

CADDO PARISH COMMISSION
505 TRAVIS STREET, GOVERNMENT PLAZA
PUBLIC NOTICE
PERSONNEL POLICIES & PROCEDURE COMMITTEE'S
MEETING AGENDA
April 19, 2021
2:00 pm

1. PERSONNEL POLICIES & PROCEDURES COMMITTEE ROLL CALL:

Todd A. Hopkins, Chair

Steven Jackson

Roy Burrell

Mario Chavez

Lyndon B. Johnson, President

2. INVOCATION:

3. PLEDGE OF ALLEGIANCE:

Veterans and active military members saluting during recitation of the Pledge of Allegiance would be appropriate, should you wish to do so.

4. AGENDA ADDITIONS:

5. PUBLIC COMMENTS:

Citizens who wish to address the Committee please fill out a comment card located in the chamber foyer, and return to the Chairman or the Clerk of the Commission. Citizens may also fill out & submit a [COMMENT CARD ONLINE HERE](#) prior to the meeting. Individual comments are limited to 3 minutes

6. NEW BUSINESS:

6.I. Discuss Updates To Current By-Laws- Articles 1-6

Documents:

[BYLAWS UPDATED 12-21-2017.PDF](#)

7. ADJOURN:

RULES AND BY-LAWS
OF THE
CADDO PARISH COMMISSION



RESOLUTION NO. 77

OF 1984

As, amended by
Resolution No. 47 of 1991,
Resolution No. 39 of 1992,
Resolution No. 6 of 1993,
Resolution No. 5 of 1994,
Resolution No. 11 of 1994,
Resolution No. 30 of 1994,
Resolution No. 32 of 1995,
Resolution No. 21 of 1996,
Resolution No. 3 of 2000,
Resolution No. 24 of 2000
Resolution No. 4 of 2001 and
Resolution No. 25 of 2001
Resolution No. 30 of 2010
Resolution No. 74 of 2013
Resolution No. 48 of 2015
Resolution No. 7 of 2016
Resolution No. 88 of 2016 and
Resolution No. 89 of 2016
Resolution No. 99 of 2016
Resolution No. 61 of 2017
Resolution No. 71 of 2017

**RULES AND BY-LAWS OF THE COMMISSION
OF CADDO PARISH, LOUISIANA**

ARTICLE I

Powers of Duties of the President

RULE 1: The President shall take the Chair on the Thursday following the first and third Tuesday of each month at 3:30 p.m., unless otherwise provided for by the Caddo Parish Commission. In case the President is absent or unable to preside, the Vice President shall call the Commission to order and preside during the absence or inability of the President. The President shall call the Commission to order, direct a call of the roll, and, except in the absence of a quorum, proceed to business in a manner prescribed by these rules. A special meeting may be called by the President with twenty-four hours previous notice, but not on weekends or holidays, except in extreme emergencies.

RULE 2: The President shall possess the following powers and perform the following duties:

- A. He shall preserve order and decorum.
- B. He shall decide all questions of order subject to appeal to the Commission. The Parliamentarian may render an opinion on parliamentary procedures only at the request of the President. However, the President shall not be bound by such opinion.
- C. In the Vice President's absence, he may substitute any member of the commission to perform the duties of the Chair.
- D. When the Commission shall be ready to go into the Committee of the Whole, he shall preside therein or name a Chairman from the body to preside therein or name a Chairman from the body to preside therein.
- E. He shall be a member ex officio of all committees and shall have the right of notice of all meetings thereof and to vote on all propositions before any such committees, and in his absence, the Vice President shall serve.
- F. He shall assign all members of the Caddo Parish Commission to their respective committees and chairmanships. There shall be ten standing committees of the Caddo Parish Commission whose duties respectively shall be to take into consideration all such subjects as properly pertain to the subjects and purposes assigned to each of them and which may be referred to them by the Caddo Commission. Those committees are as follows:
 - (1) Animal Services Committee: To this committee shall be referred, legislation relating to the following subjects: creation and modification of Animal and Fowl ordinances.
 - (2) Appropriations Committee: To this committee shall be referred legislation relating to the following subjects: appropriation of parish

funds from the Riverboat Fund; budgetary requirements and procedures; comprehensive parish capital budget.

