

1 **ST. GEORGE TRANSITION DISTRICT**

2
3 The following Resolution **Revision 1** was offered by **Chris Rials** and seconded by
4 **XXXXXXXXXXXXXX**:

5
6 **RESOLUTION NO. 2024-004 Revision 1**

7
8 **ST. GEORGE TRANSITION DISTRICT - GOVERNING BODY AND RULES OF**
9 **PROCEDURE**

10
11 WHEREAS, a resolution to specify the St. George Transition District Governing Body and
12 Rules of Procedure associated with Act No. 361 signed into law by Governor John Bel Edwards
13 in June 2020.

14
15 NOW THEREFORE, BE IT ORDAINED by the St. George Transition District, State of
16 Louisiana as follows:

17
18 **GOVERNING BODY AND RULES OF PROCEDURE**

19
20 **Sec. 101. Regular Transition District Meetings.**

21
22 (a) Regular meetings of the Transition District shall be held on the second and fourth
23 Wednesday of each month, at 4:30 p.m., at 14100 Airline Highway, St. George, LA 70817 in
24 Training Room B of the St. George Fire Department. The Transition District may cancel or
25 reschedule any regular meeting by resolution.

26 State law reference(s)—Meetings of board or council, R.S. 33:405.
27

28 **Sec. 102. Reserved.**

29
30 **Sec. 103. Order of Business at Regular Meetings; Agenda.**

31
32 (a) Unless this section is suspended at any regular meeting by the unanimous vote of all
33 members present, the following shall be the order of business at all regular meetings of the
34 Transition District, provided that the Chairman will determine which items on the agenda are of
35 particular interest to persons who may be present at the beginning of the meeting and the Transition
36 District will consider such items prior to calling those items upon which no person interested is
37 present:

- 38 (1) Call to order.
- 39 (2) Invocation and Pledge of Allegiance.
- 40 (3) Roll call.
- 41 (4) Approval of Minutes.
- 42 (5) Reports and presentations.
- 43 (6) Public comment.
- 44 (7) Announcements.
- 45 (8) Adjournment.

46
47 (b) Prior to each regular meeting, the Chairman shall prepare an agenda as hereinafter provided
48 of all matters to be considered at the meeting, arranged in the order set forth in subsection (a) of

1 this section in sufficient detail to explain the nature of the item and the name of the person placing
2 it on the agenda. A copy of this final agenda shall be furnished to each Transition District member.
3

- 4 (c) No matter shall be placed on the agenda unless the following procedure has been followed:
- 5 (1) Only Transition District members may place items on the agenda.
 - 6 (2) Any request for an item to be placed on the agenda must be received by the
7 Chairman at least 48 hours prior to the Transition District meeting unless such day
8 is a legal holiday, then the deadline shall be extended to the next business day.
 - 9 (3) No item not on the agenda, which by its nature requires a resolution, may be
10 considered, except by unanimous vote of the Transition District to do so.
 - 11 (4) Any action required by law to be introduced for a public hearing shall not be
12 discussed at the meeting at which it is introduced. **However, Transition District**
13 **members shall receive a copy of the action (e. g. Resolution) at the meeting in which**
14 **the action is introduced. Additionally, copies of the action shall be made available**
15 **for the public to obtain at the Transition District meeting in which it is introduced.**
 - 16 (5) The agenda as prepared by the Chairman shall be the final official agenda.
 - 17 (6) **The Secretary shall ensure all meeting minutes and resolutions are maintained on**
18 **the St. George Transition District web-site within seven (7) days of obtaining**
19 **signatures.**
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22 **Sec. 104. Reserved.**

23
24 **Sec. 105. Special Meetings; Notices.**
25

26 (a) The Chairman or a majority of the Transition District members may call a special meeting
27 of the Transition District, to be held at the place and at the time (not less than 48 hours after
28 issuance of notice thereof) set forth in the notice of the special meeting. All notices of a special
29 meeting shall be issued by the Chairman and shall contain a statement of the specific item or items
30 of business to be transacted, and shall be forwarded to each Transition District member. The
31 certificate of the Chairman, setting forth the language of the notice and certifying that a copy
32 thereof was furnished to all Transition District members, shall be prima facie evidence of proper
33 and timely notice of the special meeting to all Transition District members.
34

