

**BY-LAWS OF THE RECREATION AND PARK COMMISSION
FOR THE PARISH OF EAST BATON ROUGE**

Motion made by Mr. Robertson, seconded by Mr. Butt and adopted by unanimous vote on March 27, 2007.

ARTICLE I

Time and Place of Regular Meetings

- (1) Regular meetings of the Recreation and Park Commission shall be held at 3140 North Sherwood Forest Drive, Baton Rouge, Louisiana, on the fourth Tuesday of each month at 5:00 p.m.
- (2) The Commission may, by a majority vote at an official meeting, designate such other time and place as it deems advisable for any subsequent regular meeting to be held. Notice of such different time and place shall be posted at the Commission office and given to the local news media in order that the public may be informed thereof.

ARTICLE II

Special Meetings

- (1) Special meetings of the Commission may be called for at such time and place as deemed advisable by the Chairman of the Commission or by any three members of the Commission,
- (2) No such special meeting shall be an official meeting of the Board unless notice thereof shall have been posted at the Commission Office as provided by RS 42:7, and unless notice thereof shall have been given either by public announcement at an official Commission meeting or by special written notice to all members of the Commission, which notice shall be deposited in the United States Mails at least 48 hours prior to the time of such meeting or by telephone and/or e-mail at least 48 hours prior to the time of such meeting.
- (3) In the event of an extreme emergency such meetings may be called without the 48 hours written notice, and by telephone, provided, however, that no such meeting shall be a valid official meeting of the Commission unless each member of the entire Commission agrees in writing to waive the above notice requirements.
- (4) The person calling such special meeting, whether by written notice, at an official Commission meeting or by telephone and/or e-mail, must specify the items to be considered by the Board at such meetings, and no matters other than those so specified shall be considered at such meeting.

ARTICLE III

Order of Business at Regular Meetings Agenda

- (1) The following shall be the order of business at all regular meetings of the Recreation and Park Commission:
 - (1) Call to Order
 - (2) Roll Call
 - (3) Action on minutes of any previous meeting, regular or special, which have not yet been disposed of. (A reading of the minutes may be dispensed with and the minutes may be approved or corrected by a majority vote of the members present).
 - (4) Action on motions and resolutions introduced at previous meetings.
 - (5) Regular agenda items not completed at a previous meeting.
 - (6) Other new business in order of the agenda.
 - (7) Administrative Matters. The Superintendent may bring up matters at this time.

- (8) Other Matters. Any Commission Member may bring up other matters at this time, with consent of the majority present.
- (9) Communications. No item brought up under communications may be voted on at the same meeting at which it is brought to the Commission's attention.
- (10) Adjournment.

ARTICLE IV

Method of Preparing the Agenda

- (1) No one may place an item of business on the agenda except Commission members and the Superintendent. Any Commission member desiring to place an item on the agenda shall notify the Superintendent by 12:00 noon Tuesday preceding the upcoming regular meeting. He shall give the Superintendent a brief explanation of the item and the action he desires the Commission to take, which information shall be included on the agenda by the Superintendent. The Superintendent shall mail copies of the written agenda to each Commission member by depositing same in the U.S. Mails by 12:00 noon Thursday, before the upcoming regular meeting.
- (2) Items shall be placed on the agenda in the order received by the Superintendent.

ARTICLE V

Quorum

- (1) Five (5) or more Commission members present at any regular or special meeting of the Commission shall constitute a Quorum for the conduct of business.

ARTICLE VI

Voting

- (1) No action may be taken by the Board except at a properly called regular or special meeting, open to the public, at which meeting such proposed action has received the affirmative of votes of not less than a majority of all members of the Commission.
- (2) In all voting by the Commission, the vote shall be by voice vote. If an item on the agenda has a motion and second to it, then a roll call vote will not be made on these items. If a Commission member requests a roll call vote, then it shall be done in that manner.

ARTICLE VII

Conduct of Meetings

- (1) The Chairman of the Commission, or in his absence the Vice-Chairman, shall conduct all meetings of the Commission. He may recognize members of the Commission who wish to be heard in the order that he deems advisable and no member of the Commission shall speak without having first been recognized by the Chairman. However, any member of the Commission who feels that he is being unfairly treated in this respect may appeal to the Commission for permission to be heard immediately and upon a majority vote of the Commission will be heard. Such appeal may be made at any time to the Commission itself and without prior recognition by the Chair. Such appeal shall be voted on immediately and prior to the transaction of any other business and prior to any other member or persons being heard.
- (2) In view of the great amount of business to be conducted at such meeting, each Commission member will be allowed a maximum of ten minutes to express his views on any one subject without interruption from the other members upon initial consideration and five (5) minutes for rebuttal.