- (3) Code Enforcement and Property Standards Committee: To this committee shall be referred all legislation relating to the following subjects: all matters related to the dereliction of public and private lands within the parish outside incorporated municipalities; building code modifications, all matters related to subdivision creation; all matters related to health and safety issues effecting the public.
- (4) Commission Clerk and Parish Administrator Evaluation Committee: To this committee shall be referred the annual evaluation of Caddo Parish Administrator and Caddo Parish Commission Clerk; setting forth annual recommendation for pay raises and other matters.
- (5) Economic Development Committee: legislation relating to the following subjects: appropriation of funds from the parish's video poker proceeds; Caddo Parish industrial inducement; economic development districts and special industrial taxing districts, industrial parks and enhancement avenues for new and existing businesses within the Parish of Caddo.
- (6) Juvenile Justice and Related Services Committee: To this committee shall be referred legislation relating to the following subjects: matters related to Juvenile Court, and Juvenile detention in Caddo Parish; matters regarding community and faith based juvenile programs in the parish.
- (7) Natural Resource Committee: To this committee shall be referred legislation relating to the following subjects: natural resources generally; mineral resources of parish owned lands; all matters relating to parish parks and recreation and parish waterways.
- (8) Personnel Policies and Procedures Committee: To this committee shall be referred legislation regarding matters encompassed by the Parish Charter, Commission By-Laws, and Parish Personnel Policies.
- (9) Veterans Affairs and Services: To this committee shall be referred legislation relating to the following subjects: matters related to Veteran issues, including parish veteran affairs offices, issues effecting veteran care, and support for various programs veterans' throughout the parish.
- (10) Special Needs Committee: To this committee shall be referred

legislation relating to the following subjects: matters related to issues not covered in the other nine standing committees, including but not limited to long range planning, alcohol licenses, constables and justices of the peace, facilities and space utilization, and all matters related to disaster relief and emergency response.

- (11) Audit/Finance Committee: To this committee the Administrator shall present his recommended process for a comprehensive internal audit of the parish no later than the second regular Commission meeting of each year. This committee shall make a recommendation regarding approval of that process to the Commission body no later than the first regular February meeting of each year. The Administrator and Director of Finance shall also present an overview of the financial matters of the Parish to this committee on a quarterly basis and this committee shall make recommendations to the Commission body regarding any budget amendments requested by agencies or departments included in the Parish budget

- G. He shall represent the Caddo Parish Commission in all public functions, ceremonies, and events, or assign this responsibility.
- H. He shall be authorized to assign Commission members to represent the Commission on all boards and commissions with ratification by the Commission.

RULE 3: All of the above duties and responsibilities of the President apply to the Vice President in the absence or at the direction of the President. This includes the right of notice to all meetings.

ARTICLE II

Order of Business

RULE 1: The business of each regular Caddo Parish Commission meeting shall be as follows, and shall not be departed from except by a majority vote of the members present.

- A. Roll Call
- B. Invocation
- C. Pledge of Allegiance
- D. Agenda Additions
- E. Citizen Comments
- F. Visitors
- G. Special Resolutions
- H. Approval of the minutes of any preceding meeting and correction of any error that may exist therein

- I. Public Hearings
- J. Ordinances
- K. Work Session Minutes
- L. Resolutions
- M. Old Business
- N. New Business
- O. Communiques and Reports (includes Administrator & President)
- P. Citizen Comments (late arrivals)
- Q. Adjourn

RULE 2: A special meeting called by the President or a majority of all members in accordance with the law, shall conduct only that business for which the meeting was specifically called and that which was included in the notice of the meeting.

