

LOUISIANA ENVIRONMENTAL EDUCATION COMMISSION

BYLAWS

Revised November 18, 2015
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ARTICLE I
MEMBERSHIP

- 1.1 The Louisiana Environmental Education Commission, herein referred to as the Commission, shall consist of the following:
- a. the Secretary of the Department of Environmental Quality or his/her designee;
 - b. the Secretary of the Department of Natural Resources or his/her designee;
 - c. the Secretary of the Department of Health and Hospitals or his/her designee;
 - d. the Commissioner of the Department of Agriculture and Forestry or his/her designee;
 - e. the Secretary of the Department of Wildlife and Fisheries or his/her designee;
 - f. the Chancellor of the Louisiana State University Agricultural Center or his/her designee;
 - g. the Chancellor of Southern University Agricultural and Mechanical college or his/her designee;
 - h. the State Superintendent of Education or his/her designee.
 - i. The following members will be appointed by the Governor, with recommendations by the Commission:
 1. One member of the Board of Regents or his/her designee;
 2. Two members representing environmental advocacy organizations;
 3. Two members representing the industrial community;
 4. One member representing the small business community;
 5. One member representing local governments;
 6. One member of the Board of Elementary and Secondary Education;
 7. One member who is a professional environmental scientist;
 8. One environmental educator from each congressional district, as of the most recent U.S. Census, to be recommended by the President of the Louisiana Environmental Educators Association (LEEA);
 9. One member of the Louisiana Science Teachers Association to be recommended by the President of the Louisiana Science Teachers Association;
 10. The Secretary of the Department of Culture, Recreation and Tourism or his/her designee.
- 1.2 All appointed members of the Commission serve at the pleasure of the Governor.
- 1.3 Whenever a vacancy occurs on the Commission, the Nominating Committee will convene for the purpose of determining a replacement for said position and will communicate this recommendation at the next regular meeting of the Commission. If approved by the Commission, this recommendation will be forwarded to the Governor for appointment. The Governor may accept this recommendation or may appoint another qualified (per Article 1.1) person. The initial term of the members of the commission shall be staggered in one, two, or

three-year increments. After the initial term, all future terms shall be for three years.

- 1.4 All Commission members shall attend at least fifty (50) percent of the regular meetings each year. If an appointed Commission member fails to attend three consecutive regular meetings, the member will be notified in writing that they are failing to meet their obligations as a Commission member. If a state agency appointee fails to attend three consecutive meetings, the Commission Chair will write to the agency head requesting that appropriate action be taken to have the agency represented at future Commission meetings either by appointing a replacement or other actions as deemed appropriate by the agency head.
- 1.5 The voluntary resignation of a member shall take effect not more than 30 days following receipt of a written resignation to the Coordinator, Chair or the Secretary of the Commission.

ARTICLE II FINANCES

- 2.1 The Coordinator, who is appointed by the Louisiana Department of Wildlife and Fisheries, will prepare a draft budget each year for review by the Commission, with input from the Executive Committee. This budget will be presented at the February meeting of the Commission and will cover the following fiscal year (July 1st - June 30th) for the operation of the Commission. Budget updates will be given by the Coordinator at each regular meeting of the Commission.
- 2.2 A copy of the approved budget will be kept on file by the Coordinator.

ARTICLE III MEETINGS

- 3.1 Regular meetings will be held four times a year, on the second Tuesday of the months of February, May, August, and November, unless otherwise specified. Times and locations of meetings will be determined by the Executive Committee and communicated to the Commission members and the Louisiana Department of Wildlife and Fisheries at least one month in advance of the meeting.
- 3.2 Special meetings of the Commission may be called by the Commission Chair as needed, to address emergency issues. Members will be notified in writing (via hardcopy or e-mail) at least one week prior to such meetings.
- 3.3 All meetings of the Commission shall be open to the public unless a meeting is closed pursuant to applicable Louisiana statutes providing for such. A public announcement will be issued at least one week prior to open meetings.
- 3.4 At all meetings, regular and special, the presence of a simple majority of the members of the Commission shall be necessary and sufficient to constitute a quorum for the transaction of all business. The vote of a simple majority of members present, constituting a quorum, shall be the act of the Commission.