- (3) Other persons desiring to be heard by the Board must secure permission to speak from the Chairman and upon securing such permission shall be allowed from two (2) to five (5) minutes, as established by the Chairman, to express his views on any one subject. In the event there are both proponents and opponents to a measure before the Commission, the proponents shall be heard first followed by the opponents. Thereafter, one person selected by the proponents may be heard two (2) to five (5) minutes, as established by the Chairman.
- (4) In addition to the call for a question, which shall immediately cut off all debate and discussion on the matter before the Commission, the Commission may, on motion of a member and by majority vote, cut off all discussion on a particular subject by persons other than members of the Commission thereby allowing the Commission additional time for discussion without interruption or recognizing such other persons.

ARTICLE VIII

Election of Officers

- (1) A Chairman, a Vice-Chairman and a Treasurer shall be elected at the regular meeting in January of each year to serve for a period of one year. The Superintendent of Recreation and Parks shall serve as ex-officio secretary. In an instance where all Commission members have not been appointed for the year, then the Commission may, on a majority vote, delay the election of officers not more than seven (7) days after the last appointment.
- (2) In the election of officers, the Chairman shall be elected first and shall immediately take over the duties of that office. The Commission will then proceed to elect the Vice-Chairman and Treasurer and shall thereafter elect its representative to serve on the Planning Commission of the City of Baton Rouge and the Parish of East Baton Rouge.

ARTICLE IX

Duties of Officers

- (1) Chairman: It shall be the duty of the Chairman to preside at all meetings of the Commission; to sign official papers, as the legislative act, or as these rules may require; to appoint committee chairmen; call special meetings when it may be deemed advisable; and to sign warrants in payment of bills in the absence of the Treasurer.
 - a) He shall be an ex-officio member of all committees, but shall not appoint himself as chairman of any committee.
- (2) Vice-Chairman: The Vice-Chairman shall perform the duties of the Chairman in the absence of the latter.
- (3) Treasurer: The Treasurer shall act as Chairman of the Finance Committee and must, together with the Superintendent, approval all bills for payment. The Treasurer shall act as Chairman in the absence of the Chairman and Vice-Chairman.
- (4) Ex-Officio Secretary: The Secretary, who according to the legislative act, shall be the Superintendent of Recreation and Parks, shall give all members 48-hour written notice of all Commission meetings and shall also notify Committee members of all committee meetings, keep records and proceedings of all meetings, have a copy of same sent to each member of the Commission and shall call special meetings upon request of the Chairman or three members of the Commission.

ARTICLE X

Duties of Commission Members

- (1) It shall be the duty of the Commission members:
 - a) To attend the meetings of the Commission as regularly set or as called by the Chairman of the Commission or three members of the Commission.
 - b) To become familiar with the characteristics of a well-balanced community program.

- c) To make periodic inspection of recreation areas, facilities, program activities and to otherwise keep informed of the progress and development of the organization.
- d) To bring to the attention of the Superintendent matters that requires his administrative attention.
- e) To bring to the attention of the Commission matters requiring policy decision, which will increase the effectiveness of the department.
- f) To participate whenever possible in the program of the Commission as a representative of the Commission or as a program participant.
- g) To conduct the affairs of the Commission in such a manner as to win the confidence and respect of the public in the membership of the Commission and the integrity of the work of the Commission in the community.
- h) To serve as an ambassador of good will for the Commission, making it clear, at all times, that suggestions and criticisms are at all times welcome.
- i) To serve as members on both standing and special committees.

ARTICLE XI

Superintendent

- (1) Appointment: The Commission shall appoint a Superintendent of Recreation and Parks for the Parish of East Baton Rouge who shall have the minimum qualifications set forth in the approved class specifications for that position.
- (2) The Superintendent shall be employed at such salary and on such terms and conditions as the Commission, in its sole discretion, may deem advisable and may be relieved of his duties at any time for any reason by a majority vote of the entire Commission upon being given thirty (30) days notice of such termination.
- (3) Duties: The Superintendent of Recreation and Parks shall:
 - a) Under policies adopted by the Recreation and Park Commission, administer the affairs of the Commission as prescribed in the legislative act creating said body and prescribing his duties and functions. These shall include all administrative decisions affecting the recreation and park program, maintenance and construction problems, personnel, finance, concessions, and other related problems. He shall also carry out such policies as may be adopted by the Commission.
 - b) At the first regular meeting in January submit an annual report of the activities of the Commission, a financial statement for the preceding year, along with his recommendations for the coming year.
 - c) Serve as Secretary and ex-officio member of all committees.

