

**BYLAWS  
OF THE  
NEW ORLEANS RECREATION DEVELOPMENT COMMISSION**

**ARTICLE I. NAME**

The name of the Commission shall be the New Orleans Recreation Development Commission, hereinafter referred to as the “Commission”.

**ARTICLE II. OBJECT**

Pursuant to Section 2-318 of the New Orleans City Code of Ordinances (“City Code”), the Commission shall plan, supervise, and conduct a comprehensive and coordinated program of cultural and physical recreation; promote cooperative planning with public and private entities concerned with recreation; manage, maintain, and operate recreational facilities owned or operated by the City of New Orleans; and perform other related duties as may be provided by ordinance of the City Council.

**ARTICLE III. MEMBERS**

**3.1 Membership**

Membership shall be as defined in Section 2-319 of the City Code.

**3.2 Terms**

The Commission members shall serve terms as provided in Section 2-319 of the City Code.

**3.3 Vacancy**

Vacancies in Commission membership shall be filled as provided in Section 2-319 of the City Code. Nominations and appointments shall be made within sixty (60) days, and approved by the City Council as soon as possible after submission. Any such person approved to fill the vacancy shall serve the remaining term of the position taken and reappointment shall be permitted.

**3.4 Removal**

A member of the Commission may be removed by the entity which nominated such member to the commission pursuant to Section 2-319 of the City Code, provided that such removal shall be only for reasonable cause set forth in writing. Any members so removed shall have reasonable opportunity to be heard publicly before the Council, and in such event the removal shall be affected only if approved by a majority of the Council, as provided in Section 9.104 of the Home Rule Charter of the City of New Orleans (“Home Rule Charter”).

## ARTICLE IV. OFFICERS

### 4.1 Officers

The officers of the Commission shall be a Chair, Vice Chair, Treasurer, and Secretary. The office of Parliamentarian may be added in accordance with Article 5.4.

### 4.2 Selection & Term of Officers

Officers shall be selected from among the seven commission members serving pursuant to Section 2-319(b) and (c) of the City Code. Officers shall be selected by the Commission members at an organizational meeting in January of each year, or as otherwise provided in these bylaws.

Officers shall serve a term of one calendar year, or until their successors are elected and assume office. Officers shall not be term limited and may serve successive terms.

### 4.3 Duties

The officers shall perform the duties prescribed by the City Code and Home Rule Charter governing the Commission, these bylaws, and the parliamentary authority adopted by the Commission.

#### A. Chair

The Chair shall be the presiding officer of the Commission and shall conduct, when present, the meetings of the Commission and shall be the primary authority for enforcement of the rules for the conduct of the meetings in accordance with these bylaws and/or the Commission's parliamentary authority. The Chair shall be an ex-officio member of all committees of the Commission; responsible for appointing Commission members to committees, one of whom he shall designate as committee Chair unless the bylaws provide otherwise; and authorized to sign warrants, where required, for the payment of bills in the absence of the Treasurer.

#### B. Vice-Chair

In the event of the absence of the Chair, the Vice Chair shall preside at Commission meetings and perform any ministerial duty ordinarily performed by the Chair that may, during such absence, be necessary to the operation of the Commission and the conduct of its business. The Vice Chair shall perform such other duties as the Commission may assign. In the case of a vacancy in the office of Chair, the Vice Chair shall assume the office of Chair.

#### C. Treasurer

The Treasurer shall be a member of and the Chair of the finance/audit committee, except that the Treasurer need not be Chair during the initial term of the members during the start-up phase of the operation. The Treasurer shall keep, or caused to be kept all financial records of the Commission and perform any other duties relating to this work that may be prescribed by the Commission.

**D. Secretary**

The Secretary shall keep, or cause to be kept, minutes of all Commission meetings and meetings of the standing committees of the Commission. The Secretary shall be the custodian of the records of the Commission and shall perform any duties prescribed by the Commission.

**E. Parliamentarian**

The Parliamentarian shall be responsible for maintaining order and decorum, or causing same to be maintained, during Commission meetings; insuring that Commission procedures and rules of order are followed; and such related matters as prescribed by the Commission or Chair.

**4.4 Vacancies**

**A. Chair**

In the event of a vacancy in the office of Chair, the Vice Chair shall automatically become the Chair. A new Chair, other than the Vice Chair, may be elected, in accordance with Article V, Section 4 , at the first regular meeting of the Commission subsequent to the vacancy.

**B. Vice-Chair, Treasurer, Secretary**

In the event of a vacancy in the office of Vice Chair, Treasurer, or Secretary, the office shall be filled by the Commission at the next regular meeting of the Commission, or at a special meeting called for that purpose.

**4.5 Removal**

The officers, including the Chair, may be removed for cause by the approval of a majority of the Commission present at the meeting, in accordance with Section 5.5 of these bylaws.

