



Bylaws

Title:	Name	Article I
Effective Date:	April 26, 2010	
Revised:	August 20, 2018	

The name of this organization shall be the "Acadiana Area Human Services District", and may be referred to in these Bylaws as "AAHSD", or the "District". The creation of the District is authorized by Act 373 of the 2008 Regular Session of the Louisiana Legislature; revised by Act 73 of the 2017 Regular Session. The domicile of the District shall be Lafayette, LA. Source LA R.S. 28:912 B.

Title:	Purpose	Article II
Effective Date:	April 26, 2010	
Revised:	August 20, 2018; January 9, 2023	

The AAHSD is created as a special district. The Board shall, as a body, set policy for the governance of the District and shall employ an Executive Director who shall be accountable to the board for the successful implementation of those policies within his/her span of authority. The governing authority includes the operation and management of community-based programs and services relative to behavioral healthcare, intellectual disabilities and developmental disabilities for the parishes of Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Martin, and Vermilion as provided for by law. Source LA R.S. 28:910 and 912(7).

Title:	Membership	Article III
Effective Date:	April 26, 2010	
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1. Number:

The Acadiana Area Human Services District shall be governed by a board of ten members who are residents of the seven parishes within the statutory governance area of the District. Seven members shall consist of one representative from each parish within the statutory governance area of the District who is appointed by the local governmental authority of the parish, and three members shall be appointed by the Governor. Source LA R.S. 28:913 A

2. Appointment:

- a. One member with professional expertise in the field of mental health.
- b. One member with professional expertise in the field of addictive disorders.
- c. One member with professional expertise in the field of developmental disabilities.
- d. One member with professional expertise in finance, accounting, business enterprise, or auditing.
- e. One member who represents the judiciary, with particular emphasis on specialty courts.
- f. Two members representing law enforcement, school-based healthcare, public health, or the coroner's office based on the needs of the respective appointing parishes.
- g. One member who is a parent, consumer, or advocate in the mental health field appointed by the Governor.
- h. One member who is a parent, consumer, or advocate in the field of addictive disorders appointed by the Governor.
- i. One member who is a parent, consumer, or advocate in the field of developmental disabilities appointed by the Governor. Source LA R.S. 28:913 A

3. Terms:

Appointees shall serve terms of three years. No Board member shall serve more than three consecutive three-year terms. Source LA R.S.28:913E

4. The following circumstances shall constitute grounds for removal of any board member:

- a) Conviction of a felony. Source LA R.S. 28:913.7.(4).(b).
- b) Violation of the provisions of LA R.S. 914 (2)
Source LA R.S. 28:9137.(4).(b).
- c) Absences of three (3) consecutive regular meetings or a total of five (5) meetings in a calendar year. Source LA R.S. 28:913.7.(4).(b).

5. Process of Removal:

- a. If the Chair or Vice Chair receives information or knowledge that in his or her opinion indicates any of the above circumstances have occurred, the Chair or Vice Chair shall first provide notice of the allegation to the accused Board member. The notice shall be in writing and contain a clear statement of the alleged violation. The

identity of the person reporting the alleged violation shall remain confidential if possible.

- b. A notice shall be placed on the agenda of the next Board meeting, which is at least ten (10) days following the notice given to the Board member, at which time the matter shall be discussed. The board member may request that the discussion be held in Executive Session.
- c. At the designated Board meeting, the Board shall determine if it is necessary to refer the allegations to an ad hoc committee to investigate the allegations thoroughly. The investigation shall include reviewing any information submitted by the accused Board member.
- d. If the State Ethics Commission has investigated the allegations and issued final recommendations, the Board shall accept the Commission's recommendations and act in accordance with those recommendations.
- e. When the ad hoc committee has concluded its investigation it shall report its findings and recommendations to the Board for consideration. The Board must agree by a two-thirds vote of those present based on the recommendations of the committee whether or not to remove that board member. A notice of removal will be sent to the Governor's office and the appropriate governing parish authority.

6. Vacancies:

Procedures for filling a vacancy created by the removal, resignation, or death of any board member before the end of the board member's term shall follow those used for initial appointments. Source LA R.S. 28:913.7.(5)

7. Compensation:

Each Board member shall serve without compensation but shall be reimbursed for expenses and mileage at the same rate set by the Division of Administration for state employees for each day in actual attendance at Board meetings or for representing the Board in an official Board-approved activity. Source LA R.S. 28:913.7.(1)

8. Code of Ethics:

All board members shall be subject to the State Code of Governmental Ethics. No member of the board or of his immediate family shall own or have any interest or part in any public or private organization, business, company, or entity conducting business of any kind with the district. Source LA R.S. 28:913.7.(3)&(6)

Title:	Officers	Article IV
Effective Date:	April 26, 2010	
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The Officers of the Board shall be a Chairperson, a Vice Chairperson, Treasurer, Secretary and such other officers as the Board may elect from time to time, to carry out the affairs of the Board. Source LA R.S. 28:913.7.(4)(a)