ARTICLE XII

Committees

- (1) Standing Advisory Committees: The following standing advisory committees shall be established and be required to meet at least quarterly:
 - a) Finance Committee
 - b) Recreation/Program Committee
 - c) Community Resources Committee
 - d) Human Resources Committee
 - e) Park Operations Committee
 - f) Communications Committee

- g) Golf Committee
- h) Zoo Committee
- i) Planning and Engineering Committee
- j) Selection of Professionals Committee

(2) Special Committees and Appointments:

- a) Special committees may be established at any time and shall serve continuously until the purpose for which the Committee was established has been attained, but in no case shall a committee function for more than three years unless reappointed.

(3) Organization:

- a) The Chairman of each of the standing committees shall be Commission members and shall serve for one year. Chairmen of special committees which may function, shall be Commission members appointed by the Chairman. Chairmen of special committees shall serve during the life of the committee.
- b) The Commission Chair shall appoint the chair of each standing committee from the membership of its commission and one, with a maximum of two, additional commissioners. Said committee chairmen shall be appointed within two weeks after the Chairman of the Commission takes office. Each Commission member shall appoint one lay member to each committee to serve as a member on the committee, with the exception of Selection of Professionals Committee, in which three Commissioners shall make up the entire Committee. The Commissioners should make an attempt to put knowledgeable citizens in that field on each of the Committees. All lay committee members must reside in East Baton Rouge Parish and be a qualified voting citizen. A list of all committee members shall be sent to the Commission members as soon as committees are formed, for final approval. A staff member shall be assigned to each committee and shall work with the chairman of that committee. The Superintendent shall meet with all committees as much as possible.
- c) The duly elected Mayor's of the City of Baker, the City of Central, and the City of Zachary may appoint one committee member to each of the Commission's Standing Advisory Committees as follows: Communications, Finance, Golf, Human Resources, Park Operations, Planning and Engineering, Community Resources, Recreation/Program, and Zoo.
- d) Membership of special committees may be established by Commission action or selected by the committee chairman subject to the approval of the Commission.
- e) Lay advisory committee members shall have full voting privileges on their respective committees.
- f) All Standing Committee members shall receive the same BREC discounts as do all commissioners, and are encouraged to take full advantage of these opportunities to learn, understand, and maintain involvement in all BREC programs and activities.

(4) Standing Advisory Committees Duties:

- a) Finance Committee - A Finance Committee composed of one, with a maximum of two, members of the Commission and the Treasurer of the Commission, shall be appointed by the Chairman of the Commission. The treasurer will *serve as the Chairman of the Committee*. In addition to the Treasurer, who, along with such advisory members as shall be appointed, shall prepare the annual budget for presentation at the November meeting, prepare for its advertising, review the financial status of the Commission monthly, and perform such additional duties as designated in these rules and regulations or delegated to it by the Chairman of the Commission. The committee shall serve in an advisory capacity to the staff on financial matters and shall recommend to the Commission such policy action as may be deemed advisable.

- b) Recreation / Program Committee - A Program Committee composed of two, with a maximum of three, members of the Commission shall be appointed by the Chairman of the Commission, one of whom shall serve as Chairman of the committee who, along with such advisory members as shall be appointed shall serve in an advisory capacity to the staff program matters pertaining to: Concessions; Tennis; Sports; Horse Activity Center; Magnolia Mound Plantation; Baton Rouge Art Gallery; Highland Road Observatory; Independence Park Theatre and Cultural Center; Therapeutic Recreation; and all other recreation programming activity within that department, and shall recommend to the Commission such policy action as may be deemed advisable.
- c) Community Resources Committee – A Community Resources Committee composed of two, with a maximum of three, members of the Commission shall be appointed by the Chairman of the Commission, one of whom will serve as the Chairman of the Committee who, along with such advisory members as shall be appointed, shall serve in an advisory capacity to the staff in matters pertaining to community resources and shall recommend to the Commission such policy action as may be deemed advisable.
- d) Human Resources Committee - A Human Resources Committee composed of two, with a maximum of three, members of the Commission, shall be appointed by the Chairman of the Commission, one of whom will serve as the Chairman of the Committee, along with such advisory members as shall be appointed, shall serve in an advisory capacity to the staff in matters pertaining to personnel and shall recommend to the Commission such policy action, consistent with the Legislative Act 95 of 1985 and as may be deemed advisable.
- e) Park Operations Committee - A Park Operations Committee composed of two, with a maximum of three, members of the Commission, shall be appointed by the Chairman of the Commission, one of whom will serve as the Chairman of the Committee who, along with such advisory members as shall be appointed, shall serve in an advisory capacity to the staff in park operations and shall recommend to the Commission such policy action as may be deemed advisable.
- f) Communications Committee - A Communications Committee composed of two, with a maximum of three, members of the Commission, shall be appointed by the Chairman of the Commission, one of whom will serve as the Chairman of the Committee who, along with such advisory members as shall be appointed, shall serve in an advisory capacity to the staff in communication matters and shall recommend to the Commission such policy action as may be deemed advisable. It shall further be the duty of this Committee to work with the Commission members in the establishment of communications policies placing emphasis on interpreting Commission policies and programs through various media in the Parish of East Baton Rouge, the State of Louisiana and on occasion, throughout the United States.
- g) Golf Committee - A Golf Committee composed of two, with a maximum of three, members of the Commission, shall be appointed by the Chairman of the Commission, one of whom will serve as the Chairman of the Committee who, along with such advisory members as shall be appointed, shall serve in an advisory capacity to the staff in golf matters and shall recommend to the Commission such policy action as may be deemed advisable.
- h) Zoo Committee – A Zoo Committee composed of two, with a maximum of three, members of the Commission, shall be appointed by the Chairman of the Commission, one of whom will serve as the Chairman, and shall serve in an advisory capacity to the staff in zoo matters and shall recommend to the Commission such policy actions as may be deemed advisable.
- i) Planning and Engineering Committee – A Planning and Engineering Committee composed of two, with a maximum of three, members of the Commission shall be appointed by the Chairman of the commission, one of whom will serve as the Chairman, and shall serve in an advisory capacity to the staff in matters pertaining to acquiring, planning and construction of parks and shall recommend to the

