



# St. Bernard Parish Council

8201 West Judge Perez Drive Chalmette, Louisiana, 70043  
(504) 278-4228 Fax (504) 278-4209  
www.sbp.net

**Guy McInnis**  
Councilman  
at Large

**George Cavignac**  
Councilman  
at Large

**Ray Lauga, Jr.**  
Councilman  
District A

**Nathan Gorbaty**  
Councilman  
District B

**Richard "Richie" Lewis**  
Councilman  
District C

**Casey W. Hunnicutt**  
Councilman  
District D

**Manuel "Monty"  
Montelongo III**  
Councilman  
District E

**Roxanne Adams**  
Clerk of Council

**#19**

EXTRACT OF THE OFFICIAL PROCEEDINGS OF THE COUNCIL OF THE PARISH OF ST. BERNARD, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING HELD IN THE COUNCIL CHAMBERS OF THE ST. BERNARD PARISH GOVERNMENT COMPLEX, 8201 WEST JUDGE PEREZ DRIVE, CHALMETTE, LOUISIANA ON TUESDAY, AUGUST 5, 2014 AT SEVEN O'CLOCK P.M.

On motion of Mr. McInnis, seconded by Mr. Montelongo, it was moved to **adopt** the following resolution:

## RESOLUTION SBPC #1209-08-14

A RESOLUTION TO **AMEND RESOLUTION SBPC #1045-05-13**, TO ADOPT GUIDELINES FOR COUNCIL AGENDA'S. (Attached as Exhibit A)

WHEREAS, the council is desirous to have council agenda's compiled in a professional manner; and,

WHEREAS, the attached document titled COUNCIL AGENDA shall be the content of this resolution; and,

WHEREAS, this resolution will become part of the Council Procedures and shall be codified at a later date upon final assembly of said procedures, in particular under the title COUNCIL AGENDA; and,

NOW THEREFORE, BE IT RESOLVED, that the Agenda rules as stated above shall commence immediately upon passage of this resolution.

The above and foregoing having been submitted to a vote, the vote thereupon resulted as follows:

**YEAS:** Lauga, Gorbaty, Lewis, Hunnicutt, Montelongo, Cavignac

**NAYS:** None

**ABSENT:** None

The Council Chair, Mr. McInnis, cast his vote as **YEA**.

And the motion was declared **adopted** on the 5<sup>th</sup> day of August, 2014.



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**Guy McInnis**  
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Extract #19 continued  
August 5, 2014

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## CERTIFICATE

I HEREBY CERTIFY that the above and foregoing is a true and correct copy of a motion adopted at a Regular Meeting of the Council of the Parish of St. Bernard, held at Chalmette, Louisiana, on Tuesday, August 5, 2014.

Witness my hand and the seal of the Parish of St. Bernard on this 5<sup>th</sup> day of August, 2014.

ROXANNE ADAMS  
CLERK OF COUNCIL

RESOLUTION SBPC #1209-08-14

“Exhibit A”

COUNCIL POLICY AND PROCEDURES

COUNCIL AGENDA

**POLICY:** It is the policy of the St. Bernard Parish Council, that there shall be an organized method for the Assembly, Format, Posting Approval, Posting Procedures and Council Member responsibility with regard to Council Agenda's. The Council Clerk shall be responsible for the compilation of the Agenda with the Council Chair as acting supervisor. In the absence of the Council Chair, the Vice-Chairman of the Council shall act as supervisor. The Clerk of Council may delegate any of the tasks associated with the preparation and posting of the agenda, but shall ultimately be responsible for all facets of the agenda.

**PROCEDURES:**

**ASSEMBLY**

1

The Clerk of Council shall at all times maintain a working draft of Council Agenda's.

2

Agenda items must be general enough to allow the public to discern what deliberations will take place, but should be as specific as possible to identify the action that is intended to take place. Ideally, an agenda must be reasonably clear so as to advise the public in general terms each subject to be discussed. The Council Chair or Vice-Chair should supervise the writing of the item, and assist the author of the item with more appropriate wording in order to maintain compliance with the Open Meeting Laws.

- a) The Clerk of Council shall include the author or outside agency requesting the agenda item for any meeting as well as the district in which it refers to.

3

Deadline for placing items on a regular meeting shall be set at 4:00 p.m. on the Wednesday prior to the regularly scheduled Council meeting, **no exceptions**.

- a) The Chair or Vice-Chair, as appropriate, shall strictly enforce this deadline to all non-council departments, agencies, and outside sources. Discretion to allow agenda additions past the deadline, should be very strictly scrutinized.

4

Any Council member may place any item on an agenda by submitting this request to the Clerk of Council and carbon copy the Council Staff.