RULE 3: During each meeting of the Commission, interested citizens shall be afforded an opportunity to be heard on any subject relating to Parish government with the exception of zoning matters, which shall be confined to the Commission meeting held on the third Thursday of each month.

ARTICLE III

Rights and Duties of Members of the Caddo Parish Commission

RULE 1: Petitions, memorials, and any other papers addressed to the Caddo Parish Commission shall be presented by the President, Administrator, or by any member.

RULE 2: All resolutions and ordinances to be presented to the Commission shall be filed with the Commission Clerk by 1:00 p.m. on the Thursday preceding the Commission's Work Session meeting. The Commission Clerk shall make copies or a synopsis of all such resolutions and ordinances and make them available to all members prior to the commencement of such meeting. The parish attorney or other departments shall prepare all ordinances or resolutions to be sponsored by parish commissioners for the consideration of the commission. All resolutions and ordinances presented to the Commission shall be reviewed and approved as to legal form by the Parish Attorney. All resolutions and ordinances presented to the Commission Clerk in contravention of the time limitations imposed herein shall not be considered by the Caddo Parish Commission unless specifically exempted from this rule.

RULE 3: Voting shall be by electronic voting machine, hand or voice on ordinances or upon motion of two or more Commissioners, and the ayes and nays shall be recorded in the minutes of the Commission by the individual vote of each of the Commissioners. Not less than a majority of the membership of the commission shall constitute a quorum to transact business, but if a quorum is lost during a

meeting, a smaller number may recess from time to time and compel the attendance of absent Commissioners in the manner and subject to the penalties prescribed by Commission rules. To fill any vacancy or vacancies by appointment, and solely for the purpose of filling any vacancy or vacancies by appointment, a majority of the membership of the Commission shall be a majority of the remaining Commissioners. For the purpose(s) of this Rule 3, vacancy(ies) shall mean the death, resignation, removal or forfeiture of office of any Commissioner.

RULE 4: Any member requesting to be excused from voting, may when his name is called, and before the results shall be announced, make a brief statement of the reason for making such a request, and the President shall excuse from voting any member who wishes to be excused. After a vote has been taken, no member passing or abstaining shall be allowed to vote on the issue.

RULE 5: A full roll call vote shall be taken on any question whenever requested by a member. The election of officers shall be by roll call voice vote. No member shall speak during the call of the roll except to request to be excused from voting. Any member desiring to leave the meeting of the Caddo Parish Commission shall notify the President.

RULE 6: All roll call votes shall begin with the member making the motion and proceeding alphabetically.

ARTICLE IV

Order and Decorum

RULE 1: No member rising to debate, to give a notice, to make a motion or report, or to present a petition or other paper, shall proceed until he has addressed the President and has been recognized by him.

RULE 2: While a member is speaking, no other member shall speak, carry on any private discourse, or pass between him and the President.

RULE 3: While the President is putting a question or while the roll is being called, no member shall speak or leave his place.

RULE 4: When a motion to adjourn is carried, the members shall keep their seats until the President declares the Commission adjourned.

RULE 5: No member shall speak more than once to the same question before all members of the commission desiring to speak have been heard. Members wishing to speak shall seek recognition to be put in order of debate, and shall speak when called upon by the President. Members of the Commission shall not speak on a question for a period in excess of five minutes except by permission of the President. No

member shall speak more than two times at the same meeting on the same question. Such limitations, as listed herein, may be changed upon a majority vote of the commission in the case of an emergency.

RULE 6: If any member in speaking transgresses these rules, the President shall call him to order, in which case the member so called to order shall immediately sit down and shall not rise unless to explain or proceed in order. In the event the member does not follow this procedure, the President shall call him out of order. In cases when a member, after being called out of order by the President, continues to disrupt decorum, he may be instructed to leave the meeting on order of the President.

