

**CADDO PARISH COMMISSION
505 TRAVIS STREET, GOVERNMENT PLAZA
PUBLIC NOTICE
PERSONNEL POLICIES & PROCEDURES COMMITTEE
(Virtual)
MAY 27, 2020
4:00 PM**

This meeting will be available for viewing on the Parish of Caddo's Facebook page via Facebook Live.

1. ROLL CALL:

Todd A. Hopkins - Chair
Lynn D. Cawthorne
Steven Jackson
Jim Taliaferro
Mario Chavez, President

2. INVOCATION:

3. PLEDGE OF ALLEGIANCE:

4. AGENDA ADDITIONS:

5. PUBLIC COMMENTS:

Citizens who wish to address the Committee, please fill out a comment card by clicking [HERE](#) and submit to the Commission Clerk's Office. Individual comments are limited to 3 minutes and will be read aloud during the Public Comments section of this agenda. Citizens may also address the Committee by calling the Commission Clerk's Office at (318) 226-6596 during the Public Comments section of this agenda.

6. NEW BUSINESS:

6.I. Certificate For Teleconference

Documents:

[CERT TELECONFERENCE PERSONNEL 5.27.2020.PDF](#)

6.II. Discuss Resolution No. 28 Of 2020

A RESOLUTION TO AMEND THE CADDO PARISH COMMISSION BYLAWS TO REQUIRE FORMAL REQUESTS FOR COMMISSION APPROPRIATIONS TO ENTITIES NOT PART OF CADDO PARISH GOVERNMENT, AND OTHERWISE PROVIDING WITH RESPECT THERETO.

Documents:

[RESOLUTION NO. 28 OF 2020.PDF](#)

7. ADJOURN:

**CERTIFICATE OF NEED TO TELECONFERENCE AND/OR VIDEO
CONFERENCE THE CADDO PARISH COMMISSION
PERSONNEL POLICIES & PROCEDURES COMMITTEE MEETING
OF MAY 27, 2020**

WHEREAS, the Governor of the State of Louisiana has issued Proclamation Number 33 JBE 2020, stating that, due to the current Public Health emergency declared in the Governor's Proclamation Number 25 JBE 2020, and citing the provisions of La. R.S. 29:721, *et seq.*, granting him the authority to control the "ingress and egress to and from a disaster, the movement of persons within the area, and the occupancy of premises therein; and

WHEREAS, the Governor, in Proclamation Number 33 JBE 2020, has limited all gatherings of 10 or more people, for public safety purposes; and

WHEREAS, Governor has issued a general stay at home order "unless performing an essential activity," 33 JBE 2020, Section 3; and

WHEREAS, attendance at a Caddo Parish Commission's Personnel Policies & Procedures Committee meeting is not stated in the list of essential activities, listed in 33 JBE 2020, Section 3; and

WHEREAS, the usual conduct of the meeting would require travel and the presence of a number of persons in excess of ten (10); and

WHEREAS, the Governor of the State, in Proclamation Number 30 JBE 2020, Section 4, issued on March 16, 2020, has invoked the aforementioned statutes authorizing him to allow attendance at essential governmental meetings via teleconference or video conference during the pendency of this emergency; and

WHEREAS, the Governor of the State, in Proclamation Number 41 JBE 2020, Section 13, issued on April 2, 2020, has extended the Stay-At-Home Order until Thursday, April 30, 2020; and

WHEREAS, on April 27, 2020, Governor John Bel Edward extended the Stay-At-Home Order until Friday, May 15, 2020.

THEREFORE, the Caddo Parish Commission hereby certifies that it will not be able to obtain a quorum and convene a meeting in a public forum on May 27, 2020 due to the Governor's proclamations, and will be required to meet by video conference, and, if necessary teleconference, on that date as allowed by law and the Proclamations of the Governor listed above.

Date: May 26, 2020



Mario Chavez

Caddo Parish Commission President

RESOLUTION NO. OF 2019

BY THE CADDO PARISH COMMISSION:

A RESOLUTION TO AMEND THE CADDO PARISH COMMISSION BYLAWS TO REQUIRE FORMAL REQUESTS FOR COMMISSION APPROPRIATIONS TO ENTITIES NOT PART OF CADDO PARISH GOVERNMENT, AND OTHERWISE PROVIDING WITH RESPECT THERETO.

WHEREAS, the Caddo Parish Commission makes many appropriations to entities other than those it is required by law to support; and

WHEREAS, there is not a formal process in place for these entities to request the appropriations; and

WHEREAS, a formal process will allow all pertinent information to be concisely placed before the Commission as the request is considered;

NOW, THEREFORE, BE IT RESOLVED by the Caddo Parish Commission in due, regular and legal session convened, that it hereby amends its bylaws to read as follows:

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.

RULE 11: In order to be considered for introduction and final passage, all ordinances appropriating funds to entities not part of Caddo Parish Government, must be accompanied by a formal request from the entity on its letterhead or a completed NGO application.

BE IT FURTHER RESOLVED that if any provision or item of this resolution or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications which can be given effect without the invalid provisions, items or applications, and to this end, the provisions of this resolution are hereby declared severable.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately.

BE IT FURTHER RESOLVED that all resolutions or parts thereof in conflict herewith are hereby repealed.

Approved as to legal form:

Parish Attorney

Date