No vacancy on the Commission shall impair the right of a quorum to exercise all of the rights and perform all of the duties of the Commission.

ARTICLE IV OFFICERS

- 4.1 The Commission's officers will consist of a Chair, Chair-Elect, Immediate Past-Chair and Secretary.
- 4.2 The Chair shall supervise the officers of the Commission under the policies and statutes relative to the Commission and the Environmental Education Section. The Chair shall preside at all regular and special meetings of the Commission and at all meetings of the Executive Committee. The Chair shall appoint members to committees, unless otherwise specified in motions establishing the committees or in the bylaws. The Chair shall be an ex-officio member on all other committees except the Nominating Committee.
- 4.3 The Chair-Elect shall perform all duties of the Chair during his/her absence. The Chair-Elect shall serve on the Executive Committee and the Environmental Education Symposium Committee. The Chair-Elect shall be ex-officio member of all other committees except the Nominating Committee.
- 4.4 The Secretary shall be responsible for reporting the minutes of each Executive Committee, regular, and special Commission meeting. The Secretary shall work with the Coordinator to maintain the records of the Commission, for providing timely notice of all meetings of the Commission, keep records of all Commission members present and not present at the meetings, and assist the Coordinator in the preparation of annual reports for the Environmental Education Section. The Secretary will maintain a current roster of the membership of the Commission.
- 4.5 The Immediate Past-Chair shall chair the Nominating Committee and shall serve on the Executive Committee. The Immediate Past-Chair shall perform the duties of the Chair and the Chair-Elect in the absence of both from any regular or special meeting.

ARTICLE V APPOINTMENTS AND ELECTIONS

- 5.1 The Commission's officers shall be elected by simple majority of Commission members present, provided a quorum is present. Such election shall take place annually, at the November meeting. A special meeting may be called in order to elect officers if no quorum is reached at the November meeting. The terms of office shall commence immediately upon adjournment of the February meeting of the following year and end at the conclusion of the February meeting the year after.
- 5.2 The outgoing Chair shall automatically succeed to the Immediate Past-Chair.

- 5.3 The office of Chair shall be filled by automatic succession from the Chair-Elect.
- 5.4 A Nominating Committee shall be commissioned by the Chair no later than September 15th of each year to prepare a proposed slate of officers to include the Chair-Elect and the Secretary for the November election. This slate of nominations shall be provided to the Commission members at least one month prior to the election.
- 5.5 Additional nominations for Chair-Elect and Secretary may be accepted via mail, e-mail or from the floor at the time the Chair asks for nominations at the Commission elections meeting.
- 5.6 The term of office for the officers shall be one year, commencing immediately upon adjournment of the February meeting of the following year and ending at the conclusion of the February meeting the year after. Election shall take place during New Business at the meeting and New Business shall not be called for until Old Business is concluded.
- 5.7 The Commission shall vote approval of a list of three candidates being submitted for appointment by the Secretary of the Louisiana Department of Wildlife and Fisheries as Coordinator.
- 5.8 The Coordinator shall not have a vote in any motion or election of the Commission.
- 5.9 The Commission shall vote approval of a candidate being submitted for appointment by the Governor as a member.

ARTICLE VI COMMITTEES

- 6.1 The committee structure of the Commission shall consist of:
 - Standing Committees
(Executive, Bylaws, Nominating, Environmental Education Symposium, Executive, Grants, Art & Language Contest, Outreach)
 - Ad Hoc Committees
- 6.2 Standing Committees shall be established by the Commission and appointments to such committees shall be made by the Chair unless the committee structure is provided in Bylaws or Motion. Written reports of standing committees shall be included in the official minutes of regular and special meetings of the Commission.
- 6.3 Ad Hoc committees may be established by the Commission from time to time, as deemed necessary, to conduct the work of the Commission. Ad Hoc committees shall include any committees or groups called by other names, e.g., special committees, task forces, or work groups. They shall be established by motion, and members shall be appointed by the Chair, unless otherwise stated

in the motion. Ad Hoc committees may be terminated by the Commission at any time, or may be automatically terminated when their task is completed.

