

## **LOUISIANA ENVIRONMENTAL EDUCATION COMMISSION**

### **BYLAWS**

#### **ARTICLE I PURPOSE AND DUTIES**

**SECTION 1** – The Louisiana Environmental Education Commission (LEEC) shall develop, review, approve and transmit a plan for environmental education to the governor, the legislature, and the public.

**SECTION 2** – The LEEC shall advise and assist the state superintendent of education, the governor, the legislature, the secretary of the Department of Environmental Quality, and other state agencies, including university extension services, conservation and environmental organizations, community action groups, and nature and environmental centers on policies and practices needed to provide environmental education.

**SECTION 3** - The LEEC shall serve as a forum for the discussion and study of problems that affect the environment and environmental education.

**SECTION 4** - The LEEC shall assist and obtain information from various sources to coordinate the environmental education programs of federal and state agencies.

#### **ARTICLE II MEMBERSHIP AND VOTING PROVISIONS**

##### **SECTION 1 - Membership**

The LEEC shall consist of the following:

- (1) the Secretary of the Department of Environmental Quality or his/her designee;
- (2) the Secretary of the Department of Natural Resources or his/her designee;
- (3) the Secretary of the Department of Health or his/her designee;
- (4) the Secretary of the Department of Culture, Recreation and Tourism or his/her designee;
- (5) the Commissioner of the Department of Agriculture and Forestry or his/her designee;
- (6) the Secretary of the Department of Wildlife and Fisheries or his/her designee;
- (7) the Chancellor of the Louisiana State University Agricultural Center or his/her designee;
- (8) the Chancellor of Southern University Agricultural and Mechanical college or his/her designee;
- (9) the State Superintendent of Education or his/her designee;
- (10) the Governor's executive assistant for coastal activities or his/her designee;
- (11) One member of the Board of Regents or his/her designee, appointed by the Governor as recommended by the LEEC.
- (12) Two members representing environmental advocacy organizations, appointed by the Governor as recommended by the LEEC.
- (13) Two members representing the industrial community, appointed by the Governor as recommended by the LEEC;
- (14) One member representing the small business community, appointed by the Governor as recommended by the LEEC;
- (15) One member representing local governments; appointed by the Governor as recommended by the LEEC;
- (16) One member of the Board of Elementary and Secondary Education (BESE); appointed by the Governor as recommended by the LEEC;
- (17) One member who is a professional environmental scientist; appointed by the Governor as recommended by the LEEC;

- (18) 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); and
- (19) One member of the Louisiana Science Teachers Association, as recommended by the President of the Louisiana Science Teachers Association.

#### **SECTION 2 – Voting**

Each LEEC member shall be entitled to one vote.

#### **SECTION 3 – Quorum**

The presence in person or by proxy of a simple majority of the membership shall constitute a quorum.

#### **SECTION 4 – Proxy**

Any person serving on the LEEC who cannot attend a scheduled meeting may designate a person in an equivalent membership role to attend as his/her proxy, as long as the appointing authority does not object. Proxies shall not retain voting privileges. To receive reimbursement for travel and other expenses, a proxy must be properly designated by the active members and recorded in the minutes as present.

#### **SECTION 5 – Public Comment**

Opportunity to comment publicly at the LEEC may be provided according to the following procedures:

- (1) Person desiring to address the commission must complete a Request to Comment card and submit it to the presiding chair prior to the vote on the motion. The completed comment cards shall identify the agenda item to be addressed.
- (2) All speakers shall conduct themselves in a decorous manner.
- (3) The order of discussion shall be left solely to the discretion of the presiding chair.
- (4) Person addressing the commission shall confine remarks to the merits of a specific agenda item before the panel; refrain from attacking a commission member's motives; address all remarks through the presiding chair; refrain from speaking adversely on a prior action not pending; read reports only without objection; and refrain from disturbing the meeting.
- (5) Public comments shall be limited to three minutes per person and persons may only comment once per agenda item.
- (6) Person making public comments shall identify themselves and the group they represent, if any.
- (7) Groups and/or organizations should designate one spokesperson.
- (8) The presiding officer or chair shall have discretion to manage situations not addressed in these procedures.