**ARTICLE V. MEETINGS**

**5.1 Regular Meetings**

Regular meetings of the Commission shall be held on the first Tuesday of each month, except when such date falls on a legal holiday, in which case the meeting shall be held on the next succeeding business day that is not a legal holiday. Unless otherwise announced by the

Commission, all meetings shall be held in the City Council Chambers, 1st Floor, 1300 Perdido Street, New Orleans, Louisiana each month at 5:00 p.m., or at such other time and place as it may be determined from time to time.

## **5.2 Annual Meetings**

Annual meetings shall be held on the first Tuesday of each January of every year, except when such date falls on a legal holiday, in which case the meeting shall be held on the next succeeding business day that is not a legal holiday. At the annual meeting the Commission shall hear a report of the Chair, elect officers and establish and cause to be published in its Official Journal a schedule for its regular meetings for the year.

## **5.3 Special Meetings**

Special meetings of the Commission shall be called by the Chair; or by request of at least four members of the Commission, submitted in writing to the Secretary.

The Secretary shall designate the date and time of any special meetings that may arise as soon as possible after receiving the call for the special meeting. All Commission members shall be notified in writing (by regular or electronic mail to the members' addresses on record) at least forty-eight (48) hours before the meeting; and such notice shall include the purpose of the special meeting.

## **5.4 Order of Business and Agenda**

In all meetings, the order of business shall be as described on the Commission's Public Meeting Notice unless the Chair, with the consent of the majority of the members present, elects to change such order of business.

Any member may place an item on the agenda for any annual, regular or special meeting by submitting in writing (by regular or electronic mail) of his/her proposed agenda item to the Secretary within seventy-two (72) hours of such meeting.

## **5.5 Quorum and Voting**

Pursuant to Section 9.107 of the Home Rule Charter, a majority of the existing membership of the Commission shall constitute a quorum. In the absence of a quorum at any regular or special meeting, the presiding officer may adjourn same to a later date, which shall be announced as provided in these bylaws.

All actions taken by the Commission shall require the affirmative vote of the majority of the members of the Commission present at the meeting, unless otherwise provided. The failure of a motion to receive a majority of affirmative votes shall constitute no action either for denial or approval.

The Mayor or, in the Mayor's absence, the Chief Administrative Officer shall not be counted as part of the existing membership, but if present, may be counted to establish a quorum or required vote.

## **5.6 Open Meetings**

The Commission is a public body within the meaning of the Louisiana Open Meetings Law, La. Rev. Stat. § 42:11 et seq. Therefore, Commission meetings are open to the public except when the Commission convenes in executive session, or as otherwise provided by law under La. Rev. Stat. §§ 42:16 – 18.

Where feasible, and in the Commission's sole discretion, unless otherwise required to do so by any applicable law, Commission meetings or any of its committee meetings may be broadcast by video, or audio, or other electronic means to the public.

### **A. Public Notice of Meetings**

The Secretary shall provide, or cause to be provided, public notice of all meetings, no later than twenty-four (24) hours before the meeting, as provided under La. Rev. Stat. § 42:19, or any successor statutes. Such notice shall include the agenda, date, time, and place of the meeting; provided that, upon approval of all of the members present, the Commission may take up a matter not on the agenda.

The Secretary shall post, or cause to be posted, a copy of the notice on the entrance to City Hall, 1300 Perdido Street, New Orleans, Louisiana, and shall furnish, or cause to be furnished, a copy of such notice to local news media that requests same.

### **B. Public Comment**

The Commission shall provide an opportunity for public comment at its meetings, as provided by law and subject to reasonable rules and regulations as may be adopted by the Commission.

The Chair shall immediately bar from further audience at a meeting, unless otherwise permitted by a majority of the Commission members present, any person making personal, impertinent, or slanderous remarks, or who shall become boisterous while addressing the Commission.

All comments must be germane to the agenda item addressed. The determination of what is "germane" shall be made by the Chair.

Any person desiring to address the Commission shall first secure the permission of the Chair, and in accordance with any rules established by the Chair, and upon permission, give his/her name and organization in an audible tone of voice prior to his/her testimony. Any person

addressing the Commission shall speak only on items which are within the subject matter jurisdiction of the Commission.

Each person addressing the Commission shall limit his/her time as may be directed by the Chair. The Commission reserves the right to establish reasonable time limits for discussion, debate, or comment, and shall follow the guidelines for the conduct of public comment as adopted by the City Council, unless otherwise provided by these bylaws or any rules and regulations that may be adopted by the Commission.

Whenever any group of persons wishes to address the Commission on the same subject matter, it shall be proper for the Chair to request that a spokesperson be chosen by the group to address the Commission and in the event additional matters are to be presented by other persons in the group, to limit the number of persons so addressing the Commission so as to avoid unnecessary repetitions.

### **C. Rules of Debate/Decorum**

When the Commission is meeting, the members shall preserve order and decorum and no member shall, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Commission nor disturb any member while speaking or refuse to obey the orders of the Commission or Chair, except as provided in these bylaws, or any rules and regulations that may be adopted by the Commission.

