SHERIFF’S EXECUTIVE MANAGEMENT INSTITUTE ADMINISTRATIVE RULES

1. The Institute shall operate under the provisions of the Open Meetings Law La. R.S. 42:4.1-42:13 which provide among other things that all records shall be construed as available to the public for inspection.
2. The Institute shall operate as a public body.
3. Any and all policies or agreements reached shall be deemed as law as far as applicable and governed by state law.
4. The Board of the Institute shall have a quorum as defined by Act 350 of the 2012 Legislative Session as four (4) members. No official action may be taken without said quorum. All votes shall be voice votes.
5. All meetings shall require the following:
6. Notice posted at least 24 hours prior to the meeting on the front door of the official domicile of the Louisiana Sheriffs Association or in the location of an alternative site if it is chosen for the meeting .
7. Means of public comment relative to items listed on the agenda (A.G. opinion #01-367)
8. Agenda items may be added with the unanimous approval of the Board and shall include the purpose of adding the item.
9. The option by the public to record meeting discussions
10. Required minutes to be taken and placed upon LSA website. LSA Executive Director shall be the custodian of the minutes.
11. Executive sessions shall be limited to reasons defined by state law (see below) (R.S. 42:6-42:6.2) and shall require a 2/3’s vote to enter into such a session. No votes shall take place in Executive Session. The reason for entering Executive Session shall be delineated and shall be limited to the following:
12. Discussion of the character, professional competence, or physical or mental health of a person with the understanding that absent extraordinary circumstances, that individual must be given 24 hour notice of said meeting. The individual in question shall also have the right to ask for an open meeting.
13. Strategy sessions or negotiations on labor disputes or any litigation
14. Investigative proceedings regarding allegations of misconduct
15. Cases of extraordinary emergency, limited to natural disaster, threats of civil disturbances, suppression of insurrections, repelling of invasions or other matters of similar magnitude
16. The calendar year for training shall be July 1 through the following June 30.
17. Training certification shall be submitted to the Legislative Auditor after certification by the Chairman of the Institute Board and the Executive Director of the Louisiana Sheriffs’ Association based upon empirical evidence of accountability methods to be determined.
18. The Institute is officially within the Office of the Governor and shall be domiciled in Baton Rouge. Official meetings will be conducted at the Louisiana Sheriffs’ Association building and at major conferences of the Association, and other regional meetings.