1. Duties:

The officers shall perform the duties prescribed by law, these bylaws, the parliamentary authority adopted herein, and those assigned by the Board or which normally pertain to the office. The duties shall include, but not be limited to the following:

a. The Chairperson

- (1) Shall be the principal officer of the Board.
- (2) Shall be elected by a majority vote of the board. L.A.R.S. 28:913.7.(2)
- (3) Shall make all necessary decisions regarding the operations of the Board itself as delineated in Board Policy and practices including preparing, and or approving the draft agenda, and presiding at all meetings of the Board.
- (4) Shall discuss and review corrective actions with individual Board members when they violate their responsibilities. When resolution cannot be obtained with an individual Board member, the Chairperson shall in plenary session of the Board conduct a review of the policies and develop recommendations for any necessary corrective actions.
- (5) Shall serve as an ex-officio member of all committees.

b. The Vice Chairperson

- (1) Shall assume such duties as may be assigned by the Chairperson or the Board.
- (2) Shall in the absence of the Chairperson preside at all Board meetings and execute all the duties of the Chairperson.
- (3) Shall serve as chair of the Bylaws Committee

c. Secretary

- (1) Shall maintain records of the Board, maintain a record of actions taken by the Board, and shall be responsible for giving and serving all notices of meetings of the Board through the Boards and Commissions online database.

2. Election:

a. Nomination Committee

The chairperson shall appoint a nominating committee of at least three (3) members no later than the regular October meeting. It shall be the duty of the Nominating Committee to nominate one or more nominees for Chairperson, Vice Chairperson, and Secretary. The nominating committee will provide all necessary material to conduct the elections.

b. Nominations from the Floor

After nominations of the Nominating Committee have been placed before the members, the Chairperson shall call for nominations from the floor.

Nominations from the floor must be made and seconded by voting members in good standing, and agreed to by the nominee.

c. Voting

All elections shall be determined by majority vote, and no member shall be entitled to vote by proxy. All votes shall be by voice.

3. Term of Office:

The term of office for all officers shall be for one (1) year. All newly elected officers will take office at the beginning of the meeting in January. No officer may serve more than two (2) consecutive full terms in the same office.

4. Vacancy or Removal:

In the event of a vacancy in any office, a replacement shall be elected at the next regular meeting to serve for the remainder of the term. Any officer may be removed for just cause by a vote of two-thirds of the board. The subject of removal must be placed on the agenda of a regular or special meeting at least seventy-two (72) hours prior to the meeting.

Title:	Meetings	Article V
Effective Date:	April 26, 2010	
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All meetings of the Board and its committees shall be open to the public except where Executive Sessions are permitted under the Louisiana Open Meetings Law.

1. Regular Meeting:

The Board will conduct at least nine (9) meetings per calendar year. Meeting dates, times, and locations will be determined by the Board. Notice of regular meetings shall be given no less than seventy-two (72) hours prior to the meeting.

2. Special Meetings:

Special meetings may be called by the Chairperson or at the request of three (3) members of the Board. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least twenty-four hours (24) notice shall be given.

Title:	Quorum	Article VI
Effective Date:	April 26, 2010	
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A quorum of a majority of the commissioned members serving shall be required to conduct official business of the Board.

Title:	Committees	Article VII
Effective Date:	April 26, 2010	
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The Board does not require itself to govern through standing committees but will have two standing committees which will be a nominations committee to ensure timely officers' transition and a Bylaws committee. Ad hoc committees will be established to address specific needs as they arise.

1. The Bylaws committee:
 - a. Shall consist of three (3) members. It shall consist of the Vice Chairperson and two (2) members appointed by the Chairperson of the Board.
 - b. The duties and the responsibilities of the Bylaws committee will include but not be limited to annual review of the Bylaws, receive and consider recommendations for any revisions, and make recommendations for amendments to the Board.

2. The Nominations committee:
 - a. Shall consist of at least three members appointed by the chair
 - b. Shall nominate one or more nominees for each office.
 - c. Shall present a slate of officers to the membership in the month of November.
 - d. A vote will be taken at the December meeting.
 - e. Those elected will assume office at the meeting following the election.

3. Ad Hoc Committees:

The Chairperson shall appoint special committees as necessary to carry out the mission of the District and mandate of the Board.

 - a. Each committee shall consist of a specific number of members set by the Chairperson and be given a specific charge.
 - b. Membership will be determined by the Board members and based on specific member expertise and representing the interests of all parishes.
 - c. After the work of the special committee is completed and a report made to the Board, it shall dissolve without action of the Chairperson of the Board.

Title:	Executive Director	Article VIII
Effective Date:	April 26, 2010	
Revised:	August 20, 2018	

The Executive Director shall serve at the pleasure of the Board. The Executive Director is responsible for directing the operations of the District and is responsible for the administration and management of all aspects of the District. The Executive Director will be accountable to the board, as a body, for the implementation of the policies established by the board. Source LA R.S. 28:914.D.(1)

Title:	Parliamentary Authority	Article IX
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The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the District in all cases to which they are applicable and in which they are not inconsistent with these bylaws and special rules of order the Board may adopt.

Title:	Amendment of Bylaws	Article X
Effective Date:	April 26, 2010	
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These bylaws may be amended, revised or repealed, in whole or in part, by a majority vote of the Board at any regular meeting or at a special meeting called for that purpose, provided that in each instance such amendments, revisions, or repeals shall not be inconsistent with the law (legislation). The proposed change or summary of the proposed changes to be made shall be electronically mailed to all Board members by the last regular meeting prior to the date of the meeting at which they will be considered.