

RESOLUTION

NO. R-22-2

ENONAC: 29 March 2022

BY: Commissioner Kirkland

SECONDED BY: Commissioner Busby

WHEREAS, the Legislature of Louisiana adopted Act 394 during the Regular Session of 2009; and

WHEREAS, Act 394 (R.S. 33:9100) created the East New Orleans Neighborhood Advisory Commission,

WHEREAS, Section 1 of Act 1236 created the EAST NEW ORLEANS NEIGHBORHOOD ADVISORY COMMISSION, hereinafter referred to as the "ENONAC". The boundaries of ENONAC are the Industrial Canal to the west, the Intracoastal Canal to the south, the St. Tammany Parish Line to the east, and Lake Pontchartrain to the north.

WHEREAS, Act 394 mandates that ENONAC may advise the New Orleans City Council, the Mayor and all agencies under the purview of the aforementioned offices, and all independent agencies, boards and commissions of the government of the City of New Orleans and State of Louisiana, with respect to all proposed matters including, but not limited to, decisions regarding neighborhood planning, housing density, economic development, traffic, parking, recreation, street improvements, liquor licenses, zoning, police protection, sanitation and trash collection, social service programs, education, health, safety, and budget matters that affect the ENONAC area.

WHEREAS, The Bylaws of the Commission stipulate that ENONAC may present its views to any agency and may initiate its own proposals which promote the general welfare of the overall development of the Areas of Emphasis or Areas of Interest.

WHEREAS, the Board of Commissioners of the ENONAC met on March 29, 2022, where a quorum was determined and unanimously voted to adopt the attached revised "Bylaws of the Commission" by this Resolution No. R-22-2.

BE IT RESOLVED BY THE EAST NEW ORLEANS NEIGHBORHOOD ADVISORY COMMISSION OF THE CITY OF NEW ORLEANS, that:

The attached revised Bylaws be adopted.

THE ROLL WAS CALLED ON THE ADOPTION THEREOF AND RESULTED AS FOLLOWS:

YEAS: Leon, Braud, Henry, Busby, Celestand, Landrum, Jourdain, Hebert, Anderson, McWilliams, Williams, Kirkland, Blouin, Legaux, DeGrasse, Hamilton, Sanders, Denesse, Jackson

NAYS: 0

East New Orleans Neighborhood Advisory Commission

BYLAWS OF THE COMMISSION

ARTICLE I. NAME

Section 1. There is established by Act 394 enacted by the **Legislature of Louisiana**, The EAST NEW ORLEANS NEIGHBORHOOD ADVISORY COMMISSION, hereinafter referred to as the "ENONAC". The boundaries of the ENONAC are the Industrial Canal to the west, the Intracoastal Canal to the south, the St. Tammany Parish Line to the east, and Lake Pontchartrain to the north. (See attached map on page 10)

Section 2. ENONAC's **mission** is to aid the community in managing the inevitable growth of New Orleans East, promoting homeownership as well as a state-of-the-art hospital and quality health care, quality retail and amenities, while serving the goal of sustaining an increase of property values and preserving the quality of life and the natural resources of the New Orleans East Community.

ARTICLE II. DUTIES AND RESPONSIBILITIES

Section 1. Advice to State and Local Government: Act 394 mandates that the ENONAC may advise the New Orleans City Council, the Mayor and all agencies under the purview of the aforementioned offices, and all independent agencies, boards and commissions of the government of the City of New Orleans and State of Louisiana, with respect to all proposed matters including, but not limited to, decisions regarding neighborhood planning, housing density, economic development, traffic, parking, recreation, street improvements, liquor licenses, zoning, police protection, sanitation and trash collection, social service programs, education, health, safety, and budget which affect the ENONAC area.

Section 2. Notice to the Commission: All notices shall be sent either by mail, email, facsimile, or certified mail to the Commission's office to ensure compliance with Legislative Act 394.

Section 3. Scope: The ENONAC may present its views to any agency and may initiate its own proposals which promote the general welfare of the overall development of the Areas of Emphasis or Areas of Interest, pursuant to ARTICLE III Section 6.