35 (b) Any Transition District member present at the special meeting, at that time may
36 acknowledge orally the receipt of a proper and timely notice thereof, or may waive orally such
37 notice, or any and all obligations thereto or the time and place of the meeting. Any Transition
38 District member absent from the special meeting, in writing filed with the Secretary at any time
39 prior to the convening of the meeting, may make the acknowledgment, or any of the waivers,
40 enumerated in the preceding sentence.
41

42 (c) In the case of all special meetings of the Transition District, the Chairman shall notify the
43 Transition District members of the call of such special meeting.
44

45 **Sec. 106. Reserved.**
46

47 **Sec. 107. Order of business at special meetings.**
48

1 The following shall be the order of business at all special meetings of the Council:

- 2 (1) Call to order;
- 3 (2) Invocation;
- 4 (3) Pledge of Allegiance;
- 5 (4) Roll call;
- 6 (5) Proof of notice of the meeting, or waiver thereof by members not proven to have
7 been notified properly;
- 8 (6) Consideration of the specific item or items of business stated in the call for the
9 special meeting.

10 **Sec. 108. Reserved.**

11 **Sec. 109. Quorum.**

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15 (a) A majority of the entire membership of the Transition District (three) shall constitute a
16 quorum at any regular or special meeting of the Transition District; but nothing contained herein
17 shall be deemed to affect the requirement of the number of affirmative votes necessary to adopt
18 any resolution, motion or vote, or the requirement of the number of affirmative votes necessary to
19 adopt any emergency Resolution.
20

21 **Sec. 110. Reserved.**

22
23 **Sec. 111. Journal of proceedings; publication.**

24
25 (a) The Secretary shall keep a journal of the proceedings of the Transition District at all regular
26 and special meetings. The journal of the proceedings of the Transition District among other things
27 shall record the roll call and the yeas and nays at any voting by the Transition District on any
28 resolution, motion, or vote; set forth in full all resolutions or motions adopted by the Transition
29 District; and set forth the title of all resolutions introduced but on which no final action is taken
30 and all resolutions which failed.

31 (b) The proceedings of all regular and special meetings shall be published by the Secretary in
32 the official journal of the Transition District.

33 (c) The Secretary shall publish in the official journal of the Transition District, at least four
34 days prior to the time fixed for a public hearing, an official public notice setting forth by title all
35 resolutions to be considered at the hearing.
36

37 **Sec. 112. Reserved.**

38
39 **Sec. 113. Conducting of meetings; public hearings.**

40
41 (a) In view of the many items appearing on the agenda, each Transition District member will
42 be allowed a maximum of five minutes to express his views on any one subject without interruption
43 from the other members upon initial consideration and five minutes for rebuttal. Each Transition
44 District member will also be allowed two minutes to express additional views and two minutes for
45 rebuttal during a final consideration period after the time for public comment has been closed. No
46 Transition District member will speak until recognized by the Chairman. In compliance with La.
47 R.S. 42:14(D), members of the public will be allowed to speak for up to three minutes following
48 the period of initial consideration and rebuttal on any item included on the agenda on which the

1 Transition District proposes to take action. A member of the public who wishes to speak on an
2 agenda item on which the Transition District proposes to take action, shall print his or her name
3 and address on the register at the podium prior to addressing the Transition District. No member
4 of the public shall address the Transition District until recognized by the Chairman. Each member
5 of the public who addresses the Transition District shall state his or her name and address for the
6 record prior to making any comment. In lieu of speaking on an agenda item on which the Transition
7 District proposes to take action, a member of the public may complete and submit a card
8 evidencing whether he or she is a proponent (in favor) of the agenda item or an opponent of
9 (against) the agenda item. The card to be completed and submitted will be made available prior to
10 the meeting. A member of the public who wishes to submit such a card shall print his or her name
11 and address on the card, indicate whether he [or she] is a proponent (in favor) of the agenda item
12 or an opponent of (against) the agenda item, and submit the card to the Secretary prior to the
13 commencement of the meeting. After the time for public comment has been closed, the Secretary
14 shall read aloud and into the minutes of the meeting, all such cards, including the name and address
15 of the person submitting the card and whether the person is a proponent or opponent of the
16 proposed action.

