

FACTS

about

BREC



*It all starts
at BREC!*

About BREC

Recreation and Park Commission for the Parish of East Baton Rouge

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BREC operates public park and recreation facilities and programs throughout East Baton Rouge Parish, Louisiana, USA. This award-winning agency is a member of the National Recreation and Park Association (NRPA) and has been nationally accredited and recognized as one of America's premier recreation and park departments. BREC maintains 182 neighborhood parks that feature a wide variety of quality facilities with family-oriented leisure activities for all ages and population groups.

BREC Mission Statement

It is BREC's mission to contribute to a healthier, more vibrant community by providing exceptional parks, open spaces and recreational experiences for all of East Baton Rouge Parish.

Why BREC?

The acronym BREC originated with the Public Relations Committee in 1961. BREC was derived in the following manner: BR representing Baton Rouge and REC for recreation.

BREC Fact

Did you know that BREC employs the highest trained professionals in the state? We have over 25 certified recreation and parks professionals who work every day to make our programs world class!

History of BREC

The Recreation and Park Commission for the Parish of East Baton Rouge was created by a State Legislative Act in 1946 as a separate and distinct body whose purpose is to develop, maintain and operate public park and recreational properties and facilities for all the people in East Baton Rouge Parish. BREC is a political subdivision of the State of Louisiana and does not operate under the City-Parish Government.

BREC - Nationally Accredited - A Gold Medal Winning Agency

BREC is one of the few parks and recreation agencies in the country to win the prestigious Gold Medal Award twice. BREC won this award, given for excellence in parks and recreation administration, in 1975 and 1991. BREC has also been a national finalist for this

award 13 other times: 1969, 1970, 1971, 1972, 1973, 1974, 1998, 2000, 2001, 2002, 2007, 2008, and 2016. BREC is also one of only 141 agencies across the country that has been accredited.

Non-Discrimination Policy

Programs, facilities and services of the Recreation and Park Commission for the Parish of East Baton Rouge are available to all citizens regardless of race, color, national origin, sex, age or disability.

Operating Funds

Money for financing land purchases, construction of facilities, maintenance, and the operation of many varied programs is obtained from taxes voted by the citizens of East Baton Rouge Parish and from income from facilities, concessions and programs. Other funds come from local governmental agencies and the Federal Government.

Commission Board

The Commission is composed of nine members, six of whom are appointed by the Metro Council - two each year - to serve a three-year term; and three of whom are ex-officio members, these being the Mayor-President, a member of the School Board and a member of the City-Parish Planning Commission. The Commission members receive no compensation for their services, but accept their appointments in the interest of civic betterment.

Committee Appointments

BREC relies on volunteers to serve as advisors on these committees. Each department director at BREC receives advice and direction from nine committee volunteers and up to three commission members. This is a fantastic way to hear the voice of the community when planning the actions of the park system!



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at BREC!***

BREC Departments

Communications

Director: Cheryl Michelet, (225) 272-9200, ext. 543

Mission Statement

The mission of the Communications department is to work with our local media, advertisers, marketers and public relations professionals to disseminate BREC's information to East Baton Rouge Parish citizens. Through the work of this department, a positive image is also set for BREC in the community through our Special Events and our volunteer program.

About Communication

Through this department, we manage 17 unique communications plans for BREC's programs and facilities. This allows us to inform the public of all of the leisure opportunities available to them. The Communications department also manages and distributes four quarterly newsletters: The Bit, The Park Bench, Swamp in the City and the Adult Leisure newsletter. Additionally, we also produce an annual report and two program guides. Our Special Events division plans and executes community-wide events throughout the year all over East Baton Rouge Parish. BREC's growing volunteer program is housed in this department as well. In order to strengthen our connection to the community, the Communications department has the responsibility of tracking volunteer hours and training and vetting all volunteers for BREC.

Conservation

Assistant Superintendent: Ted Jack, (225) 273-6405

About Conservation

BREC has seven conservation areas solely devoted to conservation goals and 16 parks that have active use areas and conservation areas in the same property. Total conservation acreage is 1627 of the 6626 total park acres. BREC's Conservation Department is a new department that will grow over time. BREC has acquired conservation areas, but much work needs to be accomplished for the public to better benefit from these areas. The BREC Natural Resource Management Plan provides a framework for BREC's conservation activities. The following goals are the basis of the plan:

1. Promote recreational and educational activities focusing on appreciation and understanding of the natural environment.
2. Protect unique and historically representative habitats.
3. Reduce loss of species.

Finance

Director: Juan Martinez (225) 272-9200, ext. 415

Mission Statement

It is the mission of the BREC Finance Department to provide all financial and accounting services needed for proper management of the organization in an accurate and timely manner and within a framework of sound internal controls.

About Finance

The Finance Department exists to protect the assets of the Recreation and Park Commission for the Parish of East Baton Rouge. Those assets include capital assets, cash and investments, inventory and other property. This is accomplished by maintaining a comprehensive set of internal controls within our operating procedures. These procedures control the flow of cash, hold employees accountable for transactions that create financial obligations, and provide for financial reporting on the results of operations to management, the general public and others.

To accomplish these ends, employees in the Finance Department manage all aspects of general accounting, budgeting, payroll, purchasing, accounts payable, inventory and warehousing, capital assets accounting and revenue accounting. These activities are conducted according to Generally Accepted Accounting Principles (GAAP), pronouncements of the Governmental Accounting Standards Board (GASB), and the laws of the state of Louisiana. Financial statements of the Commission are audited annually, and the auditor regularly conducts tests of the internal control structure of the Commission. Audits are conducted according to Governmental Auditing Standards issued by the Comptroller General of the United States of America.

Questions regarding operations of the Finance Department should be directed to Sheila Savoy, Finance Director, Recreation and Park Commission for the Parish of East Baton Rouge, 6201 Florida Blvd, Baton Rouge, LA 70806.

Golf

Director: Michael Raby, (225) 272-9200, ext. 364

Mission Statement

To improve and maintain the quality of all courses and maintain a quality golf experience; Provide affordable golf to a diverse population; Promote and develop golf as a lifelong activity; Operate golf operations as close to a self-sustaining program as feasible.

About Golf

BREC Golf is committed to continuing its long history of offering affordable, accessible, and quality golf courses to the citizens of East Baton Rouge Parish. The BREC Golf price structure is tiered in a manner that will make it easy for golfers to find a golf course suitable to their individual budgets or experience levels.

Youth golf development is a passion shared by the entire golf staff as evidenced by the many free or extremely low-cost clinics and lessons given each year at The First Tee EBRP at J.S. Clark Golf Course and the Santa Maria Golf Academy. We not only want to produce lifelong golfers but great citizens through our life-skills programs that teach traits such as judgment, sportsmanship, courtesy, respect, and perseverance.

Human Resources

Director: Stephanie Trim, (225) 272-9200, ext. 539

Mission Statement

Our mission is to provide efficient and professional human resources services for all employees of BREC and support the organization in its efforts to attract and retain the highest quality diverse workforce by promoting the concept that our employees are our most valuable resources.

About Human Resources

The Human Resources department takes a leadership role in providing a full range of comprehensive human resource services in recruiting, selection, staff development, compensation and benefits and safety. The goal of human resources is to continue to strive for excellence and to be responsive to the ever changing needs of the organization, employees, and management.

Information Technology

Director: Steven Knight, (225) 272-9200, ext.136

Mission Statement

It is the goal of the IT Department to ensure a professional working environment so that all BREC employees may better serve the public. We work on software, hardware, the network, servers, datacom wiring and all other technical/telephony devices as well as contacting and scheduling outside vendors and consultants when necessary.