Section 4. Annual Report: On or before May 31 of each year, the ENONAC shall file an annual report with the City of New Orleans and the State of Louisiana for the preceding fiscal year. Copies shall be made available to the public. The report shall include but shall not be limited to:

- a. A summary of the ENONAC activities;
- b. Summaries of important problems perceived by the ENONAC listed in order of their priority;
- c. Recommendations for actions to be taken by the state or local government;
- d. Recommendations for improvement on the operation of the ENONAC;
- e. An annual financial report

Section 5. Programs: ENONAC may conduct neighborhood or community enhancement campaigns. It may also conduct programs in conjunction with existing activities, provided that such activities on behalf of the ENONAC are not duplicative of programs or services available, unless offered by the Executive Board.

ARTICLE III. COMMISSIONERS/COMMISSION ADVISORY BOARD (CAB)

Section 1. Composition of the Commission: The ENONAC shall be composed of those persons domiciled

within the boundaries of East New Orleans; **not an elected official or an employee of an elected official.** The CAB shall consist of the president/chairman of each neighborhood association, or an appointed representative of that neighborhood association, or organization. The party representing the association or organization must submit an affidavit attesting to their status as president or being an alternate by resolution from their respective organization or association. The following standards shall govern the relationship between members and the Commission: A. Each member organization shall retain its distinct identity, administer its own affairs and pursue its own internal policies. B. Each member organization shall maintain a responsible management capability with an executive committee of residents meeting in accordance with their organization's Bylaws.

Each of the following active ENONAC neighborhoods shall have one vote, to include but not limited to:

Academy Park	Irish Bayou	Pines Village
Adams Court	Kenilworth Civic	Plum Orchard
Ardyn Park	Kenilworth Oaks	Pressburg East
Bel Air East	Kingswood	Pressburg Park
Blueridge	Lake Barrington	Rosedale
Briarwood	Lake Bullard	Seabrook Camelot
Bullard Park	Lake Carmel	Sherwood Forest
Bunker Hill	Lake Catherine	Spring Lake
Castle Manor East	Lake Forest Estates	St. Gabriel
Chimney Wood	Lake Willow	Tamaron Estates
Delmar Villa	Lakewood East	Venetian Isles
Donna Villa	Little Woods	Village de l'Est
East Barrington	Lori Gardens	Villa-Sites
Eastover Estates	Maple Ridge	Warwick East
Edgelake	Mark Subdivision	Warwick West
Evangeline Oaks	Marywood	West Adams
Fairway Estates	McKendall Estates	West Barrington
Fauberg	Melia	Willowbrook
Forest Park East	North Kenilworth	Wimbledon
Huntington Park	Oak Island	
Idlewood	Parkwood	

The interest of the business community shall be represented through a representative of the 7,000-acre industrial district. Said Business representative, or the designated proxy, shall have one vote. The rental community shall be represented by a member of the Greater New Orleans Apartment Association. Said rental representative, or the designated proxy, shall have one vote. They will be a part of the CAB membership and require certification.

Section 2. Term of Office: Commissioners must be annually certified prior to being seated. The term of each commissioner member who is a president of a neighborhood association or organization, or designated alternate, must coincide with the term of office of the president of the association or organization represented.

The term of each commission (CAB) member who is an at-large member shall be two years. Such members shall not be term limited.

Section 3. Vacancies: Vacancies on the commission shall be filled in the manner of the original appointment for the remainder of the unexpired term. Should a member miss four meetings in any one year, or three

consecutive meetings, unless extenuating circumstances by written request, said member shall be removed from the board. The appointing authority shall have the obligation to replace said member within 30 days of receiving written notification.

Section 4. Compensation for Commissioners: Commissioners shall serve without compensation; however, they may be reimbursed for expenses for the conduct of official ENONAC affairs, in accordance with the rules, herein delineated, and approval of the Executive Board, pertaining to the management of ENONAC official affairs and upon rendering supporting documentation such as cash register receipts, invoices, etc.

Section 5. Commission Policy Statements: Individual Commissioners, unless authorized by a majority vote of the ENONAC, shall not make public statements for the ENONAC or assume obligations for the ENONAC.

Section 6. Records: ENONAC, as well as each Committee of the ENONAC, shall maintain a record of meetings, including the attendance of its members. Such records shall be forwarded to the ENONAC Administrative Secretary and shall be available for public inspection.