17 (b) The Chairman may allocate up to 30 minutes at the end of any regular meeting for
18 members of the public to comment on items not included on the agenda. Individuals who wish to
19 comment during the comment period shall complete a request to address the Transition District on
20 a form provided by the Transition District which shall include the individual's name, address and
21 subject matter which the individual wishes to comment upon. The request to address the Transition
22 District shall be delivered to the Chairman via U.S. mail, electronic mail, or hand-delivery no later
23 than 24 hours prior to the Transition District meeting or hand-delivered to the Chairman at the
24 place of the meeting prior to the meeting being called to order. The burden of confirmation of
25 receipt of a request to provide public comment shall be on the sender of the request. In the event
26 more than ten individuals request to address the Transition District at a meeting, the first ten
27 requests received will be scheduled for the meeting in the order received. Any additional requests
28 will be scheduled for the next regular meeting. Comments shall be limited to issues which members
29 of the public would like the Transition District to review or consider. Comments concerning any
30 individual or any personnel matter shall not be permitted by this subsection. Any individual who
31 does not abide by the requirements set forth in this subsection shall be informed by the chairperson
32 and shall not be permitted to comment pursuant to this subsection for minimum of 90 days or such
33 period determined by the chairperson.

34
35 **Sec. 114. Reserved.**

36
37 **Sec. 115. Procedural matters not covered.**

38
39 Any point or matter of procedure at any regular or special meetings of the Transition
40 District not covered by law or by these rules of procedure shall be determined according to the
41 rules set forth in the 11th edition of Robert's Rules of Order, Newly Revised.

42
43 **Sec. 116. Reserved.**

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45 **Sec. 117. Voting.**

46
47 (a) Roll call.

1 (1) A voice vote shall occur on all resolutions and motions. Except as otherwise
2 provided herein, a motion does not require a second. All voting shall be by roll call
3 and the ayes and nays shall be recorded in the journal. The roll shall be called in
4 alphabetical order. The mover may withdraw a motion at anytime prior to the first
5 vote being cast.

6 (2) When roll call has been completed the Secretary shall announce the vote, as
7 reflected by the roll call.

8 (3) The Secretary shall then proceed to record the vote in the journal.

9 (4) Any Transition District member has the right to change his vote up to the time the
10 vote is finally announced. A change of vote shall be called to the attention of the
11 Chairman. After the vote has been finally announced, no Transition District
12 member shall be permitted to change his vote except by unanimous consent.

13 (b) Reconsideration.

14 (1) Any member who is on the prevailing side of a question may, before adjournment
15 of the meeting at which the question was considered, move to reconsider the vote.

16 (2) A motion to reconsider requires a second.

17 (3) If the motion to reconsider receives a second, the matter shall be reconsidered prior
18 to the adjournment of the meeting.

19 (4) A motion to reconsider requires a majority vote regardless of the vote necessary to
20 adopt the item reconsidered.

21 (5) If a motion to reconsider is lost it cannot be repeated except by unanimous consent.
22

23 **Sec. 118 — 120. Reserved.**

24 **Sec. 121. Executive sessions.**

25 A public body may hold executive sessions upon an affirmative vote, taken at an open
26 meeting for which notice has been given pursuant to R.S. 42:19, of two-thirds of its constituent
27 members present. An executive session shall be limited to matters allowed to be exempted from
28 discussion at open meetings by R.S. 42:17; however, no final or binding action shall be taken
29 during an executive session. The vote of each member on the question of holding such an executive
30 session and the reason for holding such an executive session shall be recorded and entered into the
31 minutes of the meeting. Nothing in this section or R.S. 42:17 shall be construed to require that any
32 meeting be closed to the public, nor shall any executive session be used as a subterfuge to defeat
33 the purposes of the state open meetings law.
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35

36 **Sec. 122. Reserved.**

37 **Sec. 123. Motions and amendments.**

38 (a) Substitute motions. A substitute motion is considered to be a total replacement of the
39 original motion. If the substitute motion passes, no further votes are required, and the item is
40 adopted according to the provisions of the substitute motion. If the substitute motion fails to pass,
41 other amendments, either complete substitutes or minor amendments, may be offered and voted
42 upon prior to consideration of the main motion.

