the parliamentary authority adopted by the commission.

### **A. CHAIR**

The chair shall: be the presiding officer of the commission; be ex officio a member of all committees of the commission; appoint, as provided in these bylaws, commission members to the standing committees, one of whom the chair shall designate as chair unless the bylaws provide otherwise; and be authorized to sign warrants for the payment of bills in the absence of the treasurer.

### **B. VICE CHAIR**

In the event of the absence of the chair, the vice chair shall preside at commission meetings and perform any ministerial duty ordinarily performed by the chair that may, during such absence, be necessary to the operation of the commission and the conduct of its business. The vice chair shall perform such other duties as the commission may assign. In the case of a vacancy in the office of chair, the vice chair shall assume the office of chair.

### **C. TREASURER**

The treasurer shall be the chair of the finance committee, and the treasurer's warrant, countersigned by the superintendent, shall be required in order that any commission monies be disbursed.

**D. SECRETARY**

The secretary shall keep, or cause to be kept, minutes of all commission meetings and meetings of the standing committees of the commission. The secretary shall be the custodian of the records of the commission and shall perform any duties prescribed by the board of commissioners.

**SECTION 4. VACANCY**

**A. CHAIR**

In the event of a vacancy in the office of chair, the vice chair shall automatically become the chair.

**B. VICE CHAIR, TREASURER**

In the event of a vacancy in the office of vice chair or treasurer, the office shall be filled by the commission at the next regular meeting of the commission, or at a special meeting called for that purpose.

**C. SECRETARY**

In the event of a vacancy in the position of superintendent, the commission shall appoint a temporary secretary until a permanent or temporary (acting) superintendent is selected.

**ARTICLE V – MEETINGS**

**SECTION 1. REGULAR MEETINGS**

Regular meetings of the commission shall be held at the commission headquarters at 6201 Florida Boulevard, Baton Rouge, Louisiana, on the fourth Thursday of each month at 5:00 p.m. or at such other time and place as it may, by majority vote at a meeting, designate.

**SECTION 2. SPECIAL MEETINGS**

**A. HOW CALLED**

Special meetings of the commission shall be convened

1. upon the request of the chair, or
2. upon the written request of four members of the commission, such requests being submitted to the secretary.

**B. SCHEDULING**

The secretary shall designate the date and time of any special meetings that they may occur as soon as possible after receiving the request for the special meeting.

**C. CALL**

The purpose(s) of any special meeting shall be stated in the call, which shall be given in writing to all commission members at least 48 hours before the meeting.

**D. EMERGENCY MEETINGS**

In the event of extraordinary emergency, which shall be limited to natural disaster, threat of epidemic, civil disturbances, suppression of insurrections, the repelling of invasions, or other matters of similar magnitude, special meetings may be called without the 48 hours written notice.

**E. WAIVER OF NOTICE**

Commission members who are present at a meeting shall be deemed to have received due, or to have waived, notice thereof. Notice of a meeting may be waived in writing, at any time and the waiver need not specify the purpose of or the business to be transacted at the meeting. Notice need not be given to any commission member with whom communication is made unlawful by any law of the United States of America, or by any rule, regulation, proclamation or executive order issued under any such law, and any action or meeting taken or held without notice to any such director or committee member shall have the same force and effect as if notice had been given to the commission member as otherwise required.

**F. APPLICABILITY OF NOTICE PROVISIONS**

The notice requirements under this section are applicable to commission members only as they relate to their membership rights.

**SECTION 3. QUORUM**

Five members shall constitute a quorum.

**SECTION 4. NOTICE OF MEETINGS**

**A. PUBLIC NOTICE**

The secretary shall provide public notice of all meetings, regular or special, as provided under La. R.S.42:19 – *Notice of Meetings*

**B. RESCHEDULED REGULAR MEETINGS**

When the commission shall reschedule or relocate a regular meeting, the secretary shall post notice of such different time and place at the commission office within 24 hours after the meeting at which such change is adopted, and, in order that the public may be informed thereof, shall furnish to local news media that have requested to be notified of any such change.

**C. SPECIAL MEETINGS**

When the commission shall be scheduled to convene in a special meeting, the secretary shall post notice of the time and place at the commission office simultaneously with issuing the call to the special meeting, and in order that the public may be informed thereof, shall furnish to local news media that have requested to be notified of any such meeting.

**SECTION 5. PUBLIC BODY**

**A. OPEN MEETINGS**

The commission is a public body within the meaning of La. R.S. 42:11 *et seq.* Commission meetings are, therefore, open to the public except when the commission convenes in executive session as provided by law.

**B. PUBLIC COMMENT**

The commission shall provide an opportunity for public comment at its meetings, subject to reasonable rules, regulations, and restrictions as adopted by the commission.

**ARTICLE VI – COMMITTEES**

**SECTION 1. STANDING ADVISORY COMMITTEES**

**A. APPOINTMENTS**

The following standing advisory committees shall be appointed in accordance with, and have such duties and authority as provided in, these bylaws. Standing advisory committees shall include at least one commission member appointed by the chair of the commission, and may include more commission members if specifically authorized in these bylaws. In addition to the appointments by the chair, the commission members and the mayors of the incorporated municipalities within the parish each shall be entitled to appoint one person who is not a member of the commission to serve on each standing advisory

committee except the selection of professionals committee. Such appointees shall be citizens and registered voters of East Baton Rouge parish, and their appointment shall be subject to the approval of the commission. Appointments to standing advisory committees shall be made at the regular commission meeting in March or at a subsequent regular commission meeting with all appointments expiring in March of the following year. When appointing members to serve on a standing advisory committee, commissioners must carefully weigh the potential member's background and experience regarding the specific focus area of the committee being considered. Careful consideration must also be given to the interest level, time commitment required to serve, code of ethics or other conflicts of interest, and any other related service factors. Any former BREC employee being considered for appointment to serve on a standing advisory committee must have been retired or terminated from BREC for a period of two years prior to being eligible to serve.