Section 7. Votes of the Commission: All Commissioners shall have equal voting rights following the principle of one person, one vote.

Section 8. Commissioner Correspondence: Communications by individual Commissioners (i.e. requests for information, inquiries on behalf of constituents, etc.) on Commissioner Stationary will be properly identified as personal and distinguished from Commissioner Notices. Copies of all communications by the Commissioners will be kept on file with the Administrative Secretary and will be maintained as a part of the record of the ENONAC related activities.

Section 9. Quorum: The Commission may declare a quorum and take official action if a majority (40%) of the **elected representatives** of the **certified** Commission is present. In the absence of a quorum, Commissioners present at a duly noticed meeting may fix the time to which to adjourn recess or take measures to obtain quorum.

Section 10. Removal of Commissioner: Any or all Commissioners may be removed at any time for **good cause** by action of **2/3 vote** of the total members at a **meeting wherein a quorum is established**. Should a member miss four meetings in any one year, or three consecutive meetings, said member is removed from the Commission.

Section 11. ENONAC equipment and supplies: Equipment and supplies purchased with Commission funds or donated to the ENONAC belong to the ENONAC and are not to be appropriated for personal use.

ARTICLE IV. OFFICERS/EXECUTIVE BOARD

Section 1. Election of Officers: Chairperson and Vice-Chairperson shall be referred to as President and Vice-President. ENONAC shall elect a **President, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer, two At-Large Members** and such other officers as may be necessary from among the ENONAC members. The election of ENONAC officers shall take place **no later than the February meeting of ENONAC** of each election year except that election for officers shall be held at a meeting not later than thirty (30) days following certification of a majority of the members of the ENONAC.

Section 2. Term of Office: Officers shall serve a term of two (2) years or until their successors are elected. Such offices shall not be term limited. Terms of Officers shall begin at the close of the regular meeting in which the election was held.

Section 3. Nominations: Each candidate shall be nominated by a Commissioner and must be seconded by another Commissioner. A Commissioner may nominate her/himself but may not second the nomination. **All candidates shall be composed of those persons domiciled within the boundaries of East New Orleans.**

Section 4. Voting: Officers of the ENONAC shall be elected by a majority vote of the quorum present of certified CAB members. In the event that no candidate has a majority vote of all commissioners, there shall be a run-off election between the two candidates having received the most votes. Voting on each office shall occur before the floor is opened for nominations for another office.

Section 5. Conflict of Interest: No officer shall use his or her official position or office to obtain personal or financial gain for himself or herself, any member of his or her household, or any business with which he or she or a member of his or her household is associated. **Officers** must reveal any direct or indirect conflict of interest in any subject matter within the environs of the ENONAC prior to a vote. Be there a prevailing conflict of interest, said **Officer** should recuse her/himself and not be a part of the vote or discussion of the proposal and may not vote on the proposal. Voting on a proposal when one has a conflict of interest shall result in the removal from the Executive Board of Commissioners. All Commissioner/members are required to review, adopt and sign the ENONAC Conflict of Interest Policy Statement at the point of certification.

Section 6. Vacancies: In the event of a vacancy among the Executive Board of the ENONAC, an election shall be held at the next **regularly scheduled meeting** to fill that vacancy. If there is no regularly scheduled ENONAC meeting within 45 days, a special meeting shall be held to fill the vacancy.

Section 7. Duties and Responsibilities of the Executive Board: The Executive Board shall manage the operation of the Commission. The Executive Board shall facilitate the Board's activities and serves to assist, advise and implement strategies for action for ENONAC. The Executive Board shall make immediate or timely recommendations where a delay would not be in the interest of the ENONAC.

Section 8. Duties/Responsibilities of President:

- a. **Convener:** The **President** shall serve as the convener of the ENONAC and shall chair General and CAB meetings.
- b. **Supervision of ENONAC Staff:** The **President** shall be responsible for supervision of the ENONAC Staff.
- c. The President shall serve as an **Ex-Officio member** of all committees.
- d. The President shall have **discretionary power** to represent ENONAC or delegate authority to other members in the attendance of official functions.
- e. The President shall **strengthen public relations** with other organizations.
- f. The President may **serve as a delegate** at neighborhood association meetings and the City of New Orleans Council meetings.
- g. The President ensures that the Administrative Secretary maintains a file of administrative material to be passed on to the succeeding President.