About Information Technology

The Information Technology Department was created in October of 2006. It is the purpose of the IT department to make sure that all of BREC's technical equipment is up and running for employee job use. This includes computers, servers, phones, faxes, scanners, copiers, networking equipment, and anything in between. The IT department also installs, updates, maintains and removes all operating system software, hardware-based software, general-productivity software and department-specific software.

It is also the responsibility of the IT department to analyze and make recommendations regarding all current equipment, as well as purchase new equipment. The IT department manages the relationship between BREC and its consultants, vendors and support contracts. We are also responsible for data retention and file recovery, and ensuring secure and viable backups for all our data.

The IT department works with every other BREC department to brainstorm, plan, coordinate, implement and complete IT-related projects.

Park Operations

Director: Justin Smith, (225) 272-9200, ext. 406

Mission Statement

It is the mission of the Park Operations Department to effectively and efficiently maintain facilities that are safe, functional and aesthetically pleasing.

About Park Operations

BREC facilities include 182 park sites totaling about 5700 acres, which contain over 400 buildings. For all facilities, the department provides specialized support such as trades, deliveries, etc. The Park Operations Department provides: routine mowing, clean up, athletic field preparation, playground maintenance, forestry and horticultural services, special event set up, building repairs, picnic facility maintenance, swimming pool mechanical repair and maintenance, plus numerous other services related to grounds and property maintenance. In addition, the department services and repairs more than 200 vehicles in the BREC fleet plus the wide variety of equipment required to maintain the park system. The department is organized

into the following groups: Trades, Horticulture, Forestry, Athletics, Districts, Fleet Management and Administrative support.

Planning and Engineering

Assistant Superintendent: Ted Jack, (225) 272-9200, ext. 521

Mission Statement

The Planning and Engineering Department is responsible for strategic planning for the system, planning for capital projects, land acquisition, designing, engineering, and construction of park and recreation facilities in the most economical, efficient, and effective manner possible commensurate with the needs of the citizens of East Baton Rouge Parish.

About Planning and Engineering

The department staff provides professional planning, design, and engineering expertise to identify and define issues. They collect and analyze citizen input, identify innovative alternatives and coordinate strategies for achieving organizational goals. The Planning and Engineering Department seeks to acquire and develop park lands and facilities at a low cost, by acquisition, gifts, and/or donations by working with land owners, developers, citizens groups, individuals, and outside consultants. The department also works to maintain and update the Natural Resources Plan and to expand conservation efforts and educational programs relating to nature conservancy, technology, and science. To stretch limited resources and provide high quality facilities the Planning and Engineering Staff works to keep informed of cutting edge parks and technologies. This has helped BREC create a dynamic and well balanced park system.

Recreation

Assistant Superintendent: Dale Auzenne, (225) 272-9200, ext. 556

Special Facilities Director: Brandon Smith, (225) 272-9200, ext. 518

Mission Statement

The mission of the Recreation Programs & Facilities Department is to provide recreation opportunities to all citizens of East Baton Rouge Parish and maintain safe, quality parks and facilities.

To provide the most effective programs and services to EBR residents of all ages, the department operates within the following five program genres:

- Athletics: All youth, adult, and inclusive athletic related programs, leagues, clinics, and camps including basketball, football, softball, pickleball, volleyball, cheernastics, gymnastics, and tumbling.
- Community Events: All community related events, festivals, and holiday activities (neighborhood, regional or parish wide) including Black History Month, Egg Hunts, Halloween BREC-a-Boos, Santa Road Shows, Caroling in City Park, Z-Fest, Neighborhood Bashes, Blues and Heritage Festival, Movies in the Park, etc.
- General Recreation: All recreation camps, before and after school programs, and art related programs including summer camps, holiday camps, Tiny Steps, Youth 360, and, dance recitals, piano, guitar, martial arts, cooking, career development and other related classes and workshops.
- Outdoor Adventure: All outdoor adventure related recreation programs including hiking, slack lining, photography, fishing, canoeing, kayaking, paddle excursions and orienteering.

- **Wellness Genre:** All fitness programs, fitness centers, adult leisure programs, mobile recreation programs and programs for individuals with disabilities (physical, emotional, developmental and sensory disabilities) including aerobics, Zumba, cycling classes, Pilates, boot camps, family fun and fitness events, yoga, personal trainers, Sunshine camps and socials, adult interactive activities and other health-related programs.

About BREC Special Facilities

The Department of Special Facilities assists in meeting the overall mission of BREC by not only offering quality recreation and leisure programs to our citizens but also serving as an outlet to enrich the artistic, educational and cultural life of our community.

Even though the activities offered through the six special facilities are unique and different from each other, each facility is dedicated to achieve the same goals. The following are the mission statements from each of the Special Facilities that make up the Recreation/Special Facilities Department:

- **Baton Rouge Art Gallery:** To provide a forum for the arts. The gallery also places emphasis on education and enrichment including multi-disciplinary arts programs.
- **Farr Park Horse Activity Center:** To broaden public recognition and participation with Equines and Equine sports through the promotion of safety, education, demonstration and competition.
- **BREC-LSU-BRAS Highland Road Observatory:** To provide the public an opportunity to explore the world of astronomy and space science and to make that exploration a meaningful and interactive experience.
- **Magnolia Mound Plantation:** Through educational programs, workshops, lectures, festivals and other special events, Magnolia Mound's mission is to illustrate and interpret the lifestyle of the French Creoles who formed the fascinating culture which still influences and pervades life in southern Louisiana.
- **Bluebonnet Swamp Nature Center:** Through ecotourism and nature-based education, Bluebonnet Swamp Nature Center provides opportunities for discovery and positive outdoor experiences, which foster an awareness and appreciation of natural resources. Bluebonnet Swamp promotes the conservation of natural areas, ecological research and hands-on community involvement of cultivate environmental stewardship.
- **Independence Park Theatre and Cultural Center:** Independence Park Theatre is committed to serving the East Baton Rouge Parish community by providing a state-of-the-art facility, quality entertainment, performance art training and education, and fostering interest in the performing arts.

Superintendent

Carolyn McKnight, (225) 272-9200, ext. 568

Mission Statement

It is the BREC mission to provide parks and recreation opportunities for all of the citizens of East Baton Rouge Parish

About the Superintendent

The State of Louisiana by Act 95 of the Legislature created BREC and gave the BREC Commission the authority to name and employ a person to be designated as Superintendent of the Commission. The superintendent is not a member of the commission, but is designated as ex officio secretary of the commission. The legislation further states that the superintendent

shall have the power and authority to make recommendations as to said policies, plans, and procedures, and to assign duties, to direct and control, transfer, promote, demote, and otherwise change the status of all employees, and to recommend the salary to be paid in each case. Such nominations and recommendations shall finally be passed upon by the commission. The commission can not and shall not act in the actual administration of public recreation and park facilities except through the superintendent, and every lawful act of the superintendent performed in his capacity as superintendent pursuant to the provision of the section and the rules and regulations of the commission shall be the act of the commission.

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.

The duties and responsibilities of the superintendent shall be defined specifically in a written job description approved by the commission and shall conform to the provisions of law that established the position.

Such duties and responsibilities shall include the general management and administration of the business of the commission and making all administrative decisions affecting the recreation facilities and programs.

The superintendent shall have oversight authority and responsibility in all matters of facility and program management, including but not limited to facility maintenance and construction, human resources, finance, concessions and other related areas. He shall at all times be subject to the directives of the board of commissioners.

The superintendent shall, by the regular meeting in March of each year, submit a report of the activities on the commission, including financial statement for the proceeding year and his recommendations for the coming year.

Zoo

Director: Phil Frost, (225) 775-3877

Mission Statement

BREC's Baton Rouge Zoo is a place where people connect with animals. We are therefore dedicated to cultivate an appreciation and concern for wildlife and wild places. □ We are committed to provide excellence in animal care and welfare, education, recreation, conservation and research that collectively inspire respect for nature.