ARTICLE V

Rights and Duties of the Commission

RULE 1: In the absence of a quorum during a session of the Commission, the members present may take such measures as they deem necessary to secure the presence of a quorum and may direct the Sheriff of Caddo Parish to compel the attendance of any absent member and may impose such censure or pecuniary penalty, not exceeding \$10.00, as provided in the Louisiana Statutes (R.S. 1227-1235), on a member who, on being called for that purpose shall render no sufficient reason for his absence.

RULE 2: When the Commission shall be equally divided on any question, including the President's vote, the question shall be deemed lost.

RULE 3: Sessions of the Commission, Work Sessions, and ad hoc committees shall be open to the public, except when the Commission or committee shall meet in executive session in accordance with State law, at which time all persons not invited by the Commission to remain shall be excluded.

RULE 4: Annually in January, the Caddo Parish Commission shall give written public notice of its meetings by resolution showing the dates, times and places of the meetings.

RULE 5: Election of all officers shall be by electronic voting machine. The passage of all other questions shall be by electronic voting machine, voice or hand vote, and shall be by majority of the members constituting a quorum.

RULE 6: The Parish Administrator shall be appointed by the commission and shall serve at its pleasure. The Administrator shall be appointed solely on the basis of executive and administrative abilities, and compensation shall be fixed by the Commission.

RULE 7: The Commission shall appoint a Clerk of the Commission who shall serve at the pleasure of the Commission. The Clerk shall give notice of the Commission

meetings to its members and the public, keep the journal of its proceedings, be official secretary of the Commission and perform such other duties as are assigned to the position by the Home Rule Charter or by the Commission. The Commission shall, by ordinance, fix the salary of the Clerk.

RULE 8: At the first regular meeting of a newly elected Commission and annually thereafter, a President and Vice President shall be elected by the Commission from among its members. Said officers shall be elected for a one-year term or until a successor is elected. No person may serve more than one consecutive term as President, Vice President or Parliamentarian. The President shall preside at meetings of the Commission, and in the absence or disqualification of the President, the Vice President shall preside. In the absence or disqualification of both the President and the Vice President, the Commission shall designate one of its other members as temporary presiding officer. The President, Vice President, and temporary presiding officer shall be voting members of the Commission. The President or Vice President may be removed by the procedure outlined in Rule 10 of this section.

RULE 9: The Commission may elect annually a Parliamentarian. The Parliamentarian shall be elected for a one-year term or until a successor is elected. The parliamentarian may be removed by the procedure outlined in Rule 10 of this section. On any question, at the request of the President, the Parliamentarian may advise. If there is any question, any Commission member may call for a Division of the House.

RULE 10: The Commission may remove the President, Vice President or Parliamentarian for one or more of the following causes: persistent violation of the rules; assaults on the floor; slanderous or insulting remarks such as calling a member 'lair' or 'thief', etc.; disorderly conduct; reference to personalities; misconduct in office; neglect of duty; disobedience to instructions by delegates or committees; threats to hurt a member of the organization; defrauding or cheating the organization; bribery; conspiracy; larceny; misuse of funds; false charges and accusations; violation of the oath; disloyalty; secession; vilification of a member or the presiding officer or the organization; willful destruction of organization property; absenteeism. The procedure for removal is:

- (1) The commission shall adopt by affirmative vote a resolution calling for an investigation committee to investigate the behavior of the officer. The investigation committee shall not include the commissioner making the resolution or the officer to be investigated. The investigation committee shall consist of five members of the commission, appointed by and headed by the most senior officer not under investigation. No more than two members of the committee, total, shall be members of the same political party as the officer being investigated.
- (2) Within thirty (30) days of the time an investigation committee is convened, the investigation committee shall either (a) report to the entire commission, in writing, that it found no cause for removal or (b) report to the entire

commission, in writing, that it found evidence of cause for removal and recommend a written resolution specifying the cause(s) along with supporting evidence thereof and recommending trial.