Section 9. Duties/Responsibilities of the 1st and 2nd Vice-Presidents

- a. **Represent the President:** The 1st and 2nd Vice-President shall fulfill the obligation of the

President/Chairperson in his or her absence. The 2nd **Vice-President** shall fulfill the obligations of the 1st **Vice-President** in his, her, or their absence.

Section 10. Duties/Responsibilities of the Secretaries:

- a. **Preparation of Minutes:** The Commission Secretary shall be responsible for preparation and submission of the minutes to the Administrative Secretary in a timely manner, prior to the next scheduled ENONAC General and CAB meetings. The Administrative Secretary shall be responsible for all distribution of copies of the minutes to all Commissioners, and for making copies available at the ENONAC office to residents of the ENONAC area on request.
- b. **General Correspondence:** The Administrative Secretary shall be responsible for general correspondence of the ENONAC, **notices of public meetings**, as well as maintaining records of all activities, including a record of notices received and ENONAC responses to these notices.
- c. **Viewing Meetings:** The Administrative Secretary shall be responsible for viewing City Council General meetings, the City Planning Commission meetings, and the Board of Zoning and Adjustments meetings.
- d. **Office Hours:** The Administrative Secretary shall be responsible for the ENONAC office being open on Tuesdays and Thursdays, eight hours each day, unless otherwise authorized.

Section 11. Duties/Responsibilities of Treasurer:

- a. **Annual/Quarterly Financial Reports:** The Executive Board shall develop an annual fiscal budget and such revisions as may be required during the year, for approval by ENONAC. The Treasurer shall develop quarterly financial reports, prepared within 45 days of the close of each fiscal quarter, for approval by the ENONAC. Information provided to the ENONAC on this report will consist of the beginning cash balance, a summary of all receipts and expenditure, and the ending cash balance.
- b. **Bonding of the Treasurer:** If required by law, the Treasurer and the president shall be bonded in accordance with Louisiana law and regulations.
- c. **Commission Expenditures:** The Treasurer shall record in the ENONAC books of accounts each expenditure of funds by the ENONAC. Receipts of said expenses shall be submitted prior to disbursement of funds. The Treasurer may disburse to another Commissioner or employee of the ENONAC amounts not in excess of \$500.
- d. **Endorsement of Checks:** The Treasurer shall with the President or 1st Vice President, co-sign all checks or withdrawal documents from any ENONAC account. In the absence of either or when one of them is also the payee, any other officer listed in the records of the bank may co-sign. No payee shall be permitted to co-sign any check.

ARTICLE V. MEETINGS

Section 1. Public Meetings Requirements: All meetings of the ENONAC at which a **quorum** is present shall be open to the public.

Section 2. Official Action: No official action may be taken by the ENONAC unless a **quorum of Commissioners** is present for voting at that meeting.

Section 3. Types of Meetings

- a. General/CAB Meetings:** General/CAB meetings shall be held not less than ten (10) times a year, to consider matters before the ENONAC which may include but not be limited to consideration of actions of the City of New Orleans, State of Louisiana, and all agencies operating under the purview of the offices, and all independent agencies, boards, and commissions of the government of the City of New Orleans and State of Louisiana. Voting will be limited to the Commissioners. Citizen input will be allowed prior to voting at the direction of the **President**. General meetings are usually held for the official adoption of resolutions, budgets, plans, calendars, policies, contracts, etc.
- b. Special Meetings:** Special Meetings may be called by the **President**, by request of two (2) Commissioners and a quorum of the Executive Board or upon a petition of one hundred and fifty (150) residents, 18 years of age or older, of the ENONAC area. Special meetings always require previous notice. Special meeting notices must include not only the date, time, place, and location, but they also must specify the business/action items to be discussed or voted on in the meeting. A majority of the Commissioners can then cancel the scheduled month's meeting provided that, in that month, at least one meeting is held.
- c. Town Hall Meetings:** Town Hall meetings may be held to hear residents' views on problems in the ENONAC area and on proposed actions of interest or concern to the community. Town Hall meetings may be held in conjunction with regular General/CAB meetings; however, a separate agenda will be prepared and reported in the minutes of the ENONAC.
- d. Representatives:** The ENONAC shall make a good faith effort to involve all segments of the ENONAC population in its deliberations regardless of but not limited to race, sex, voting status, religion, disability, national origin, or economic status.

