

# **Atchafalaya Trace Commission Bylaws**

## **ARTICLE I**

### **SECTION 1. NAME**

As outlined in *LA R.S. 25:1223.1* the name of the Commission shall be the Atchafalaya Trace Commission, hereinafter the "commission."

This legislation further names the Atchafalaya Trace Heritage Area as the project area, also referred to as "Atchafalaya Trace," "Trace Area or "Atchafalaya National Heritage Area."

## **ARTICLE II**

### **Section 1. Object**

The object of the Atchafalaya Trace Commission shall be to preserve, enhance, protect, interpret, and promote the unique, nationally significant natural, scenic, historic, recreational and cultural environment of the Atchafalaya National Heritage Area.

## **Article III**

### **SECTION 1. COMMISSION MEMBERSHIP**

The commission's delegation shall consist of one representative appointed by the governing authorities of parishes comprising the Trace Area to serve a term not exceeding three years. Commissioners may be re-appointed.

The parishes comprising the Heritage Area are: Ascension, Assumption, Avoyelles, Concordia, East Baton Rouge, Iberia, Iberville, Lafayette, Pointe Coupee, St. Landry, St. Martin, St. Mary, Terrebonne, West Baton Rouge.

Any member appointed to fill a vacancy in an unexpired term shall be appointed only for the remainder of such term.

Any appointing authority may remove its appointed member who misses more than three consecutive meetings.

## **Section 2. Ex-Officio Members**

Non-voting ex-officio members shall consist of the Louisiana Governor and Lieutenant Governor and the Superintendent of Jean Lafitte National Historical Park or their designees.

## **Section 3. Voting**

Commissioners must be physically present to vote and votes shall be cast by word of mouth, recorded in the minutes, which shall be a public document.

# **ARTICLE IV**

## **SECTION 1. MEETINGS**

Meetings of the commission shall be held at least each quarter at locations agreed upon by simple majority consent.

## **SECTION 2. SPECIAL MEETINGS**

The Chair, at the written request of a simple majority of the appointed members, may call special meetings of the commission.

The Chair may call meetings as necessary at his/her request.

## **Section 3. Quorum**

**Section 3a.** A quorum shall exist when a simple majority of the appointed members is present. Business is not to be taken up at meetings where a quorum is not present.

## **Section 3b. Quorum of Committees**

A quorum of a committee shall exist when a simple majority of said committee is present and voting.

# **Article V**

## **Section 1. Officers**

CHAIR: Shall be the Chief Executive Officer of the commission and shall be charged with the responsibility of carrying out the purposes of the board in calling regular and special meetings.

VICE-CHAIR: Shall act as a special advisor to the Chair and act on behalf of the Chair when so designated. The Vice-Chair shall perform such other duties as assigned by the Chair.

SECRETARY: Shall be responsible for those duties as defined by the commission.

TREASURER: Shall be responsible for those duties as defined by the commission.

## **Section 2. Election of Officers**

Officers shall be elected by a vote of a simple majority of the appointed members at the beginning of each fiscal year.

## **Section 3. Terms of Officers**

Terms of officers shall be one (1) year. Officers of the commission may be re-elected by a vote of a simple majority of the appointed members. Each officer shall serve no more than three (3) consecutive terms in one particular office.

# **Article VII**

## **Section 1. Committees**

The commission shall form committees as it deems necessary.

Each committee shall have regular meetings not less than one time each quarter and that meeting shall be called by its Chair.

## **Section 2. Executive Committee**

**Section 2a.** The Executive Committee shall consist of the Chair of the commission, the Vice-Chair of the commission, the Secretary of the commission, and the Treasurer of the commission.

**Section 2b.** The function of the Executive Committee is to exercise the powers of the Commission which arise between regularly scheduled commission meetings or when it is not practical or feasible for the commission to meet.

**Section 2c.** A majority of the committee members shall constitute a quorum.

**Section 2d.** Key responsibilities for the Executive Committee are: agenda oversight, strategic planning, performance monitoring, and general heritage area business oversight.

## **Article VIII**

### **Section 1. Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the commission in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the commission may adopt.

### **Section 2. Number of Votes for Each Member**

Each member present shall be entitled to one vote. The vote of the Chairperson shall decide tied votes.

## **Article IX**

### **Section 1. Fiscal**

The fiscal year of the commission shall be July 1-June 30. The commission shall comply strictly with all Laws of the State of Louisiana, which may affect the fiscal structure of the commission.

The commission may use its funds to obtain money from any source under any program or law requiring matching funds or other similar participation in order to receive funding.

Except as limited by an agreement pursuant to LA R.S. 25:1224.(12), the commission may, for the purposes of carrying out its duties, seek, accept, and dispose of gifts, bequests, or donations of money, personal property, or services, received from any source.

## **Section 2. Compensation**

Members of the commission shall receive no pay for their service on the commission. However, while away from their homes or regular places of business in the performance of services for the commission other than meetings of the commission, members of the commission may receive reimbursement for approved travel expenses in accordance with rules promulgated by the division of administration.

## **Section 3. Staff**

The commission and the Department of Culture, Recreation, and Tourism shall at all times, as specified and directed by the Executive Committee, make available a full time professional staff as needed for carrying out the purposes of this commission.

The staff shall be available to receive visitors or respond to business matters over the telephone during normal business hours.

The staff shall also have professional management capabilities sufficient to insure the proper and efficient operation of the commission.

## **Section 4. Liability and Indemnification**

In accordance with LA R.S. 25:1224.(5), the commission may sue and be sued.

# **Article X**

## **Section 1. Amendment of Bylaws**

With thirty (30) days written notice to all commissioners, these bylaws may be restated or amended by a simple majority vote at any regular meeting.