About the Zoo:

BREC's Baton Rouge Zoo is home to more than 1,800 animals including a white tiger, elephants, rhinos, giraffes and alligators. Visitors can enjoy the new Flamingo Cove and Giants of the Islands exhibits, featuring the Zoo's Chilean flamingos and Galapagos and Aldabra tortoises, as well as the Safari Playground, the Otter Pond, our exhibit featuring a replicated fishing cabin with underwater viewing of the otters, L'aquarium de Louisiane, Parrot Paradise and KidsZoo. Adults and children can ride the Cypress Bayou Railroad on a scenic ride through the unique Louisiana habitat that surrounds the core Zoo.

With more than 260,000 visitors each year, the Zoo is a place where people connect with animals. Each year our Education staff reaches thousands of visitors through school field trip programs, our overnight Safari Nights, Zoo Camp and other programs. Looking for a place to

hold your next family picnic, corporate picnic or birthday party? The Zoo caters to your every need in addition to hosting the most fun party you will ever attend.

The Zoo is accredited by the Association of Zoos and Aquariums (AZA). Look for the AZA logo whenever you visit a zoo or aquarium as your assurance that you are supporting a facility dedicated to providing excellent care for animals, a great experience for you and a better future for all living things.

Visit us at www.brzoo.org

BREC Foundation



Director: Carl Stages, (225) 272-9200, ext. 552

Mission Statement

The mission of the BREC Foundation is to enhance the quality of life for all citizens of East Baton Rouge Parish through the conservation and preservation of green spaces, recreational programs and park facilities.

About the BREC Foundation

In May 2003, the BREC Foundation was officially designated by the Internal Revenue Service as a 501(c)(3) non-profit organization, chartered to serve as a conduit for funding for BREC initiatives.

To fulfill that mission, the citizen-based BREC Foundation works to:

- Attract endowed charitable funds by providing leadership to the philanthropic community.
- Assess needs in the community and serve as a catalyst for response.
- Serve as responsible stewards of all our resources.

Through a cooperative endeavor agreement with BREC, the Foundation provides grant administration and oversight working with departments to identify and pursue program and project funding opportunities.

From 2004 through June of 2013, nearly \$3,300,000 in restricted funds has been contributed to the BREC Foundation. Donors of note are Raising Cane's, Capital One, Blue Cross Blue Shield of Louisiana Foundation, Baton Rouge Soccer Association, Baton Rouge Area Foundation, Irene W. and C. B. Pennington Foundation, Greater Baton Rouge State Fair Foundation, Wampold Companies, ExxonMobil Foundation, Reilly Family Foundation and Sue Turner and her family.

As more of the master plans for various parks are completed, there will be additional amenities that will capture the attention of the business and philanthropic communities. These public-private partnerships will be key to implementing the dreams captured in the "Imagine Your Parks" and future strategic plans.

The Foundation is located on the second floor of the BREC Administration building next to the Executive Offices. The telephone number is 226-7381, the fax number is 273-6419 and e-mail may be sent to cstages@brec.org. The Foundation's website is www.brecfoundation.org.

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.

Standing Rules

CODE OF RESPONSIBLE COMMISSIONER SERVICE

The Recreation and Park Commission for the Parish of East Baton Rouge is entrusted with the oversight and administration of the parks, recreation facilities, and related programs and services provided to the people of the parish of East Baton Rouge. By accepting appointment to the commission, the commissioner takes on the obligations of service. The responsible commissioner:

- Attends and participates in commission meetings
- Is knowledgeable of the commission governance procedures as established in the bylaws, standing rules, and rules of order
- Conducts commission business in a professional manner so as to ensure the public confidence in the commission and its integrity
- Accepts committee appointment and participates fully as a committee member
- Is knowledgeable of the characteristics of a well-balanced community parks and recreation program.
- Makes periodic inspection of parks, recreation areas, and other facilities under the authority of the commission
- Keeps informed of the progress and development of the facilities and programs of the commission
- Brings to the attention of the superintendent matters that require, or may require, administrative attention.
- Brings matters before the commission that he or she believes should be considered and decided by the commission.
- Participates in one or more of the programs of the commission as a representative of the commission or as a program participant.
- Serves as an ambassador of goodwill for the commission, at all times being willing to listen to suggestions and well-intended criticism.

EXCESSIVE ABSENCES BY A COMMISSION MEMBER

Whereas, The public has the right to expect that the commission shall carry out its object and purpose through the a deliberative process involving the participation of all its members; and

Whereas, Absence from a meeting of the commission impairs the ability of the commission to reach its decisions with the benefit of the voice and vote of all its members; and

Whereas, Implicit in the acceptance of an appointment to serve as a member of the commission is the duty to attend the business meetings of the commission; now, therefore, be it

A commissioner's absence from three commission meetings in any calendar year shall constitute cause for the commission to request that the appointing authority rescind the member's appointment and appoint another person to serve on the commission.

AGENCY LIAISON RESPONSIBILITIES

As an agency liaison, the commission member is responsible for attending an organization's board meetings and relaying information between the commission and the board. Meeting notices are typically sent to the superintendent's office and to the commission member by the subject boards. Boards that are designated to have a liaison commission member are periodically reviewed by the Chair for continued need and involvement. Each year the chair will review the liaison boards and make necessary adjustments and assignments as required.(List available in the superintendent's office.)

APPOINTMENT AND EMPLOYMENT OF THE SUPERINTENDENT

The commission shall fulfill its obligation to appoint and employ a superintendent under the following policies:

Qualifications for appointment

The commission shall establish such qualifications and specifications for the position of superintendent in its human resources policy and shall make no permanent appointment to the position except from among candidates who meet the staffing qualifications.

Salary

The superintendent shall be employed at such salary and on such terms and conditions as the commission, in its sole discretion, may deem advisable.

Tenure

The employment of the superintendent may be terminated at any time for any reason by the affirmative vote of a majority of the commissioners. The superintendent shall, however, be entitled to notice as stipulated in the superintendent's employment contract except when immediate termination is in the best interest of the commission or the agency.

Duties and responsibilities:

The duties and responsibilities of the superintendent shall be defined specifically in a written job description approved by the commission and filed in the human resources policies of the commission. Such job description shall conform to the provisions of law that establish the position.

Such duties and responsibilities shall include the general management and administration of the business of the commission and making all administrative decisions affecting the recreation facilities and programs.

The superintendent shall have oversight authority and responsibility in all matters of facility and program management including, but not limited to, facility maintenance and construction, human resources, finance, concessions, and other related areas. The superintendent shall at all times be subject to the directives of the board of commissioners.

Notwithstanding anything herein provided, no actions of the board of commissioners or actions of the superintendent shall conflict with the provisions of R.S.33:4570 *et seq.*

SUPERINTENDENT'S ANNUAL REPORT TO THE COMMISSION

The superintendent shall, by the regular meeting in March of each year submit a report of the activities of the commission, including financial statement for the preceding year and recommendations for the coming year.

Special Rules of Order

The following rules have been adopted as special rules of order, such rules to be in full force and effect and binding on the commission, its committees, and its staff as may be applicable given the substance of each particular rule, until rescinded or amended by the board of commissioners.