Section 4. Meeting Places: Meeting places may be varied to be held virtually or in any geographical area of the ENONAC. The **President** along with the Executive Board may, with notice to each officer and member, designate any place, either within or outside of the State of Louisiana, as a place of meeting for any annual meeting or for any regular or special meeting. The Registered Office of the Commission shall be located at 7100 Read Blvd., Suite 201, New Orleans, LA 70127.

Section 5. Public Notice Meeting: At least a 24 hours' notice shall be given by the ENONAC of its meetings, except when shorter notice for good cause is necessary, by any means permitted by law.

Section 6. Agenda: The Administrative Secretary is responsible for distribution of proposed agenda to Commissioners in advance of each General/CAB and Special meeting. The Administrative Secretary shall distribute the proposed agenda at least four (4) days in advance of the scheduled meeting. General/CAB meeting agendas can be amended. If there is need to amend, it can be adopted at the beginning of the meeting by a majority vote of the CAB.

Section 7. Resident Views: Resident views should be considered in all positions taken by the ENONAC.

Section 8. Dissemination of Information: The President shall be the official spokesperson for the actions, recommendations, and official positions of the ENONAC. No person shall represent the ENONAC without having obtained formal authorization from the ENONAC Executive Board. The ENONAC shall establish such mechanisms as will ensure the broadest dissemination of information with respect to the ENONAC.

Section 9. ENONAC Actions, Recommendations, and Official Positions: ENONAC actions shall be approved by a simple majority of the votes cast by the Commissioners. The ENONAC may forward its written recommendations in the form of a resolution, if any, with respect to proposed actions to the New Orleans City Council, the Mayor, the State, and/or appropriate agency, board, or commission.

Section 10. Joint Meetings: ENONAC may hold joint meetings with other Commissions or co-sponsor meetings with other civic organizations to deal more effectively with citizen concerns or solicit constituent views on matters that transcend the ENONAC boundaries. The **President** may designate another Commissioner or a member of a standing or ad hoc committee to represent ENONAC at these meetings and to act as a liaison to other Commissioners on matters of mutual interest. Individuals so designated shall be considered on official business while performing such functions.

ARTICLE VI. VOTING

Section 1. Form of Vote: Voting shall be in the form of "Yes" or "No". No Board member shall be permitted to abstain from voting unless said member has a Conflict of Interest and said conflict is made a part of the record. All votes shall be recorded. No official action may be taken by the ENONAC unless a quorum of the ENONAC Commissioners are present and voting at that meeting.

Section 2. Definition of Voting Majority: For a motion to pass, it must receive more than half of the votes.

ARTICLE VII. COMMITTEES

Section 1. Categories: There shall be two categories of ENONAC Committees:

- a. **Standing Committees:** Standing committees are those established as permanent bodies by a majority vote and which shall be composed initially of at least one Commissioner. The Standing Committee shall correspond to the areas of greatest ENONAC concern.
- b. **Ad Hoc Committees:** Established as temporary bodies by the President, to address internal matters or a specific issue or need.

Section 2. Committee Quorum: A majority of the whole committee and/or board shall constitute a quorum, and the act of the majority of the members present at a meeting at which a quorum is present shall be the act of the committee or board.

Section 3. President's Role: The ENONAC President shall serve as an ex-officio member of all committees.

Section 4. Committee Members: Any resident of the ENONAC area shall be eligible to become a committee member or Chairperson. The Commissioners shall have the power to remove standing and/or ad hoc committee members.

Section 5. Committee Responsibilities: Committees shall receive materials and act on requests from the ENONAC as a whole, and may develop additional information as needed in order to make recommendations

to the ENONAC. They shall not act on behalf of the President or represent their recommendations as official ENONAC policy to others, without having obtained formal authorization of the ENONAC.

