

SOUTH LAFOURCHE LEVEE DISTRICT
Board of Commissioners

BY-LAWS

REVISED AUGUST 14, 1989

PRESIDENT

SECTION 1. It shall be the duty of the President to preside over the deliberations of the Board and impartially enforce the rules and orders adopted for the government of the Board. The President shall, in behalf of the Board, sign all contracts for work, and make and execute written instruments, draw warrants on the Treasurer in settlement of such debts as the Board may order to be paid. He shall report to the Board, at each meeting all of his proceedings during the recess, furnishing his accounts and vouchers for that period and also the reports of other officers received by him and recommend such works and measures as he may deem advisable. He shall enforce the provisions of the laws and execute all orders of the Board not directed to any other office. He shall negotiate all bonds, issue scrip or other evidences of debt authorized by the Board. The president shall issue warrants for levee work performed, but no warrant shall be given by the President, impart or full payment, without the certificate of the engineer in charge, that the part to be paid for, or the whole work, as the case may be, has been completed according to contract. He shall require, in all cases, where possible, a bond from the contractor, with approved securities, for the execution of the contract in such sum as he may deem necessary to insure the prompt completion of the work. The President shall serve at the pleasure of the Board for a period of one year from the first regularly scheduled meeting in June. He shall be eligible for renomination and re-election. He shall be elected by a majority of the members present and voting, abstentions not being counted in the total vote. A president may be removed from office by an affirmative vote of a majority of the Board Members present and voting, abstentions not being counted in the total vote, at a meeting duly called for such purpose or at a regular monthly meeting after due notice to all members.

VICE-PRESIDENT

SECTION 2. It shall be the duty of the Vice-President to aid and assist the President in all of the duties bestowed upon the President herein and in all activities said President may undertake for and on behalf of the Board. The Vice-President in the absence of the President may sign all documents which the President has been empowered to sign. Absence of the President is considered to anytime the President is out of the State of Louisiana. It is not to be construed, however, that the concurrence of the Vice-President shall be necessary in any action taken by the President. The Vice-President shall serve at the pleasure of the Board for a period of one year from the first regularly scheduled meeting in June. He shall be eligible for renomination and re-election. He shall be elected by a majority of the members present and voting, abstentions not

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being counted in the total vote. A Vice-President may be removed from office by an affirmative vote of a majority of the Board Members present and voting, abstentions not being counted in the total vote. A Vice-President may be removed from office by an affirmative vote of a majority of the Board Members present and voting, abstentions not being counted in the total vote, at a meeting duly called for such purpose or at a regular monthly meeting after due notice to all members.

SECRETARY

SECTION 3. It shall be the duty of the Secretary to attend all meetings of the Board and make a record of its proceedings and also to assist the President and Vice-President, whenever required, in preparing contracts and performing other work on behalf of the Board. His salary shall be fixed at a rate to be determined by the Board at a meeting called in accordance with Act 20 of the Regular Session of the 1968 Legislature. He shall, at each regular meeting of the Board, or more often if required, present a statement showing amounts of warrants issued by the President on the Treasurer. He shall obtain from the State Treasurer, monthly report of deposits made by the Treasurer's office by the Tax collectors from South Lafourche Levee District and record the same, and he shall keep a record of the warrants issued by the President and draw against said funds. This book shall at all times be opened to inspection by any member of the Board. The secretary shall preserve on file, subject to the order of the Board, all orders, reports, accounts or other documents received by him in his official capacity. The books and stationery necessary for his office shall be paid for by the Board; and generally he shall perform all clerical duties required of him by the Board or by the President.

STANDING COMMITTEES

SECTION 4. At any regular meeting of the Board, the President may appoint, with the approval of the Board, two standing committees, viz: an Executive Committee, consisting of five members and the President, ex-officio chairman, three of whom shall constitute a quorum, for the transaction of regular business, to whom shall be referred such matters as the Board may consider proper; and a Committee on Finance, composed of three members, with the President as an ex-officio member. In addition the President may appoint such other committees and the members thereof to perform whatever duties necessary to perform the functions of the Board. Said committees are to consist of such numbers as designated by the President with the President as an ex-officio member. All committees are to render a report to the full Board of all activities undertaken since the last Board meeting and to make recommendations of necessary action to the Board. Such action will be ratified at the next regularly scheduled Board meeting.

CARE AND POLICE OF LEVEE

SECTION 5. The Board shall undertake the maintenance and preservation of levees, levee drainage, pumps, pumping stations, drainage channels, seawalls, jetties, breakwaters, and all other District owned facilities, and shall be authorized to hire personnel who are to perform all the duties prescribed by the Board. The Board may issue guidelines for the use of levee property and to enforce compliance therewith.

DOMICILE

SECTION 6. The domicile of the Board shall be established in the Parish of Lafourche. The Lafourche Parish Office of the South Lafourche Levee District is to serve as a hurricane watch center.

MEETINGS

SECTION 7. There shall be a meeting of the Board every second Monday of each month at an hour convenient to the Board and the public. It shall be the duty of the Secretary to give formal notice in writing to each member at least five (5) days before the meeting and in addition, to call each member by telephone on the day prior to said meeting. Any member missing more than three (3) consecutive meetings without a valid cause may be dismissed from the Board, upon an affirmative vote of a majority of the Board Members present and voting.

DECORUM

SECTION 8. The proceedings of said Board shall be conducted in an orderly manner, only one member speaking at a time, after having been recognized by the President, and no member shall interrupt the speaker without his consent. All remark shall be addressed to the President and be free from unparliamentary language. Whenever the law permits, the Board may, by affirmative vote of a majority of members present and voting, waive any of the above.

PUBLIC MEETINGS

SECTION 9. All meetings of the Board shall be open to the public, but on any matter that the Board may deem advisable, it may go into executive session excluding everyone but Board Members of the South Lafourche Levee District, the Board's Attorney and Secretary, subject to the provisions of Louisiana Law.

EMERGENCY ACTION

SECTION 10. The president or any three (3) Board Members may, upon the delivering of Public Notice to all Board Members, call the Board into emergency session. A quorum at such special meetings will be five (5) members. All actions taken at such meetings shall have the same validity as those taken at a regular monthly Board meeting.

ORDER OF BUSINESS

SECTION 11. The order of business may be as follows:

- Call of roll
- Reading of the minutes of the previous meeting
- Reading of reports
- Levy of taxes
- Issue of bonds
- Ordering of levee work
- Unfinished business
- New business.