ORDER OF BUSINESS

The following shall be the order of business at all regular commission meetings

1. Call to order
2. Opening ceremonies
3. Consent calendar
4. Presentations
5. Reports of officers and standing advisory committees
6. Reports of special committees
7. Special orders
8. Unfinished business and general orders
9. New business
10. Adjournment

AGENDA FOR REGULAR MEETINGS

1. The secretary shall prepare a meeting agenda for all regular meetings that conforms to the order of business adopted by the commissioners and shall mail a copy to each commissioner by depositing same in the U.S. Mails by 12:00 noon on a date at least five calendar days before the date of the meeting. Commissioners may waive mailing and consent to have their copy of the agenda sent via e-mail.
2. Only commissioners and the superintendent may place items on the agenda.
3. Any commissioner desiring to place an item on the agenda shall notify the superintendent no later than 9:00 a.m. on the seventh day before the scheduled date of the meeting. The commissioner shall furnish a brief explanation of the item and, if the item requires the action of the commission, the commissioner seeking the item shall furnish a written motion or resolution, which shall be furnished to the commissioners with the agenda.
4. Items shall be placed on the agenda under the appropriate order of business in its proper order, and in the order received by the superintendent.

5. Items on the commission agenda that are considered routine by the superintendent or by any commissioner shall be marked with an asterisk (*) and unless a commissioner or the superintendent specifically requests that an item so marked be considered separately and that action be taken separately on said item in the order appearing on the agenda, those items so marked shall be approved, adopted, accepted, referred, etc. by motion and vote under the order of business entitled "Consent Calendar" after the description of each item is read aloud. Items so approved shall nevertheless appear in commission minutes in their proper form under their appropriate headings.

PROCEDURE FOR HANDLING CORRESPONDENCE, REPORTS AND RECOMMENDATIONS WHICH COME BEFORE THE COMMISSION:

1. Reports that contain recommendations requiring the action of the commission shall be in writing.
2. All communications on which a recommendation from the superintendent is desired shall be automatically referred to the superintendent when read at the commission meeting unless the recommendation is made to the commission when the communication is reported. Such recommendation shall be automatically referred to the appropriate committee except that it shall be in order for the commission to consider and take action on the recommendation without referral to committee.
3. When the superintendent reports a recommendation on any matter the commission has referred, the report shall be accompanied by any information in the file necessary for the commission to make an informed decision on the recommendation.

ROLL-CALL VOTE

A roll-call vote shall be taken at the request of any commissioner.

LIMITS ON DEBATE

1. A commissioner may speak no more than twice on the same question on the same day without the consent of the commission, and may not speak a second time until everyone who wishes to speak has had the opportunity to do so.
2. A commissioner's first speech on a question shall be limited to five minutes, and the second speech may not exceed three minutes.
3. The limits on debate may be extended with the consent of two-thirds of the commissioners present and voting.

PUBLIC HEARINGS AND PUBLIC COMMENT

1. At any time the commission holds a public hearing, or considers a matter on which a member of the public wishes to address the commission, the

commission shall provide the opportunity to a representative number of proponents and opponents on each issue before the commission.

2. Each person appearing before the commission shall be required to provide a name and the group, organization or company represented, if any, and shall notify the chair no later than the beginning of the meeting by completing a basic information form furnished by the secretary.
3. To be certain that an opportunity is afforded all persons who desire to be heard, the chair shall inquire at the beginning of the hearing or period of public comment on each matter if there are additional persons who wish to be heard other than those who have previously notified the chair.
4. Subject to such reasonable time limits the commission may establish for any public hearing or period of public comment, the chair shall allot the time available for the hearing in an equitable manner among those persons who are to be heard. In no case, however, shall any person speak more than three minutes without the consent of the commission.
5. The public shall be allowed a comment period at any point in the meeting prior to action on an agenda item upon which a vote is to be taken. The commission chair will call for speakers at the beginning of each commission meeting. The chair will decide if public comment should be allowed at other points during the commission meetings.

ITEMS SUBJECT TO PUBLIC HEARING

1. No motion, resolution or action of the commission which involves approval of the annual budget, authorizes the borrowing of money, levies a tax, establishes any rule or regulation for the violation of which a fine or other penalty is imposed, abolishes any office or position of employment, or expropriates property shall be adopted at the same meeting at which it was introduced, but shall be read a first time and upon such introduction, a time shall be fixed, not less than 12 days after said introduction, at which time the commission shall hold a public hearing thereon.
2. The public hearing on any such item may be held separate from, or in connection with, a regular or special meeting of the commission, and unless it be an emergency action as hereinafter defined, shall be read a second time, and may be finally passed at any regular or special meeting of the commission after the conclusion of the public hearing on such action.
3. An emergency action is one taken for the immediate preservation of recreational facilities or programs and may be passed at any regular or special meeting, after having been published one time in full in the official journal of the parish. An emergency action shall contain a specific statement of the emergency claimed and shall be adopted only after receiving at least seven affirmative votes.
4. No action levying a tax, authorizing the borrowing of money, or expropriating property shall be adopted as emergency action.

Volunteer Tax Information

A State Law passed in 2007 provides for a \$500 deduction from taxable income per tax year for individuals who volunteer for BREC provided the following conditions are met:

1. The individual must serve 30 hours or more during the calendar year. It is the responsibility of the volunteer to track their hours and turn them into the volunteer office after approval is received by the department director. Hours are calculated on an hour per hour basis of your time served. For example, one hour long committee meeting per month would equal 12 hours and will not be sufficient alone to satisfy the requirement.
2. The individual must be registered by the volunteer office as a BREC volunteer.

More information about volunteering for BREC and the income deduction can be requested by calling the BREC Volunteer Coordinator at 272-9200 x581.