### **ARTICLE III**

#### **LEEC MEMBERS**

##### **SECTION 1 – Term**

- a) Members serve at the pleasure of the appointing authority and may be removed or changed at the appointing authority's discretion.
- b) LEEC members shall serve for a term of three (3) years and will be eligible for reappointment for an unlimited number of terms.

##### **SECTION 2 - Removal of LEEC Members**

A LEEC member shall be notified after an absence of two consecutive meetings without a proxy or excused absence submitted to the Louisiana Department of Education staff and may be recommended for removal from membership upon a letter from the Chair of the LEEC to the appointing authority.

### **SECTION 3 – LEEC Member Resignation**

Any LEEC member may resign at any time by sending a written notice of such resignation to both the LEEC chair and the Louisiana Department of Education. Unless otherwise specified, the resignation shall take effect immediately.

### **SECTION 4 – LEEC Vacancies**

If a seat on the LEEC becomes vacant by reason of death, resignation, retirement, disqualification, removal, or otherwise, the appointing authority shall appoint a successor.

### **SECTION 5 – LDOE Environmental Education Staff**

LDOE environmental education staff, excluding Commission members, are hereafter referred to as "Staff". From the environmental education staff, the Louisiana Department of Education will designate a staff member to act as the "Coordinator" between other Staff and the Commission.

## **ARTICLE IV**

### **LEEC OFFICERS**

#### **SECTION 1 – Officers**

- a) LEEC officers shall consist of a Chair, Chair-Elect, Immediate Past-Chair, and Secretary.
- b) LEEC officers shall be elected by a simple majority of LEEC members present at the November meeting of the LEEC. A special meeting may be called in order to elect officers if no quorum is reached at the November meeting.
- c) Election shall take place during New Business at the meeting. New Business shall not be called for until Old Business is concluded.
- d) LEEC officer terms shall commence on the following January First and end on December Thirty-First of the same year.
- e) The outgoing Chair shall automatically succeed the Immediate Past-Chair.
- f) The office of Chair shall be filled by automatic succession from the Chair-Elect.

#### **SECTION 2 - Chair**

- a) The appointed Chair shall preside at all meetings of the LEEC, and perform such duties as may be required by the LEEC.
- b) The Chair shall be an ex-officio member on all other committees except the Nominating Committee.

#### **SECTION 3 – Chair-Elect**

- a) The Chair-Elect shall perform all duties of the Chair during his/her absence.
- b) The Chair-Elect shall serve on the Executive Committee and the Events Committee.
- c) The Chair-Elect shall be ex-officio member of all other committees except the Nominating Committee.

#### **SECTION 4 – Immediate Past-Chair**

- a) The Immediate Past-Chair shall chair the Nominating Committee and shall serve on the Executive Committee.
- b) 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.

#### **SECTION 4 – Secretary**

- a) The Secretary shall be responsible for reporting the minutes of each Executive Committee, regular, and special Commission meeting.
- b) 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.
- c) The Secretary will maintain a current roster of the membership of the Commission.

### **ARTICLE V COMMITTEES**

The committee structure of the LEEC shall consist of the following:

#### **SECTION 1 – Standing Committees**

- a) The LEEC shall be comprised of the following standing committees: Executive Committee, Bylaws Committee, Nominating Committee, Environmental Education Events Committee, and Grants Committee.
- b) Appointments to standing 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.
- c) The LEEC Chair and Chair-Elect shall be ex-officio members of all Standing and Ad Hoc committees.

#### **SECTION 2 – Executive Committee**

- a) The Executive Committee shall consist of the Chair, Chair-Elect, Secretary, and Immediate Past-Chair (non-voting member) of the Commission.

#### **SECTION 3 – Bylaws Committee**

- a) The Bylaws Committee shall be a standing committee consisting of three members appointed by the Chair of the Commission. LDOE Environmental Education staff shall be ex-officio members of the Bylaws Committee, but may not serve as chair.
  - b) 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.
- a) The Chair and Chair-Elect may not serve on the Nominating Committee.
  - b) The Chair-Elect shall serve on the Environmental Education Events Committee but shall not serve as chair of that committee.