- a) This request shall be made in writing and shall contain the exact wording for the title to be placed on the agenda.
- b) If the item is an ordinance or resolution, the Chair or Vice-Chair of the meeting which the agenda item is requested to be on, may insist that said resolution or ordinance be in writing prior to the item being placed on the agenda, this discretion shall be allowed by the Chair or Vice-Chair, but not as a way to repudiate the right of the member to place an item on the agenda. Further, any councilman may request the written ordinance or resolution from the author in order to properly prepare for the meeting.
- c) Ordinances must be submitted in writing prior to the start of the meeting according to section 2-12 of the Home Rule Charter and should be submitted timely enough for the Clerk of Council to input the ordinance into the system. Timely enough shall be defined as at least 72 hours prior to the scheduled meeting. If a member successfully moves to amend an ordinance, then that member should co-operate with the Clerk of Council to have that amendment reduced to writing in order to finalize the ordinance. If an ordinance is amended after advertisement, then the chair shall ask for public comment regarding the amendment in order to allow the public an opportunity for input into same.
- d) Resolutions should be submitted in writing timely enough for the Clerk of Council to input the resolution into the system. Timely enough shall be defined as at least 72 hours prior to the scheduled meeting. However, if the resolution is one from public input or from a motion, or germane topic of the meeting, the member who has moved for the motion shall immediately co-operate with the Clerk of Council to have the resolution reduced to writing. Likewise, if a member successfully moves to amend a resolution, then that member should co-operate with the Clerk of Council to have that amendment reduced to writing.
- e) The chairman shall not exclude an agenda item request by a council member. The chairman has sole discretion to allow or disallow agenda item request by anyone or any entity who is not a council member.

5

Anyone or any entity (excluding Councilmen) who is submitting an agenda item request must be approved by the Council Chair or Vice-Chair as appropriate.

- a) All agenda item requests MUST comply with section 3 above.
- b) All agenda item requests MUST be accompanied by the appropriate paper work in writing BEFORE the item may be placed on the agenda. (Except the Parish President as noted in d) of this section)
- c) All departments MUST submit their agenda item requests to the Parish President or CAO. If approved by the Parish President or CAO, they must submit the requests to the Clerk of Council and carbon copy the Council Staff along with all language and attachments in proper ordinance/resolution format. If an item is submitted from anyone other than the Parish President or CAO, it will be rejected.

- d) The Clerk of Council shall not place any item on the agenda without the applicable paper work first, followed by the approval of the Chair or Vice-Chair as appropriate for the meeting. All submittals must be sent via electronic transmittal (e-mail) and must be submitted in word/excel format. Any agenda item submissions not meeting the aforementioned guidelines will be rejected.
- e) The Parish President shall not be required to fill out an agenda request for the Parish President's Report. This privilege is a courtesy to the Parish President. The President's Report shall be on the agenda of every regularly scheduled council meeting. The Parish President should forward his report to the council clerk for distribution to all council members by close of business on the day prior to the regularly scheduled council meeting. Recognizing, the Parish President will enjoy the discretion to add to that report on the day of the meeting if the President is desirous to do so.

**FORMAT**

The format of the agenda shall be as follows:

1

**PUBLIC NOTICE - ST. BERNARD PARISH COUNCIL MEETING - AGENDA**

<b>Email: <a href="mailto:radams@sbsp.net">radams@sbsp.net</a></b> xx/xx/xx	<b>(504) 278-4228 (504) 278-4209 (fax)</b>	<b>Posted</b>
<b>Tuesday, Month XX, 20XX</b>	<b>X:XX p.m.</b>	<b>Council Chambers</b>
		<b>Page</b> <b>X of XX</b>

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Sign Interpreter will be provided if requested 48 working hours in advance. Should an interpreter be needed, it is advised that the interested person contact the Clerk of Council at 278-4228. All accessible formats are available upon request.

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**\*\* NOTE:** The Email address of the Clerk of Council, the posted date time and place of the meeting, page numbering, and phone and fax numbers of the Clerk of Council as appropriate shall always be posted. Further, this heading shall be on EVERY page of the agenda.

After the Heading of the Public Notice, the body shall as closely as possible be in the following order:

- A. Meeting Called to Order and Roll Call
- B. Remind Public that no food or drink is allowed in the Council Chambers
- C. Remind Public of Cell Phone Ordinance **SBPC #815-02-08**
- D. Invocation by Pastor (Name) with (place of worship)
- E. Pledge of Allegiance
- F. Recognize Elected Officials

**APPROVAL OF MINUTES**

**RECOGNITION**

**PRESIDENTS REPORT  
COMMITTEE REPORTS  
COUNCILMEMBER'S DISTRICT UPDATE**

**RECOGNIZE THE PUBLIC**

(Those wishing to speak **MUST** sign in prior to the start of the meeting. Speakers will be given 2 minutes to voice complaints, concerns, or issues. The council may take action from items discussed)

**\*\*** NOTE: The Chair of the meeting shall have the sole discretion of allowing speakers to go over that time limit.

**PUBLIC HEARINGS**

**RESOLUTIONS**

**ADOPTION OF ORDINANCES**

**INTRODUCTION OF ORDINANCES**

**OTHER MATTERS**

Motion to discuss and take any action as it relates to information received from the Coastal Zone Advisory Committee.