- 6.4 The Executive Committee shall consist of the Chair, Chair-Elect, Secretary, and Immediate Past-Chair (non-voting member) of the Commission.
- 6.5 The Commission Chair and Chair-Elect shall be ex-officio members of all Standing and Ad Hoc committees, with the exception of the Executive Committee. The Chair and Chair-Elect may not serve or be ex-officio members of the Nominating Committee. The Chair-Elect shall serve on the Environmental Education Symposium Committee but shall not serve as chair of that committee.
- 6.6 The Bylaws Committee shall be a standing committee consisting of three members appointed by the Chair of the Commission. The Coordinator shall automatically be an ex-officio member of the Bylaws Committee, but may not serve as its chair.
- 6.7 The duties of the Bylaws Committee shall be, as a minimum, to inform the Commission of the governance requirements relative to current and/or proposed actions; and, to prepare any necessary changes to the Bylaws for approval by the Commission; and, to review periodically all operating policies and procedures enacted through the minutes of the meetings to determine if the action has been undertaken, completed, and terminated; and, to determine if any actions taken by the Commission should be incorporated into or removed from the Bylaws.
- 6.8 The Nominating Committee shall be a standing committee consisting of a minimum three (3) members. The chair of the Nominating Committee shall be the Immediate Past-Chair. If the Immediate Past-Chair is unable to serve, the Committee Chair will be appointed by the Commission Chair.
- 6.9 Members serving on the Nominating Committee are not eligible for nomination from the nominating committee, but may be nominated from the floor.
- 6.10 The Nominating Committee shall nominate candidates for the office of Chair-Elect, Secretary, and any expiring member positions. The Nominating Committee shall prepare the nomination slate for elections.
- 6.11 The Environmental Education Symposium Committee shall be a standing committee consisting of a minimum of (5) five persons, at least (3) three of whom shall be Commission members and the remaining (2) two appointed by LEEA members. The Committee shall be appointed by the Commission Chair. The Chair-Elect shall serve on this Committee.

ARTICLE VII RULES OF ORDER

- 7.1 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Commission in all cases to which they are applicable

and in which they are not inconsistent with the Bylaws and the applicable statutes of the State of Louisiana.

- 7.2 Standard operating policies and procedures may be established by action of the Commission so long as they do not conflict with these Bylaws and the applicable statutes of the State of Louisiana.
- 7.3 The prescribed order of business for regular meetings of the Commission shall be as stated in Robert's Rules of Order Newly Revised.
- 7.4 The Commission Chair shall appoint a parliamentarian for all Commission meetings within his/her term.
- 7.5 Copies of all Commission meeting minutes and all current operating policies and procedures shall be on file in the Coordinator's office and shall be available, upon request, to the public. The Secretary shall forward copies of the minutes to Commission members within one month following any regular meeting of the Commission.

ARTICLE VIII AMENDMENTS

- 8.1 These bylaws may be amended at any regular meeting of the Commission by a two-thirds (2/3) approval vote of the members present, provided the proposed amendment has been submitted to the Commission members at least one month prior to the meeting at which the proposed amendment is to be voted upon.
- 8.2 The proposed amendment shall be submitted to the Bylaws Committee 60 days prior to the next meeting.
- 8.3 The Bylaws Committee shall provide recommendation and distribution of the proposed amendment at least one month prior to the meeting.
- 8.4 New Commission members shall receive the most recent copy of the bylaws within one month of their appointment to the Commission.

ARTICLE IX PUBLIC / MEDIA RELATIONS

- 9.1 The Commission Logo shall be used solely for official Commission business by Commission staff. Members of the Commission Staff will use the Commission Logo for official documents, consumer products, official sponsorships, literature, and other Commission approved materials including but not limited to social media posts, advertisements, newsletters, and other official means of communication.
- 9.2 Usage of the Commission Logo by members is expressly forbidden unless preapproved by the Commission. Approval process: (1) Submit request to Outreach Committee Chair. (2) Chair submits to Outreach Committee for

consideration. (3) Chair submits approved request to Commission for electronic majority vote.

- 9.3. The Board Member Logo shall be used by the Commission to identify an individual as an active board member and may only be used in conjunction with an active member's name. It does not imply an endorsement by the full Commission. It may not be altered but must be presented only in the form provided.