#### **SECTION 4 – Nominating Committee**

- a) A Nominating Committee shall be commissioned by the Chair no later than September Fifteenth 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.
- b) 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.
- c) Members serving on the Nominating Committee are not eligible for nomination from the nominating committee, but may be nominated from the floor.
- d) 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.

**SECTION 5 – Environmental Education Events Committee**

- a) The Environmental Education Events Committee shall be a standing committee consisting of a minimum of (5) five Commission members. The Committee shall be appointed by the Commission Chair. The Chair-Elect shall serve on this Committee.

**SECTION 6 – Ad Hoc Committees**

- a) The LEEC Chair, as necessary, to conduct the work of the LEEC, may establish ad hoc committees.
- b) Ad Hoc committees shall include any committees or groups called by other names, e.g., special committees, task forces, or work groups.
- c) The LEEC Chair shall appoint Ad Hoc committee members.
- d) Ad Hoc committees may be terminated by the LEEC at any time, or may be automatically terminated when committee tasks have been completed.

**ARTICLE VI**

**MEETINGS**

**SECTION 1 - Location**

All meetings of the LEEC membership shall be held in Baton Rouge, Louisiana at the Louisiana Department of Education. The meeting place and time may be changed at the discretion of the Louisiana Department of Education.

**SECTION 2 - Notice**

It shall be the duty of the Louisiana Department of Education to send a notice of each meeting stating the time, place and purpose. The notices shall be sent 7 days before the meeting. LEEC meeting agendas shall be set by the Louisiana Department of Education in consultation with the LEEC Chair.

**SECTION 3 - Meetings**

- a) Open Meetings

All meetings shall be open meetings in accordance with the Louisiana Open Meetings Act - The **Louisiana Open Meeting Law** legislates to the methods by which public meetings are conducted.

- b) Regular Meetings

Meetings shall be held at least four (4) times per year. Additional meetings may be scheduled, as needed, at the discretion of the Louisiana Department of Education or the Chair of the LEEC. Meeting dates and times shall be determined by the Louisiana Department of Education in consultation with the Chair of the LEEC.

#### **SECTION 4 - Minutes of the Meetings**

The minutes of all LEEC meetings shall be maintained and available for review for a minimum of three years.

#### **SECTION 5 – LEEC Coordinator Responsibilities**

- a) The LDOE will designate a staff member to serve as the “Coordinator” of the LEEC.
- b) The LEEC Coordinator shall present a budget annually to the Commission and will provide a financial update at each regularly scheduled LEEC meeting.
- c) A copy of the LEEC budget will be maintained by the LEEC Coordinator.

### **ARTICLE VII**

#### **AMENDMENTS TO THE BYLAWS**

Amendments to the bylaws shall be proposed and adopted in the following manner:

##### **SECTION 1 - Notice**

A copy of the proposed amendment(s) shall be distributed by the Department of Education staff at least five (5) days prior to any meeting at which the proposed amendment(s) is to be considered.

##### **SECTION 2 - Adoption**

An amendment(s) shall be adopted if it receives a three-fourths majority vote of the LEEC membership present at the meeting.

##### **SECTION 3 - Inclusion**

The amendment(s) shall become effective immediately upon approval.

##### **SECTION 4 - Limitation**

No amendment shall be approved that is in conflict with the rules and regulations set forth in the Federal Register.

##### **SECTION 5 - Format**

Proposals to amend existing bylaws shall contain the full text to be amended. New words shall be underlined and the words to be deleted shall be struck through.

### **ARTICLE VIII**

#### **PUBLIC/MEDIA RELATIONS**

- a) The Commission Logo shall be used solely for official Commission business by Commission Staff. Members of the 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.
- b) Usage of the Commission Logo by members is expressly forbidden unless preapproved by the Commission. The approval process is as follows: (1) Submit request to Executive Committee Chair. (2) Chair submits to Executive Committee for consideration. (3) Chair submits approved request to the Commission for electronic majority vote.
- c) 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.

## **ARTICLE IX**

### **COMPENSATION**

#### **SECTION 1 – Reimbursement**

Members of LEEC may be entitled to reimbursement for travel expenses pending availability of funds. Requests for reimbursement for expenses shall be submitted in accordance with the regulations promulgated by the Commissioner of Administration in the Louisiana Travel Guide.