Department Organizational Charts

BREC COMMUNICATIONS DEPARTMENT MAY 2013



DIRECTOR

ASSISTANT DIRECTOR

PUBLICITY/MARKETING
MANAGER

PUBLICITY/MARKETING
MANAGER

VOLUNTEER/SPECIAL
EVENTS MANAGER

PUBLICITY/MARKETING
MANAGER
Graphic Artist

PUBLICITY/MARKETING
MANAGER
Graphic Artist

PRINT SHOP
SUPERVISOR

CLERK II

PRINT TECHNICIAN

CLERK II

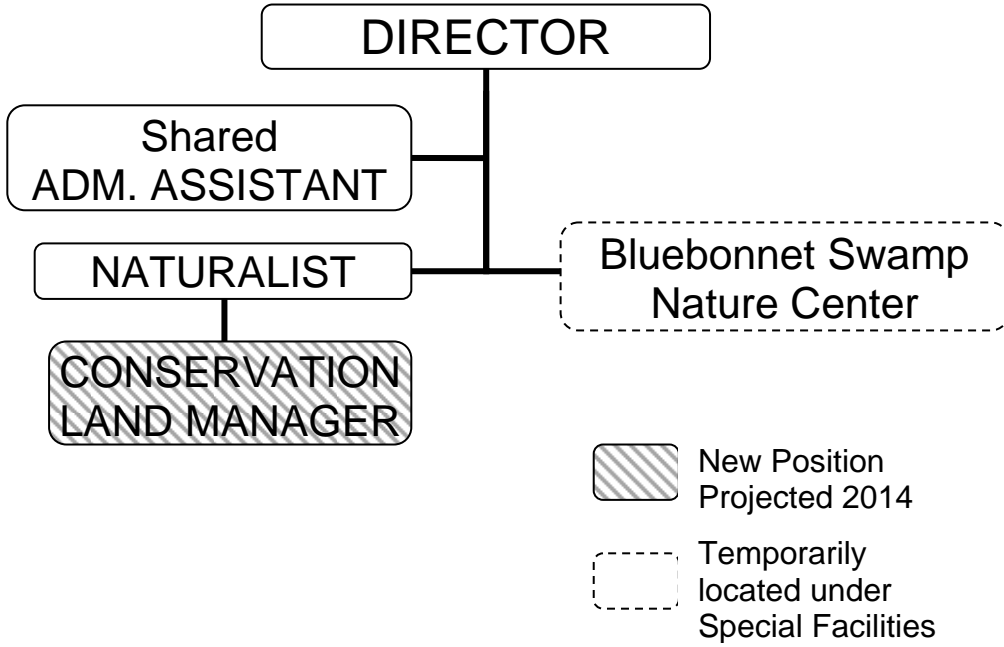
PART-TIME
PRINTER

COMMUNICATION
INTERN

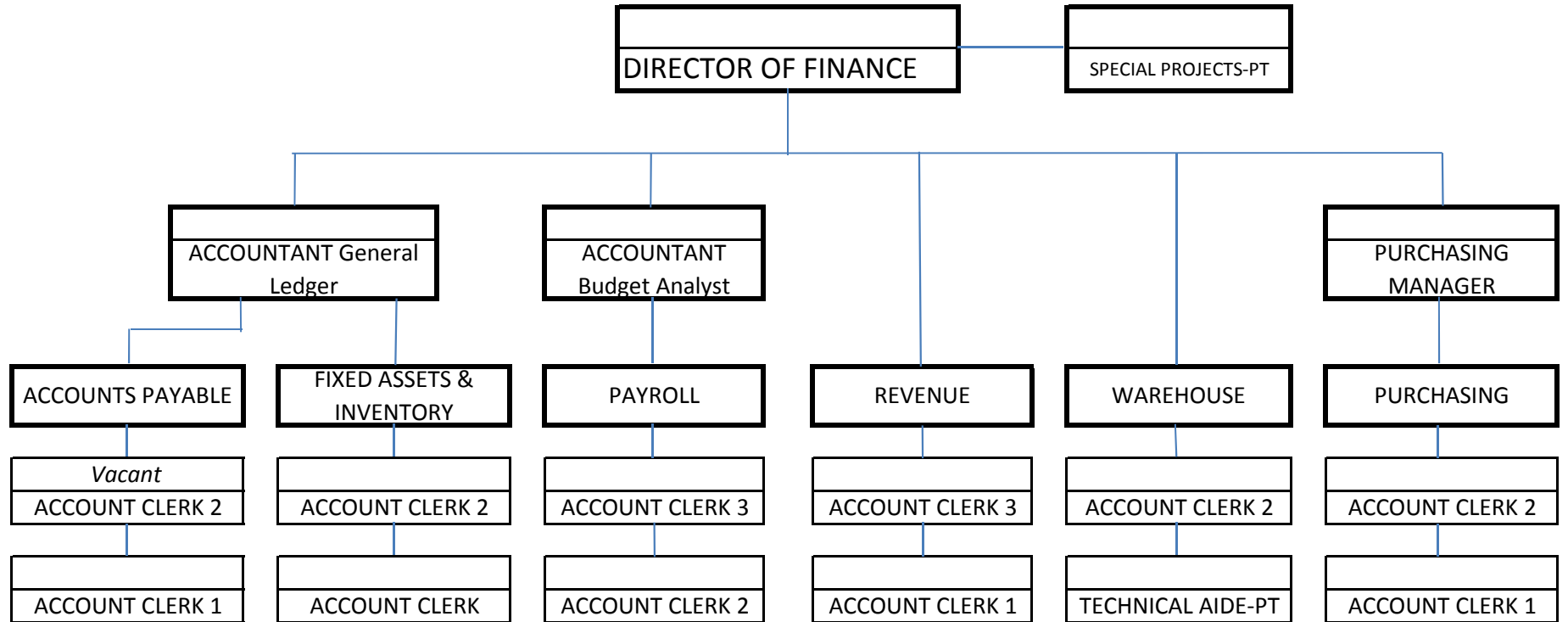
COMMUNICATION
INTERN

GRAPHIC DESIGN

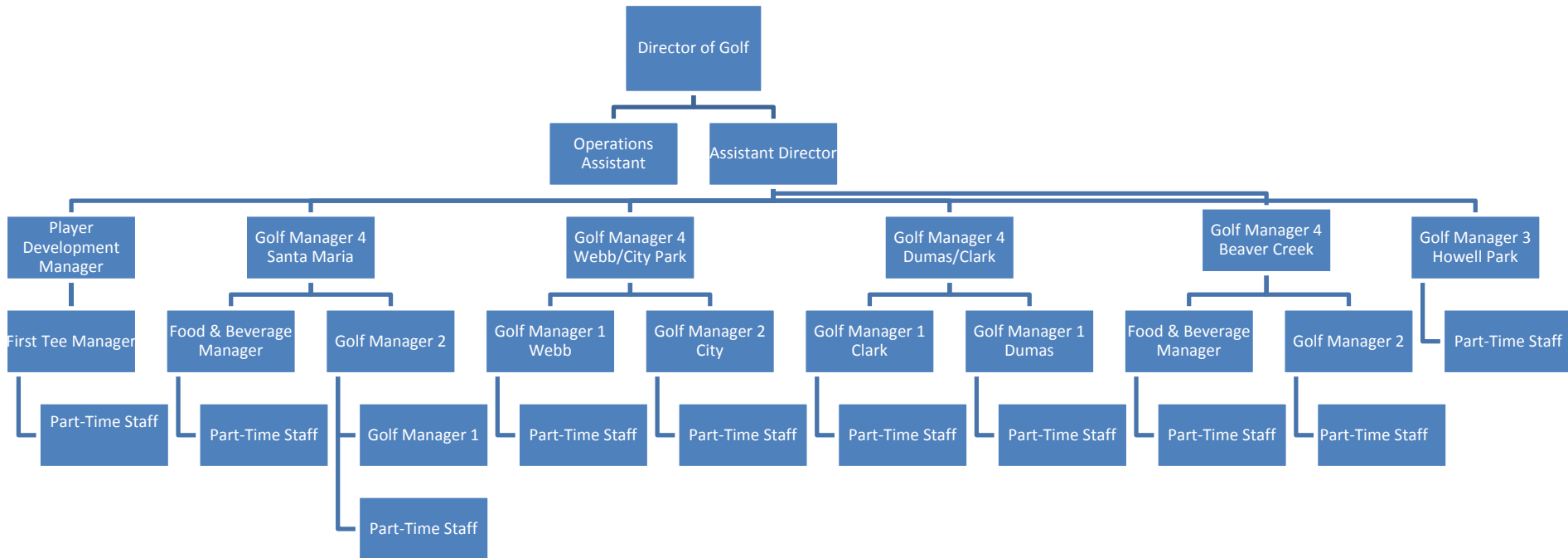
CONSERVATION DEPARTMENT ORGANIZATIONAL CHART



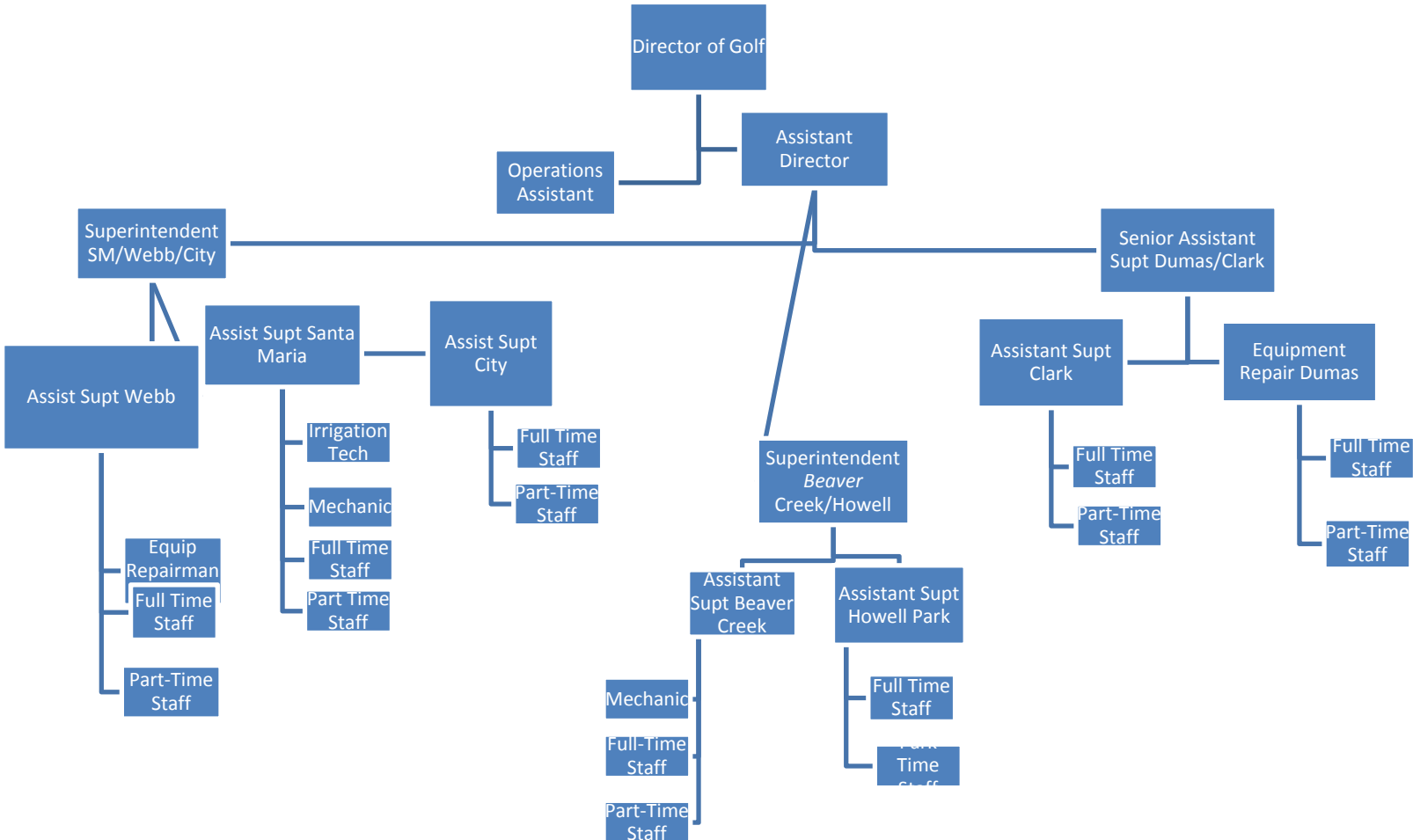
FINANCE DEPARTMENT