**EXECUTIVE SESSIONS**

**\*\*** NOTE: Executive sessions should always be the last item of business on the agenda. The Chair or Vice-Chair as appropriate, has discretion to move this item around on the agenda, but should only do so when extraordinary situations dictate the necessity.

**THE NEXT REGULAR SCHEDULED MEETING DATE AND TIME**

**SIGNATURE LINE AND DATE AND TIME OF POSTING SHALL BE THE FINAL LINE OF THE AGENDA**

**2**

Amendments to the Agenda during the meeting will only be allowed upon unanimous vote of members present

**POSTING APPROVAL**

On the Friday immediately prior to the regularly scheduled Tuesday meeting, the Clerk of Council shall have pre-arranged a time at the discretion of the Chair or Vice-Chair, as appropriate, for the final approval

for posting of the agenda. This is the primary approval authority of the Chair or Vice-Chair in addition to the authority given in 4 (e).

- a) This approval shall consist of the Chair or Vice-Chair, as appropriate, signing a copy of the actual agenda to be posted.
  - i) The actual signed copy of the agenda shall be the same copy to receive the Parish President's Office Stamp which shall be kept in accordance with 7(b)(ii).
  - ii) Electronic posting of agenda's may have electronic signature which shall denote that there is a signed copy of the agenda on file.
  - iii) All meeting agenda's shall be permanently stored electronically with a copy of the minutes, and copies of all ordinances and resolutions for posterity.

## POSTING PROCEDURES

### 1

The Clerk of Council shall publicly post the agenda **IMMEDIATELY** AFTER signed approval in the following manner:

- a) On the Friday immediately prior to the Tuesday meeting, at least 48 hours (excluding weekends and holidays) prior to the start of the meeting.
- b) Meeting times as published shall be strictly adhered to. The Chair or Vice-Chair should only modify those times/days only upon absolute necessity.
- c) For a special meeting, at least 24 hours (excluding weekends and holidays) prior to the start of the special meeting.
- d) Outside the Council Office in public view in a consistent place designated by the Clerk of Council
- e) To all Council Members
  - i) This shall be posted at a minimum, to electronic devices where tracking reports can be maintained
  - ii) The Clerk of Council shall maintain for at least one (1) year a copy of the tracking reports verifying that the agenda was sent to the Council members
- f) To Parish President and any other administrative staff who requested same
  - i) The Parish President's office shall be hand delivered a copy of the agenda, and said office shall stamp the last page of the agenda.
  - ii) The Clerk of Council shall maintain for at least one (1) year a copy of the properly stamped Agenda from the President's office.
- g) To all media sources that have requested the agenda
  - i) The Clerk of Council shall maintain for one (1) year a copy of the transmittal receipt to all media sources.
- h) To all Parish residents who have requested the agenda

- i) The Clerk of Council shall maintain for one (1) year a copy of the transmittal receipt to all residents requesting notification.

**2**

Electronic signatures shall be acceptable for electronic posting of the agenda.

**COUNCIL MEMBER RESPONSIBILITY**

**1**

It shall be the responsibility of each Councilman to ask questions of the author of any agenda item if there are any questions about a particular agenda item in order to properly prepare for a meeting. This will ensure that the velocity of transacting councilmanic business is not slowed down due to an unprepared councilman regarding an agenda item.

**2**

The council member who is the author of an ordinance or resolution is responsible for the written production of same. This does not mean that the council member must actually "write" the document. This means that the council member is responsible for the content in the production of same.

**3**

The council member who is the successful mover of an amendment to an ordinance or resolution is responsible for the written production of the amendment. This does not mean that the council member must actually "write" the document. This means that the council member is responsible for the content in the production of same.

**4**

Any council member has the authority to request from the clerk the written resolution or ordinance prior to any meeting. The written documents should be in the clerk of council's possession at least 72 hours prior to any meeting.

**DISTRIBUTION OF OFFICIAL DOCUMENTS**

Upon certification and codification of official documents, the Council Staff will furnish a copy to the Parish Presidents office for their distribution to appropriate departments as they deem necessary. The Council Staff shall be responsible for distributing official documents to outside agencies but it will be the responsibility of the Parish President's office to distribute to the appropriate internal departments.