Commission such policy action as may be deemed advisable. It shall further be the duty of this committee to work with Commission members in securing land through donations and purchases and in determining whether this land is suitable for park use. They shall seek to locate land for parks and assist in evaluating appraisal made on such sites.

- j) Selection of Professionals Committee – A Selection of Professionals Committee composed of three members of the Commission shall be appointed by the Chairman of the Commission, one of whom will serve as the Chairman, and shall serve in an advisory capacity to Planning and Engineering and shall recommend to the Commission contracts for services as may be deemed advisable.

ARTICLE XIII

- (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, expropriates property, or abolishes any new recreational facility or recreation program 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. The Secretary of the Commission shall cause copies of the proposed motion, resolution or action to be mimeographed, printed or otherwise reproduced within three business days after its introduction so that copies may be made available to the members of the Commission, the public, and the news media. The public hearing so called may be held separate or in connection with a regular or special meeting of the Commission, 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. 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. No action levying a tax, authorizing the borrowing of money, or expropriating property shall be adopted as emergency action.

ARTICLE XIV

Procedures

- (1) The procedure for handling correspondence, reports and recommendations which come before the Commission shall be as follows:
 - a) The recommendations of the Superintendent relative to any matter presented to him by the Commission shall be written as a separate recommendation referring only to that matter and shall be attached to the complete file, if such exists, on the same subject.
 - b) Any recommendation made by the Superintendent on any subject to the Commission shall be automatically referred to the proper committee and action shall be held over until the following meeting unless immediate action is required in the recommendation, or unless the committee to whom the matter would normally be on the subject shall be referred to the committee designated by the chairman unless otherwise decided by the Commission.
 - c) All matters in the hands of the committee shall be listed by the secretary and reports on the same shall be called for by the Chairman at each meeting until finally disposed of.
 - d) When a file is referred to a committee, it shall be kept by the Secretary, available for references by the committee in whose hands the matter may be, and, if the committee so desires, the secretary shall provide extra copies for their use of the recommendations referred to them together with other supporting data.
 - e) All communications upon which a recommendation from the Superintendent is desired shall be

referred to him when read at the Commission meeting, it being understood that if the correspondence is received sufficiently in advance of the meeting, the Superintendent may attach his recommendation thereto, so that it may be available for the Commission when the correspondence first is presented to it.

- f) Recommendations of committees shall be incorporated in the minutes of their meetings for presentation to the Commission. Recommendations and resolutions offered by Commission members or the Superintendent shall be presented in writing when possible.

ARTICLE XV

- (1) Should any Commission member be absent from three regular meetings during any one-year period without presenting to the Commission an acceptable excuse by the next regular meeting after his third absence, then the Commission Chairman shall notify the appointing authority of that particular Commission member's attendance record and request action be taken to get the member to attend meetings or that the appointing authority replace the member.

ARTICLE XVI

- (1) Should any question arise concerning the conduct of the meetings of the Recreation and Park Commission, which question is not covered by these By-Laws, Robert's Rules of Order, Revised, shall govern the disposition of such questions.

ARTICLE XVII

- (1) An amendment to, or repeal of, these By-Laws shall be effective only after being introduced, laid over, and a public hearing held as required in Article 13 hereof, and after having received the affirmative vote of at least six (6) members of the Commission.

ARTICLE XVIII

- (1) All previous motions, resolutions and regulations, or articles and sections thereof, including the By-Laws adopted April 26, 1956, April 25, 1961, March 28, 1989, June 27, 1995, June 24, 2003, and February 22, 2005 as amended are hereby repealed.