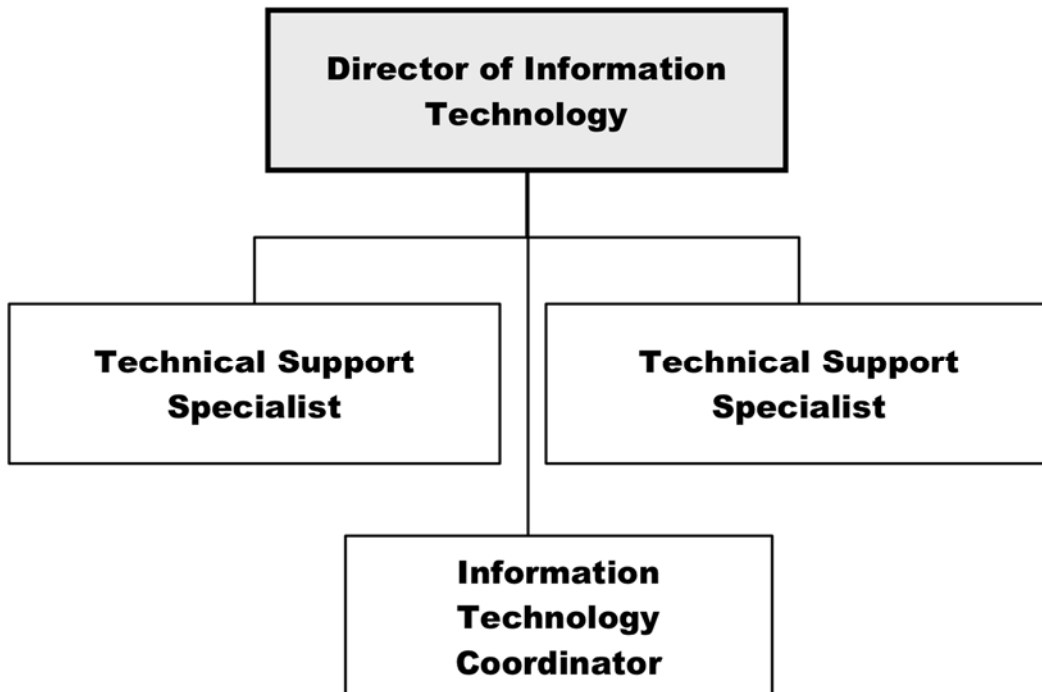
GOLF OPERATIONS



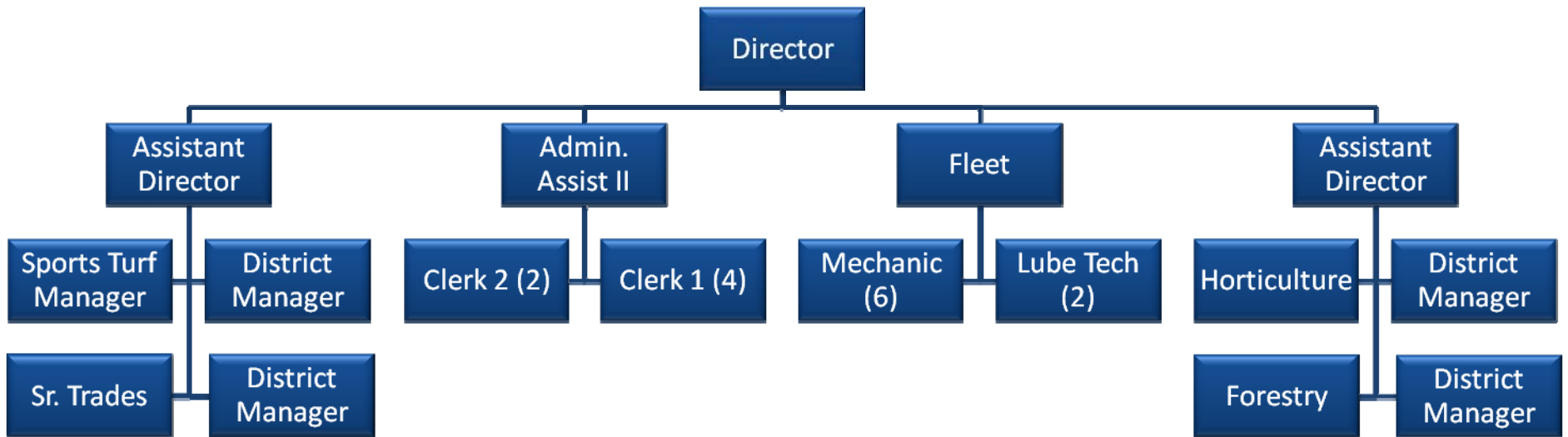
Golf Maintenance



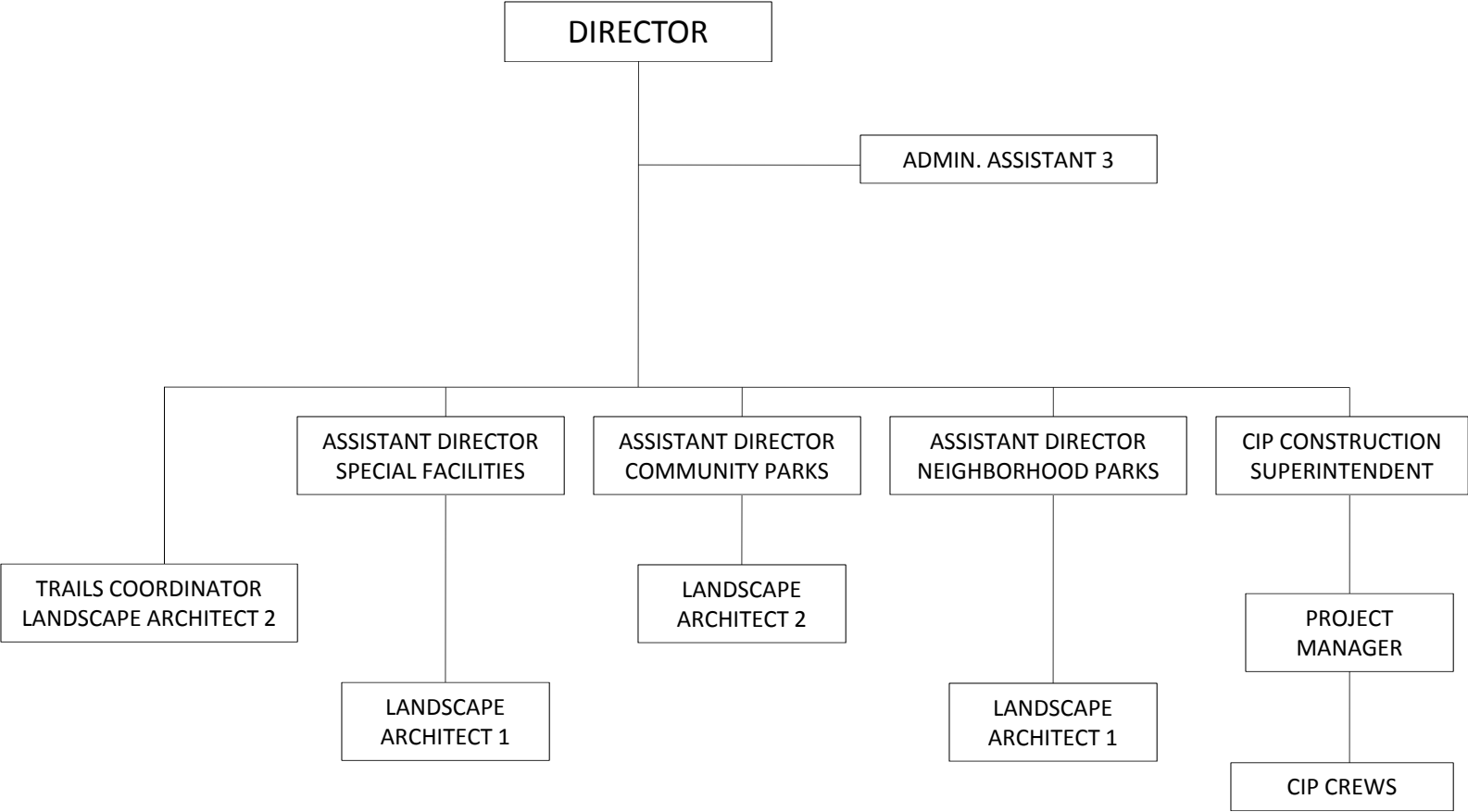
Information Technology Department



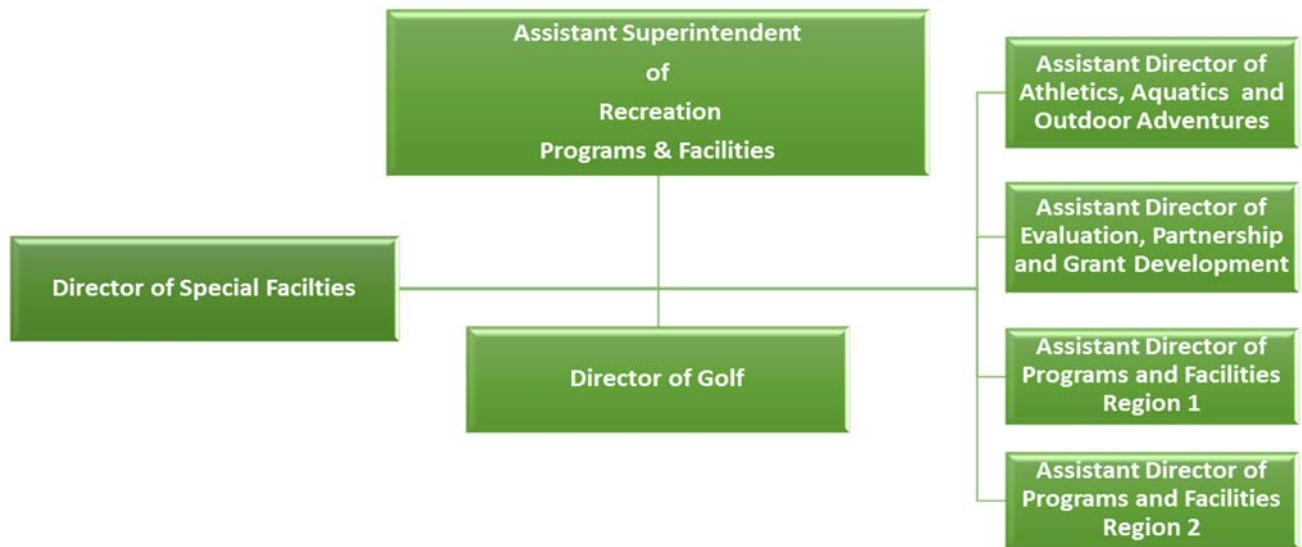
PARK OPERATIONS



PLANNING & ENGINEERING DEPARTMENT



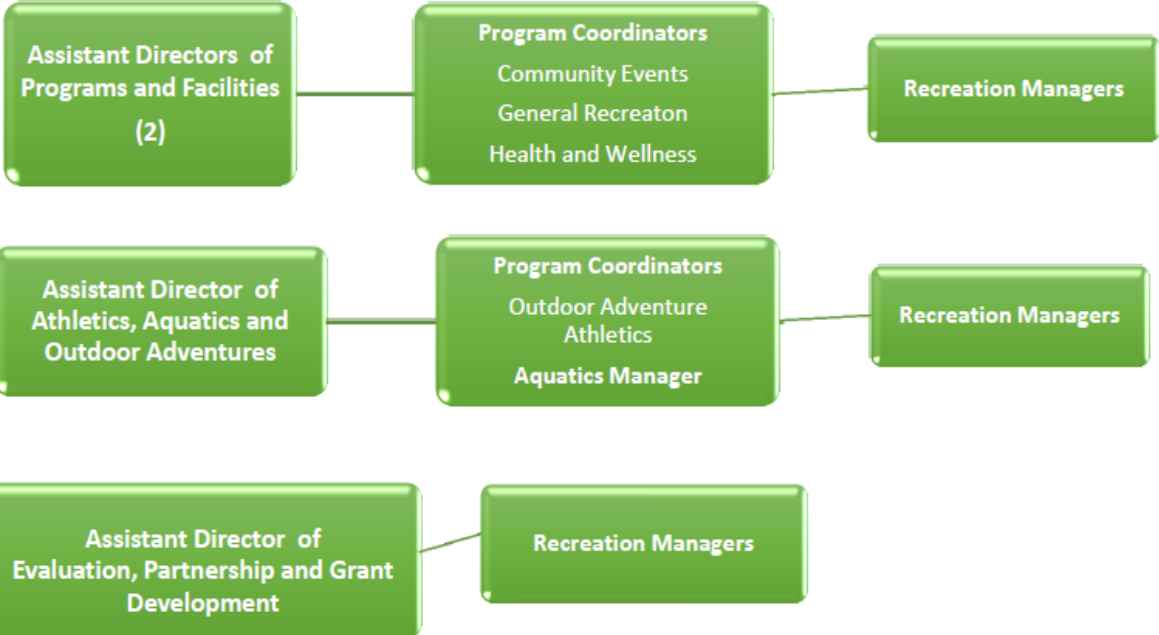