- (3) If a resolution of the investigation committee recommending trial is adopted, a trial date shall be set no sooner than thirty (30) days and no later than forty-five (45) days from the date the resolution is adopted. A special meeting for the purpose of the trial shall be called by the most senior officer not under investigation, and notice of the time and date of the meeting shall be sent by the commission clerk to the officer to be tried, within five days of the date the trial resolution is adopted.
- (a) The trial shall be held in executive session of the commission unless the officer being tried requests it be held publicly.
 - (b) The trial shall be held before a quorum of the commission.
 - (c) The regular rules regarding speakers before the commission shall govern speakers at the trial.
 - (d) At the end of the trial, the commissioners hearing the trial will convene into regular session and adopt a resolution of “no cause for removal” or resolutions of cause for removal for each charge cited in the investigation committee’s resolution for trial. Resolutions of cause for removal will require a majority vote of the quorum to move to the full body. Resolutions of no cause for removal shall end the matter.
 - (e) Resolutions of cause for removal shall be placed on the next regular commission meeting agenda and if adopted by a majority of the entire commission, they will cause the removal of the officer as recommended.

ARTICLE VI

Ordinances

RULE 1: All ordinances shall be introduced in writing and in the form required for adoption and, except for codifications, the operating budget and capital improvement budget, shall be confined to one subject, expressed clearly in the title.

RULE 2: All proposed ordinances shall be read by title when introduced and published in full, in summary, or by title within three (3) days after introduction, except that ordinances proposing amendments to the Home Rule Charter shall be published in full. Except as otherwise provided for in Rule 4 below, no ordinance shall be considered for final passage until at least two (2) weeks from date of introduction and a public hearing has been held on the ordinance.

RULE 3: With the final approval of ordinances by the Commission, such enacted ordinances

shall be published in full in the official journal by the Clerk of the Commission within fifteen (15) days thereafter, provided, however, that ordinances adopting codes of technical regulations or adopting or amending the operating budget or capital improvement budget may be published in full or in summary at the Commission's discretion. Every enacted ordinance, unless it shall specify another date, shall become effective at the expiration of ten (10) days after publication by the Commission, and a proof of publication shall be required from the official journal.

RULE 4: To meet a public emergency affecting life, health, property, or public safety, the Commission by the favorable vote of a majority of its entire membership, may adopt an emergency ordinance at the meeting at which it is introduced, provided that no such ordinance may be used to levy taxes or special assessments; grant or extend a franchise; incur debt, except as provided in Section 6-04 B of the Caddo Parish Charter; adopt or amend an official map, platting or subdivision controls or zoning regulations; or propose amendments to the Home Rule Charter. Each emergency ordinance shall contain a specific statement of the emergency claimed. After adoption, the ordinances shall be printed and published as prescribed for other approved ordinances.

ARTICLE VII

Motions and Their Precedence

RULE 1: Every motion or resolution shall be read by title or definition by the President or the Commission Clerk before debate or putting of the question.

RULE 2: After a motion or resolution is stated by the President, the Commission may act upon it, but it may be withdrawn by the maker and the second at any time before it is amended or voted upon.

RULE 3: A motion to adjourn or to take a recess shall always be in order except when the President is putting a question, while a member has the floor, after the previous question has been ordered, or while the Commission Clerk is calling the roll.

RULE 4: An amendment to an amendment cannot be amended.

ARTICLE VIII

The Previous Question

RULE 1: The previous question shall be as follows: Shall the main question now be put, and until it is decided, it shall preclude all amendments or debate. When, on taking the previous question, the Commission shall decide that the main question shall not now be put, the main question shall be considered as still remaining under debate. The main question shall be considered as still remaining under debate. The main question shall be on passage of the bill, resolution or other matter under consideration, but when the amendments are pending, the question shall first be taken upon such amendments in their order.

Clerk's Note:

The previous question is a motion to close debate that can only be made by someone who has been recognized by the chair and it requires a two-thirds vote. If the previous question isn't adopted, you continue with debate until the cows come home, or until nobody has anything else to say, whichever comes first.