ARTICLE VIII. DUTIES/RESPONSIBILITIES OF THE PARLIAMENTARIAN

Section 1. Robert's Rules of Order Revised: Shall govern the ENONAC in all cases in which they are not inconsistent with these By-Laws and any special rules of order the ENONAC may adopt.

Section 2. Ruling on Procedural Matters: The Parliamentarian may rule on procedural questions. Such ruling may be overturned by a majority vote of the Commissioners of the ENONAC.

ARTICLE IX. GENERAL FINANCES

Section 1. Solicitation or Acceptance of Funds: The ENONAC may solicit funds and may accept contributions for any general or specific purpose of the Commission.

Section 2. Pooling Funds with Other Commissions: The ENONAC may pool funds with other Neighborhood Advisory Commissions within the City of New Orleans, Greater Metropolitan Area, or State of Louisiana, in accordance with agreements mutually established between the Commissions.

Section 3. Depositories: The ENONAC shall by a resolution approved by a majority of its Commissioners designate financial institutions within the City of New Orleans as depositories of the ENONAC funds.

Section 4. Treasury Vacancy: No expenditure shall be made by the ENONAC during a vacancy in the Office of the Treasurer or at any time when a current, accurate, and approved budget is not on file with ENONAC. In the event of a vacancy, the Executive Board may appoint an Interim Treasurer, pending the election.

ARTICLE X. LEGAL STATUS: OTHER POWERS AND LIMITATIONS

Section 1. Legal redress: Should the ENONAC feel legal redress is required, it may initiate a legal action in the courts of the State of Louisiana or in the Federal Courts.

Section 2. Incorporation and Commissioner Liability: ENONAC has the authority to incorporate. No Commissioner may be held liable for actions taken as an elected Commissioner unless said Commissioner acts in bad faith.

Section 3. Hiring: The ENONAC may hire employees and accept volunteer services on a full or part time basis. Employees shall serve at the discretion of the ENONAC Executive Board and preferably, but not necessarily, be residents of the East New Orleans. Persons hired by the ENONAC shall meet the qualifications established in a position description drawn up by the ENONAC. The ENONAC shall not hire members of the ENONAC or ENONAC immediate family members.

Section 4. Assets and Dissolution: A two-thirds vote of the membership shall be required to sell or mortgage assets of the commission not in the regular course of business or to dissolve the commission. Upon dissolution of the commission, the Executive Board shall, after paying or making provision for the payment of all of the liabilities of the commission, dispose of all of the remaining assets of the commission in such manner as the Executive Board shall determine. Any such assets not so disposed of shall be disposed of by the district court of the parish in which the principal office of the commission is then located, exclusively for such purpose or to

such commission, as said court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE XI. AMMENDMENT OF BY-LAWS

Section 1. Copy of By-Laws: The ENONAC shall maintain an up-to-date copy of these By-Laws and all amendments therein.

Section 2. Revision of By-Laws: Revision of these By-Laws shall be made by a majority vote by resolution of the ENONAC upon reading of proposed final revision at a regularly scheduled General/CAB meeting.

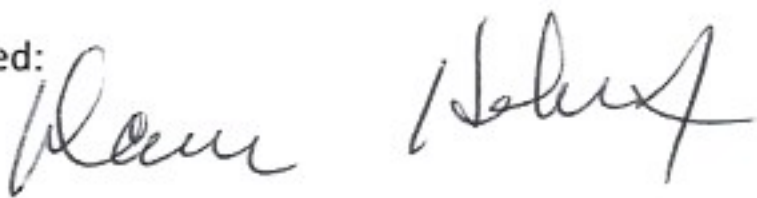
Section 3. By-Laws Consistent with Current Louisiana and Congressional Legislation: These By-Laws shall be consistent with State Law.

Section 4. Public Access to By-Laws: A current copy of these By-Laws and amendments shall be available for public inspection.

Effective Date:

Adopted: March 29, 2022
(Date)

Signed:



Dawn Hebert, President

Revised: March 29, 2022

EAST NEW ORLEANS NEIGHBORHOOD ADVISORY COMMISSION (ENONAC) BOUNDARIES

Industrial Canal to the west, the Intracoastal Canal to the south, the St. Tammany Parish Line to the east, and Lake Pontchartrain to the north

