

BY-LAWS FOR REGION V
STEERING COMMITTEE OF THE
LOUISIANA WATERSHED INITIATIVE

I. Principles

This document is authored to provide protocols for the administration and parliamentary function of the Steering Committee for Region V of the Louisiana Watershed Initiative. Consequently, in the event of any conflict between any term, condition, or provision set forth herein and any mandate of the Louisiana Watershed Initiative, the latter shall prevail.

II. Purpose, Duties, and Responsibilities

It is recognized that the Louisiana Watershed Initiative has been established by the Louisiana Office of Community Development which has been tasked with the responsibility of managing \$1.2 billion allocated to the State of Louisiana by the United States Department of Housing and Urban Development for the sole purposes of flood mitigation and flood plain management. Therefore, the goal of the Louisiana Watershed Initiative is to improve water management so as to proactively and effectively address flood risks and mitigation.

Working in conjunction with the selected grant applicant and fiscal agent for Region V of the Louisiana Watershed Initiative, the Acadiana Planning

Commission, this Steering Committee shall assist in the development and prioritization of a project list satisfying the goals, purposes, and criteria set forth by the Louisiana Watershed Initiative and to form a permanent watershed coalition within the parameters defined by the Louisiana Watershed Initiative. The Steering Committee shall further exercise such powers and discharge all other duties and responsibilities as dictated by the Louisiana Office of Community Development, the grant applicant (the Acadiana Planning Commission), and/or the United States Department of Housing and Urban Development.

III. Selection and Composition of Steering Committee

Criteria and guidance for the Steering Committee composition was set forth by the Louisiana Office of Community Development and consists of nineteen (19) total members. The Steering Committee composition shall be composed of one (1) representative from each of the sixteen (16) parishes which comprise Region V of the Louisiana Watershed Initiative and (3) ex-officio appointments made by the Acadiana Planning Commission, to-wit:

Acadia Parish

Allen Parish

Avoyelles Parish

Calcasieu Parish

Cameron Parish

Evangeline Parish

Iberia Parish

Iberville Parish

Jeff Davis Parish

Lafayette Parish

Pointe Coupee Parish

Rapides Parish

St. Landry Parish

St. Martin Parish

St. Mary Parish

Vermilion Parish

(3) Ex-Officio APC Appointments

A member shall be appointed by each of the governing authorities of the aforesaid parishes and three (3) members by the Acadiana Planning Commission. Ex officio members shall serve in an advisory non-voting capacity. Membership changes to the committee will be submitted in writing by the Parish's Governing Authority to the Acadiana Planning Commission.

IV. Organization and Structure

The Steering Committee shall appoint a Chairperson and Vice-Chairperson. The Chairperson shall serve as the presiding officer at each meeting, and in the absence of the said Chairperson, the Vice-Chairperson shall serve in that capacity. Moreover, the Chairperson and Vice-Chairperson shall perform all other duties and responsibilities as commonly ascribed to such offices.

Both the Chairperson and Vice-Chairperson shall be elected by simple majority vote of the membership of the Steering Committee. Each shall serve for the duration of the Steering Committee.

Both the Chairperson and Vice-Chairperson shall be voting officers on any and all matters which come before the Steering Committee.

The Acadiana Planning Commission, as grant applicant, is hereby designated as the recording Secretary and Clerk for this Steering Committee.

V. Steering Committee Meetings, Quorum, and Procedural Rules

Except as otherwise provided in its By-Laws and except as otherwise dictated by the regulations and mandates of the Louisiana Office of Community Development and United States Department of Housing and Urban Development, this Steering Committee shall be governed in all proceedings by the most current edition of *Robert's Rules of Order, Newly Revised*. The Steering Committee shall meet as dictated by the fiscal agent, The Acadiana Planning Commission, and all

such meetings shall be announced in advance and shall further be open to the public in accordance with Louisiana Open Meetings Law except as amended by these bylaws. Moreover, the meetings shall be conducted pursuant to a written agenda approved by the Chairperson of the Steering Committee, working in conjunction with The Acadiana Planning Commission. At any meeting, only representatives from the 16 parishes of the Steering Committee may vote. Furthermore, at such meetings, a quorum shall be present and is hereby defined as greater than fifty (50%) percent of the voting membership of the Steering Committee.

All decisions of the Steering Committee shall be by majority vote of the membership. As previously set forth herein, all officers of the Steering Committee shall be entitled to vote on any matter coming before the Steering Committee. Steering Committee members shall be prohibited from appointing alternate designees to the committee. An exception may be granted for individual meetings where formal action is required, and the member designee is unable to be physically present. In this instance, the member designee may appoint an alternate designee in writing. The alternate designee shall be prohibited from engaging in committee discussions surrounding formal action items and shall only be permitted to submit in writing a predetermined vote to the chairperson.

Steering Committee members shall be expected to attend all meetings. Failure to attend two consecutive meetings without explanation acceptable to the committee

constitutes grounds for removal from the committee and the appointing body shall be asked to make a new appointment.

VI. Steering Committee Agendas and Minutes

Meeting agendas will be distributed to the Steering Committee at least seven days prior to the regularly scheduled meetings and posted publicly at the meeting location.

Minutes of each meeting shall be kept by the recording Secretary, The Acadiana Planning Commission. Within two weeks after each meeting, replicas of the minutes shall be provided to each member of the Steering Committee.

VI. Approval and Amendment to By-Laws

These By-Laws and any amendments thereto shall be approved by majority vote of the members of the Steering Committee.

VII. Dissolution

This Steering Committee shall exist only for such period of time as permitted by the dictates of the Louisiana Watershed Initiative acting pursuant to the rules, regulations, and dictates of the Louisiana Office of Community Development and the United States Department of Housing and Urban Development.

VIII. Public Comment on Agenda Item(s)

Any individual or representative of any organization shall be allowed to address the Steering Committee on any agenda item which requires that a vote be taken. To exercise this privilege, no prior request for placement on the agenda is necessary. Comments from the public shall be entertained after introduction of the item to be voted on and before any discussion by members of the Steering Committee. No public comment shall be allowed on any item which does not require that a vote be taken and/or which does not appear on the agenda.

A person wishing to comment on any agenda item may be requested, at the discretion of the Chairperson, to complete a “public comment form” prior to the meeting indicating the specific agenda item which he/she would like to address.

Any person appearing before the Steering Committee in connection with such agenda item shall first state his/her name and shall limit his/her remarks to three (3) minutes. However, the Chairperson may deviate from this time limitation unless his/her decision is overridden by a majority vote of the Steering Committee. All statements shall be directed to the Steering Committee as a whole and not to any specific member. No person shall speak more than once per agenda item. No dialogue between members of the Steering Committee and/or other members of the

public shall be permitted, except at the discretion of the Chairperson and then only to clarify the nature of questions and/or comments.

Any person who has been recognized to speak to the Steering Committee on an agenda item shall reserve his/her comments to matters that are strictly relevant to that specific item. All comments shall be presented in a respectful manner, and participants must conduct themselves orderly and with civility. Comments or language of a lewd, insulting, or provocative nature shall not be tolerated or permitted. Members of the public audience shall remain silent unless and until recognized as a speaker by the Chairperson. Moreover, personal and derogatory remarks shall be deemed inappropriate. The Chairperson may, therefore, dismiss any speaker who violates the dictates of this policy.

In the event that an organization, formal or informal, wishes to address the Steering Committee on any specific agenda item, then such entity shall select one person as its spokesperson therefor.