ARTICLE IX

General Provisions

RULE 1: The Caddo Parish Commission shall meet on the Thursday following the first and third Tuesday of each month at 3:30 p.m. in the Government Chamber on the first floor of the Government Plaza Building, 505 Travis Street, Shreveport, Louisiana, unless a holiday, and then on the business day following, and on such other days as the Commission may adjourn to. Special meetings may be called by the President or a majority of all members with twenty-four hours previous notice, but not on weekends or holidays, except in extreme emergencies.

RULE 2: The Commission shall determine what communications, petitions, resolutions, or other matter shall go into the official proceedings or minutes.

RULE 3: Any of these rules may be changed by a two-thirds vote of a majority of all members, provided previous notice has been given at the prior regular meeting.

RULE 4: All previous acts, rules, resolutions, or parts thereof pertaining to by-laws inconsistent with these rules are hereby rescinded and repealed.

RULE 5: These rules will become effective immediately upon adoption.

ARTICLE X

Work Sessions

RULE 1: Work Sessions will be in the Government Chamber 3:30 p.m. on the first floor of the Government Plaza Building, 505 Travis Street, Shreveport, Louisiana, on the Monday preceding the meeting of the Caddo Parish Commission, unless a holiday, and then on the business day following, or on such other day as the Commission may set.

RULE 2: Work Sessions will be chaired by the Commission President/Vice President or his designee, and shall constitute a standing committee of the whole. Proposals submitted to the Work Session can by a majority vote of those members present be forwarded to the Commission agenda on Thursday by a recommendation for approval or, in instances where additional information or further deliberation is required, by a motion to delay action until Thursday. Actions approved or delayed by the Work Session can also specify referral to a future Commission meeting agenda. Actions forwarded to a Commission agenda will be placed in the appropriate agenda heading, i.e., Old Business, New Business, Ordinances, Resolutions, etc. Administration responses to requests for additional information made during the Work Session will be placed on the Thursday Commission agenda under the heading of ACommunique and Reports@.

RULE 3: The Commission Clerk, assisted as required, will record the actions taken in the Work Sessions. In addition, the Commission Clerk will prepare the minutes of each Work Session in final form prior to subsequent Commission meetings.

RULE 4: Two Work Session agenda files will be established by the Commission Clerk. Agenda items for each Work Session should be developed from this file. In addition, key staff members should advise the Commission Clerk regarding additional items that should be placed on the Work Session agenda. It will also be the responsibility of the Commission Clerk to insure that items referred from the Commission for Work Session action are included on the subsequent agendas. Moreover, the Commission Clerk will be responsible for inclusion of follow-up action to be placed on subsequent agendas.

ARTICLE XI

Procedures Governing Speakers before the Commission

- RULE 1:** Public does not speak at the Work Sessions unless invited by the Commission to make a special presentation.
- RULE 2:** At the beginning of each meeting (Work Session or Regular Meeting), the President shall announce that individuals wishing to be heard under Citizens Comments, must fill out a card which will be presented to the President prior to their comments. Those wishing to address the Commission under Public Hearings shall fill out their card which will be presented to the President. Each card will have blanks for subject matter and case number, as well as name of individual wishing to speak for or against that subject.
- RULE 3:** The President shall group all requests to speak according to subject matter. As each topic comes up on the agenda, the President will in turn call upon those who asked to speak on that subject.
- RULE 4:** Discussion shall be limited to 3 minutes per person, or a total of 15 minutes for all the proponents of an issue, and 15 minutes for all opponents.
- RULE 5:** The number of people speaking on each side of a subject shall be limited to 5.
- RULE 6:** The Commission cannot ask any questions during Public Hearings until both sides, proponent and opponent, have completed their presentations. The Commission cannot ask questions during Citizen Comments, the President shall assign staff to follow up on issues brought up during comments.

ZONING HEARINGS:

- RULE 7:** The procedures named for Public Hearings in Rules 1 - 6 above shall also apply to Zoning Hearings.

SPECIAL PRESENTATIONS:

- RULE 8:** The time limit for Special Presentations shall be at the discretion of the President limited to 15 minutes per presentation from visitors.