RECREATION PROGRAMS AND FACILITIES DEPARTMENT



ORGANIZATION CHART 2014

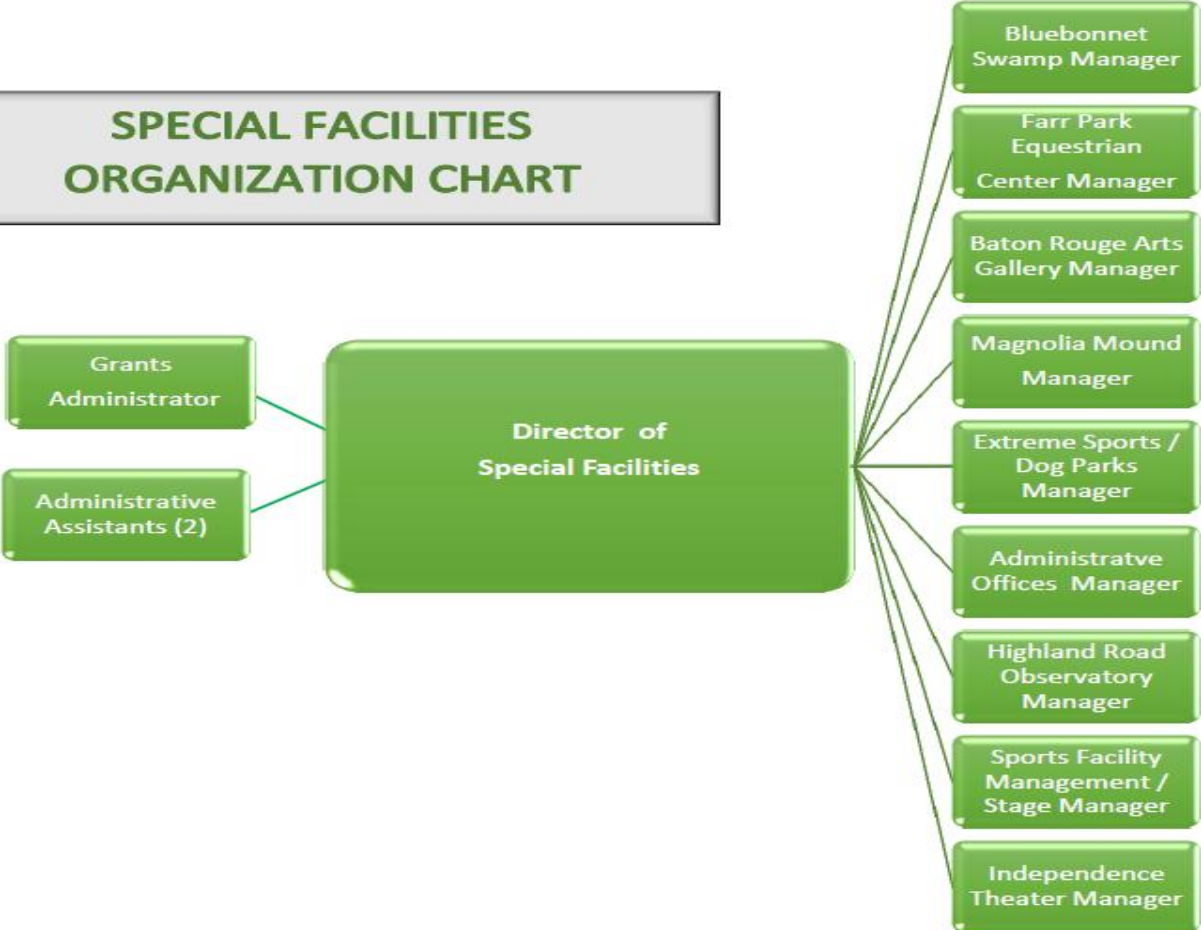
RECREATION PROGRAMS

ORGANIZATION CHART

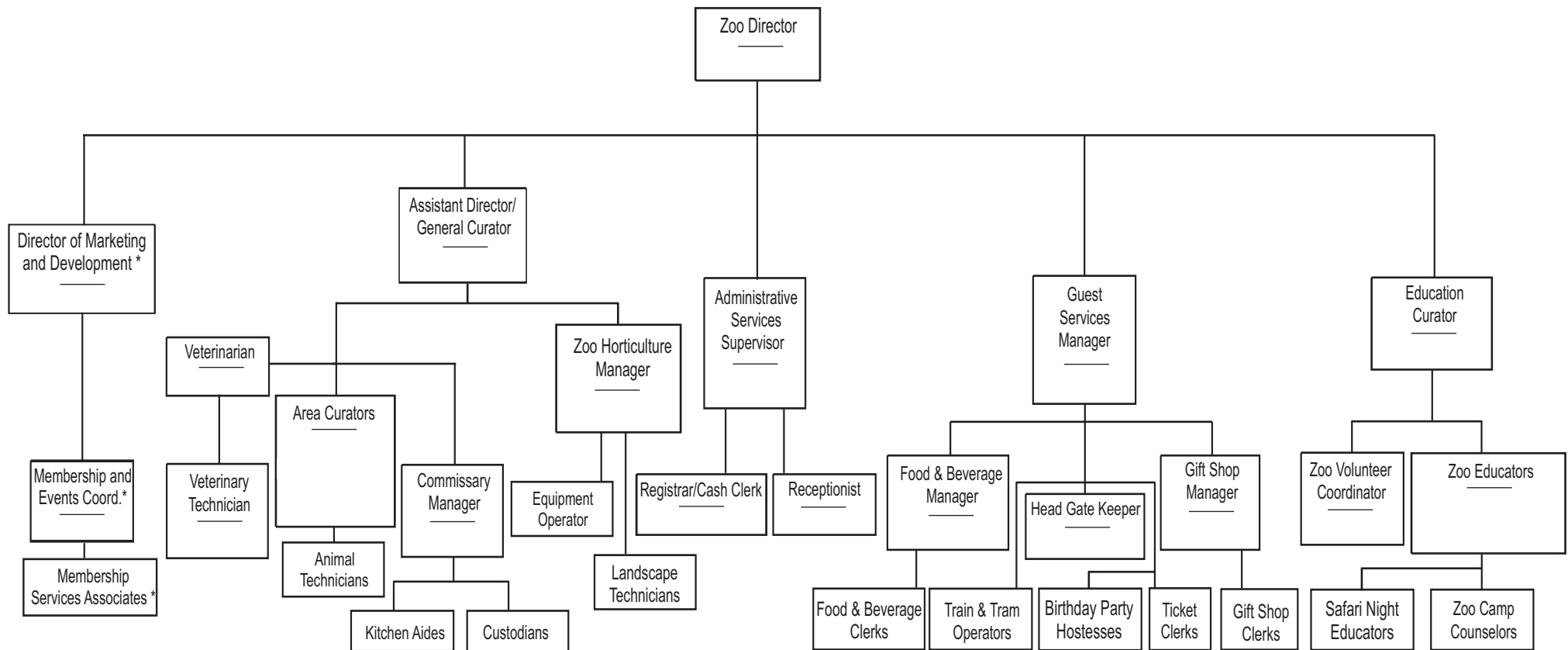


SPECIAL FACILITIES

ORGANIZATION CHART



BATON ROUGE ZOO Organizational Chart



* Friends of the Zoo funded employees