43 (b) Amendments. Minor amendments require a vote in order to amend the main motion. If the
44 amendment passes, the main motion will stand as amended and will have to be voted on as
45 amended.
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2 **Sec. 124. Reserved.**

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4 **Sec. 125. Compensation of Transition District members.**

5 (a) All Transition District members will serve without remuneration as required in Act No.
6 361.

7
8 **Sec. 126. Reserved.**

9
10 **Sec. 127. Powers and duties of Secretary.**

11
12 The Secretary is hereby authorized and directed to perform the following duties relative to
13 the maintenance of resolution books on a current basis:

- 14 (1) Make additional copies of all resolutions adopted, showing on each copy the date
15 adopted and its appropriate number, each copy to be bound in a temporary binder,
16 to be kept by the Secretary;
17 (2) Maintain a complete copy index and cross index on all resolutions adopted during
18 the Transition District tenure;
19 State law reference(s)—Duties of clerk, R.S. 33:421.

20
21 **Sec. 128. Reserved.**

22
23 **Sec. 129. Numbering of resolutions.**

24
25 (a) Resolutions shall be numbered consecutively commencing with the resolution adopted
26 each calendar year. The Secretary is required to maintain a list showing an abbreviated title of all
27 resolutions passed by the Transition District; and immediately upon a resolution being adopted by
28 the Transition District, it shall be the duty of the Secretary to assign that resolution the next
29 consecutive number not yet assigned.

30
31 (b) No number shall be omitted, and no resolution shall be assigned the number of another
32 resolution.

33
34 (c) Resolutions introduced or referred to in the minutes by title alone, prior to actual adoption,
35 will be titled "Proposed Resolution" as the case may be.

36
37 (d) Resolutions finally adopted shall be titled "Resolution No. (year)," as the case may be,
38 showing the consecutive number assigned to that resolution.

39
40 **Sec. 130. Reserved.**

41
42 **Sec. 131. Minutes.**

43 (a) Minutes are to be typed as soon as possible after each meeting, but not later than the next
44 Transition District meeting if possible.

45 (b) The date of the meeting shall appear at the top of each page containing the minutes of a
46 meeting.

47 (c) After minutes are adopted, the pages will be placed in a binder.

1 (d) Upon adoption of the minutes, signatures are to be obtained from the Chairman, as the case
2 may be, and the Secretary.

3
4 **Sec. 132. Reserved.**

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6 **Sec. 133. Computerization.**

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8 As soon as practicable after adoption, all resolutions and motions will be posted on the City
9 of St. George's website and made a part of the permanent records maintained by the Secretary.

10
11 **Sec. 134. Reserved.**

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13 **Sec. 135. Intention of Transition District.**

14 It is the intention of the Transition District that the above provisions regulating the methods
15 of maintaining the resolution books; the numbering of resolutions; and the keeping, adopting and
16 indexing of resolutions be strictly complied with for the purpose of properly maintaining the
17 records of this body and making them available to the public and members of the Transition
18 District; but failure to do so shall in no way affect the validity or effect of any resolution or other
19 action of the Transition District that would be valid or effective if it were not for the provisions of
20 this part.

21
22 **Secs. 136—300. Reserved.**

23
24 **BE IT FURTHER RESOLVED** by the St. George Transition District Board of Directors
25 that this Resolution shall become effective in accordance with law.

26
27 This Resolution having been submitted to a vote; the vote thereon was as follows:

28
29 For:

30
31 Against:

32
33 Absent:

34
35 Abstained/Recused:

36
37
38
39
40 _____
41 **Andrew Murrell, Chairman**

42
43
44
45 _____
46 **Bill Potter, Secretary**

CERTIFICATION

The above and foregoing Resolution was duly adopted at the regular meeting of the St. George Transition District Board of Directors held on June 24, 2024.

, Secretary