RECOGNITION OF VISITORS:

- RULE 9: Visitors who desire to address the Commission will be notified by the President at the beginning of the meeting to fill out a card to be presented to the President prior to recognition.
- RULE 10: Discussion is limited to 3 minutes per person.
- RULE 11: The number of people speaking on a subject will be limited to 5.
- RULE 12: Questions may be asked by Commissioners when the subject appears on the agenda. If the subject being discussed does not appear on the agenda for that day, the Commission will place it on the following Work Session agenda if requested by the visitors.

ARTICLE XII

Travel Policy

RULE 1: AUTHORIZATION

Each Commissioner shall be authorized to attend the following annual meetings:

- A. The Louisiana Police Jury Association of Louisiana Convention
- B. Two (2) additional national meetings sponsored by the National Association of Counties
- C. The National Association of Black County Officials or the American Counties for Energy Independence
- D. The Police Jury Day at the Legislature

Travel by Commissioners on official Caddo Parish business such as bond sales, financial consultation, economic development, or in support of federal or state grants, education or lobbying members of the Louisiana Legislature and United States Congress, or their staffs on behalf of the Commission as a body shall be by majority vote of the Commission except in emergency cases.

Furthermore, the same exception applies in the case of a Commissioner currently serving on the Executive Board of Directors of the Police Jury Association of Louisiana traveling within the State of Louisiana to and from official functions of said association.

Whenever all or a portion of a Commissioner's travel expenses are reimbursed by a third party any further reimbursement of such expenses by Caddo Parish shall be limited to the difference between the expenses reimbursed by said third party and those authorized by current parish policy.

The Parish has no obligation to pay travelers for expenses that are not in compliance with this policy. Personal items, entertainment, alcoholic beverages, and expenses of family members or guests are not authorized travel expenses. Additionally, Commissioner travel shall not be paid out of any other department's budget during a calendar year.

RULE 2: DAILY EXPENSES

A. Meals - Meal charges will be reimbursed at IRS established rates established by the Department of Finance applicable to all Parish Employees. These rates will include tips. No entertainment expenses in excess of the applicable per diem limits will be allowed unless pre-approved by the Commission.

B. Hotel - Room charges shall be reported at the actual rate incurred. If the spouse or family of the official also stay in the room, then the single room rate shall be charged. Rate differentials may be obtained from the hotel or may be listed on registration form in the case of group rates for conventions. Occupancy taxes shall also be pro-rated to the single rate. Any advance room deposits paid by the Commission must be deducted from the first night's charges. Hotel receipts must be attached to the Expense Account.

Telephone - Reasonable charges may be entered for necessary calls to the home or office of the individual.

Taxi - Reasonable taxi tolls are allowed for necessary ground transportation at the travel destination; reimbursement will be made only for taxi toll charges supported by a receipt.

Tips - All customary tips for normal services, excluding meals, should be reported on this line of the Expense Account.

Parking - Charges reported related to necessary fees at hotel garages and airports.

RULE 3: **TRANSPORTATION EXPENSES**

A. Airline Ticket

1. Elected officials and employees have the option of making their own travel arrangements or having the parish purchase airline tickets directly. In either case, discounted airfare rates shall always be utilized where available for scheduled events, and flights shall be made by the most direct routing.
2. The Commission Clerk shall, within 40 calendar days in advance of the scheduled departure date for a planned event, ascertain available airline discount rates by contacting travel agency representatives and/or airline agents. All Commissioners shall be advised of this rate by memo from the Commission Clerk within three days.
3. The airline ticket rate so ascertained will be used as the base rate for air travel reimbursement or as reimbursement for travel by private automobile (as outlined in Item C,2 below). Any costs in excess of 110% of the base rate will be borne by the individual Commissioner.
4. A copy of the ticket shall be attached to the Expense Account whenever an airfare charge is claimed thereon.