The Chair may move, second, and debate from the chair, subject only to the limitations of debate as are by these rules imposed on all members and shall not be deprived of any of the rights and privileges of a member by reason of his/her acting as Chair.

Every member desiring to speak shall address the Chair and, upon recognition by the Chair, shall confine himself/herself to the question under debate, and refrain from attacking a member's motives or using indecorous language.

A member, once recognized, shall not be interrupted when speaking unless it shall be to call him/her to order or as otherwise specifically provided. If a member, while speaking, shall be called to order, he/she shall cease speaking until the question of order has been determined, and, if in order, he/she shall be permitted to proceed. A member may speak in debate twice on a debatable motion, for up to five minutes at a time, unless granted more time by the chair.

### **D. 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 it is applicable and not inconsistent with these bylaws, any special rules of order the Commission may adopt, and any statutes applicable to this Commission that do not authorize the provisions of these bylaws to take precedence.

## **E. Written Minutes**

Written minutes of all open meetings shall be kept and made available for public inspection. Such minutes shall include, but need not be limited to:

1. The date, time and place of the meeting;
2. The members of the public meeting recorded as either present or absent;
3. The substance of all action taken; and
4. Any other information that the Commission requests to be included or reflected in the minutes.

## **ARTICLE VI. COMMITTEES**

### **6.1 Committees**

The Commission shall create and dissolve such standing and special committees as may be beneficial to the conduct of its business. Such committees shall be appointed in accordance with, and have such duties and authority as provided in these bylaws.

#### **A. Standing Committees**

There shall be the following standing committees unless otherwise provided by the Commission:

1. Finance/Audit;
2. Personnel/Human Resources;
3. Programming;
4. Public Relations
5. Facilities; and
6. Governance

#### **B. Special Committees**

There shall be the following special committees unless otherwise provided by the Commission:

1. Executive Search Committee; and
2. Bylaws Committee.

#### **C. Citizen Task Forces, Citizen Advisory Committees, or Other Special Committees**

The Commission may, from time to time, create and dissolve citizen task forces, citizen advisory committees, or other special committees as it may deem to be beneficial to the conduct of its business.

## **6.2 Committee Membership**

### **A. Standing Committees**

The Chair shall designate the Commission standing committees, responsibilities, committee chairs and membership (such membership shall consist of at least three Commission members), subject to Commission approval; provided however, that a majority of the members of the Commission present may, at any regular or special meeting, re-designate or change any or all such designations of the Chair.

Members of standing committees shall serve in such capacity for the term of one year. Committee members shall be appointed at the Commission's annual meeting every January. Reappointment of committee members shall be permitted.

### **B. Special Committees**

The Commission, or the Chair, with the approval of a majority of the Commission members, may designate any special committee and its membership including the Commission member who is to act as chair of such special committee. The term of a special committee shall end when it shall accomplish the special purpose for which it is created or until abolished by the Commission.

## **6.3 Committee Meetings**

Except as may otherwise be provided in these bylaws or by the resolution or motion creating a committee, the committees of the Commission shall establish their own regular meeting schedule, provided that standing committees established in these bylaws shall meet at least quarterly. Any committee of the Commission may adopt such rules as the committee may deem necessary for the conduct of its business; however, no such rule shall conflict with these bylaws or any resolution or rule of the Commission, the City Charter, or other requirements to which the Commission is subject.

Committee meetings shall be open to the public and conducted in accordance with the Louisiana Open Meetings Law, La. Rev. Stat. § 42:11 et seq.

## **ARTICLE VII. AMENDMENT**

Pursuant to Section 9-107 of the Home Rule Charter, these bylaws may be amended at any meeting of the Commission upon the affirmative vote of two-thirds of the existing members; provided that, notice of the proposed amendment has been submitted in writing at the previous regular meeting or that written notice of the proposed amendment has been sent to all members of the Commission at least ten days before the meeting at which it is to be considered.



## ARTICLE VIII. MISCELLANEOUS

### 8.1 **NORD Foundation**

The Commission, within a reasonable time period, shall clearly define its relationship with the NORD Foundation in a writing which delineates the inter-relationship of the two bodies and clearly defines the roles, functions, duties, obligations, and cooperation to be had between the two. The purpose of the document is to empower the Foundation to materially contribute to the preservation, restoration and development of the New Orleans Recreation Development Commission's programs, facilities, and viability; and, further to avoid misunderstandings or miscommunications, improve management, optimize resources and eliminate duplication of efforts in the conduct of their affairs so as to better accomplish their separate and collective missions for the overall successful implementation of recreation in the City of New Orleans.

### 8.2 **Other Entities**

In all relationships established by the Commission with other entities, the purposes, benefits, and cooperative principles underlying the relationships with other entities shall be delineated in writing, within a reasonable time period, in order to further the Commission's objectives and governing principles.

### 8.3 **Agreements**

Agreements between the Commission and other entities, including the New Orleans Recreation Development Foundation, shall be periodically reviewed, as deemed necessary, for conformity with the goals and objectives of the Commission.