**B. FINANCE ADVISORY COMMITTEE**

The finance advisory committee shall be composed of the appointees of the commission members and one or two members of the commission in addition to the treasurer, who shall be its chair. The committee shall serve in an advisory capacity to the superintendent on financial matters and shall report to the commission its recommendations on any matter referred to it, or otherwise, as it may deem appropriate. The committee shall report the financial status of the commission at each regular meeting of the commission, shall review the annual budget for publication and presentation at the November meeting of the commission, and perform such additional duties as may be assigned by the commission, the commission chair, or the treasurer.

**C. RECREATION AND SPECIAL FACILITIES ADVISORY COMMITTEE**

The recreation and special facilities advisory committee shall be composed of the appointees of the commission members and two or three members of the commission appointed by the chair of the commission, one of whom the chair shall appoint as chair of the committee. The committee shall serve in an advisory capacity to the superintendent on matters pertaining to the commission's recreation programs, recreation centers, community recreation resources, special facilities, tennis, athletics, aquatics and therapeutic programs, and shall report to the commission its recommendations on any matter referred to it, or otherwise,

as it may deem appropriate. Consideration shall be given to appoint at least three committee members to represent therapeutics / special populations.

**D. HUMAN RESOURCES ADVISORY COMMITTEE**

The human resources advisory committee shall be composed of the appointees of the commission members and two or three members of the commission appointed by the chair of the commission, one of whom the chair shall appoint as chair of the committee. The committee shall serve in an advisory capacity to the superintendent on personnel, risk management, and safety matters, and shall report to the commission its recommendations on any matter referred to it, or otherwise, as it may deem appropriate.

**E. COMMUNICATIONS AND INFORMATION TECHNOLOGY ADVISORY COMMITTEE**

The communications and information technology advisory committee shall be composed of the appointees of the commission members and two or three members of the commission appointed by the chair of the commission, one of whom the chair shall appoint as chair of the committee. The committee shall serve in an advisory capacity to the superintendent on matters pertaining to public relations, marketing, volunteer management, and information technology, and shall report to the commission its recommendations on any matter referred to it, or otherwise, as it may deem appropriate.

**F. GOLF ADVISORY COMMITTEE**

The golf advisory committee shall be composed of the appointees of the commission members and two or three members of the commission appointed by the chair of the commission, one of whom the chair shall appoint as chair of the committee. The committee shall serve in an advisory capacity to the superintendent on matters pertaining to golf operations and programs, and shall report to the commission its recommendations on any matter referred to it, or otherwise, as it may deem appropriate.

**G. ZOO ADVISORY COMMITTEE**

The zoo advisory committee shall be composed of the appointees of the commission members and two or three members of the commission appointed by the chair of the commission, one of whom the chair shall appoint as chair of the committee. The committee shall serve in an advisory capacity to the superintendent on matters pertaining to zoo operations and programs, and shall

report to the commission its recommendations on any matter referred to it, or otherwise, as it may deem appropriate.

#### **H. PLANNING AND PARK RESOURCES ADVISORY COMMITTEE**

The planning and park resources advisory committee shall be composed of the appointees of the commission members and two or three members of the commission appointed by the chair of the commission, one of whom the chair shall appoint as chair of the committee. The committee shall serve in an advisory capacity to the superintendent on matters pertaining to the system master plan, strategic planning, acquisition, conservation, planning, design, engineering, construction, operation, and maintenance of parks and facilities, and shall report to the commission its recommendations on any matter referred to it, or otherwise, as it may deem appropriate.

#### **I. SELECTION OF PROFESSIONALS COMMITTEE**

The selection of professionals committee shall be composed of three members of the commission appointed by the chair of the commission, one of whom the chair shall appoint as chair of the committee. The committee shall report to the commission its recommendations on any matter referred to it including, but not limited to, matters involving commission contracts for services, or otherwise, as it may deem appropriate.

### **SECTION 2. SPECIAL COMMITTEES**

Special committees shall be appointed as the commission deems necessary to carry on the work of the commission. The commission chair shall appoint all special committee members and designate a chair who shall be a commission member.

### **SECTION 3. COMMITTEE MEETINGS**

Except as may otherwise be provided in these bylaws or by the resolution creating a standing or special committee, the committees of the commission shall establish their own regular meeting schedule, with the requirement that standing advisory committees established in the bylaws shall meet at least quarterly. Committees of the commission may adopt such rules as the committee may deem necessary for the conduct of its business, however no such rule shall conflict with these bylaws or any resolution of the commission.



#### **SECTION 4. ATTENDANCE REQUIREMENTS**

Whenever any standing advisory committee member who is not a member of the commission fails to attend seventy-five per cent (75%) of regular committee meetings, without an approved excuse by the standing advisory committee chair, the commission shall have cause to rescind the committee member's appointment. The appointing commissioner or mayor, and the commission chair shall be notified of the committee member's attendance issues, and may recommend action to remove the standing advisory committee member.

#### **SECTION 5. COMMISSION CHAIR'S EX OFFICIO MEMBERSHIP**

The chair shall be ex officio a member of all committees.

### **ARTICLE VII – PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the commission in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order the commission may adopt, and any statutes applicable to this commission that do not authorize the provisions of these bylaws to take precedence.

### **ARTICLE VIII – AMENDMENT**

These bylaws may be amended at any meeting of the commission by a two-thirds vote provided that notice of the proposed amendment has been submitted in writing at the previous regular meeting or that written notice of the proposed amendment has been sent to all members of the commission at least ten days before the meeting at which it is to be considered.