B. Parish Car

1. Receipts for fuel, oil and other necessary automobile operating costs must be attached to the Expense Account form. Parish automobiles should only be utilized for in-state travel and short out-of-state business trips of approximately 250 miles or less.

C. Personal Car

1. Mileage for use of personal automobiles utilized on Parish business is reimbursed at the rate established by the State of Louisiana (currently \$0.24 per mile). Mileage charged shall be measured by direct route to the destination and may include required local driving upon arrival.
2. Mileage for Aside trips@ or personal usage of the automobile should not be claimed. The mileage rate reimbursements method may not be utilized for out of state trips of over 250 miles. In instances where the elected official or employee wishes to drive a personal automobile on a lengthy business trip, an amount equal to the lowest

established round-trip airfare will be utilized in lieu of the mileage rate (See Item A,3 above). This amount is an all-inclusive reimbursement and such items as automobile operating expenses, meals and lodging will not be claimed while en route to the destination.

D. Rental Car

1. The use of rental cars should be limited to those cases where extensive local usage is required at the travel destination, the cost of taxis or other alternatives would not be cost effective, or no other means of local transportation is readily available. Receipts should be attached to the Expense Account whenever charges for rental cars are claimed.

RULE 4: OTHER ITEMIZED EXPENSES

A. Registration Fees - Actual amounts paid for on-site conference registration fees may be charged, though early registration is strongly encouraged when it results in a reduced fee. Receipts for these items must be attached. Dues for special affiliations and/or advocacy groups will not be reimbursed.

B. Other - All other necessary or unusual expense items, for which no other category is appropriate, must be claimed on this part of the Expense Account. Receipts for all such items should be attached.

RULE 5: TRAVEL EXPENSE ADVANCES

Travel expense funds may be disbursed by the Director of Finance prior to travel if such an advance is requested, unless such a request is in conflict with Rule 6 (below). Travel expense advances will be calculated to include an amount sufficient only for hotel cost, transportation (if not purchased in advance), and the established per diem meal cost.

RULE 6: REPORTING EXPENSE ACCOUNTS

Expense accounts shall be filed within 15 days after completion of the Parish business for which the travel was incurred. Failure to file an expense account within the 15-day period shall result in a reduction of 25 percent from the total expenses that would otherwise be allowable. No subsequent travel advances nor reimbursement for subsequent travel shall be granted to an individual with a previous outstanding expense advance.

RULE 7: **GENERAL**

- A. The Director of Finance shall comply with the foregoing procedures when it becomes necessary to process individual travel expense reports.
- B. The Administrator and Chief Executive Officer shall apply similar guidelines to Commission, staff and agency travel requests and accounting.
- C. The Administrator and Chief Executive Officer shall provide the Commission with a quarterly report of staff and agency travel for informational purposes.

ARTICLE XIII

CHAMBER USE

RULE 1: The Government Plaza Chamber Standing Committee is established to oversee the operation of the Chamber and adjoining conference rooms and to make recommendations to the Caddo Parish Commission and the Shreveport City Council relative to the use and operation of the chamber and conference rooms. The committee shall recommend to their respective bodies that, to insure that the chamber and its electronic feature were properly maintained and available to the governmental entities when needed. To insure internal security, joint rules should be adopted by the Commission and the Council regulating the use of the chamber in Government Plaza.

RULE 2. The standing committee (ad hoc committee) for the chamber shall consist of three members of the Caddo Parish Commission and three members of the Shreveport City Council members. Those members being the president, vice president and the immediate past president). (Reso. No. 27 of 2000)

RULE 3: The Government Chamber and adjoining conference rooms shall have restricted use only by the following entities: (Reso. No. 27 of 2000) (Reso. No. 38 of 2001)

- A. Caddo Parish Commission
- B. Shreveport City Council
- C. Metropolitan Planning Commission
- D. Shreveport Metropolitan Zoning Board of Appeals
- E. Louisiana House of Representatives and committees
- F. Louisiana State Senate and committees

