

POLICIES AND PROCEDURES MANUAL

FOR THE

PORT OF IBERIA DISTRICT BOARD OF COMMISSIONERS

AND

PORT STAFF OFFICE

ADOPTED 9/15/98

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## POLICIES AND PROCEDURES MANUAL

### PORT OF IBERIA DISTRICT

#### 1. OFFICE RULES AND ETIQUETTE

- (a) The office of the Port of Iberia District shall be staffed by at least one person at all times during regular working hours.
- (b) Lunch period and two (2) fifteen minute daily breaks are encouraged, however, breaks not taken may not be accumulated to be used to come to work late or leave early. If break is not taken for any particular day, that time is lost to employee.
- (c) Adhere to office hours: 8:30 A.M. to 5:00 P.M., Monday through Friday. The office shall be closed between the hours of 12:00 Noon and 1:00 P.M.
- (d) It is imperative that all callers and visitors receive assistance immediately and in a courteous manner.
- (e) If ill and it is necessary to be absent from work, call the Executive Director at home or at work.

#### 2. CREATION

The Port of Iberia District (formerly known as the "New Iberia Port District") heretofore created as a political subdivision of the State of Louisiana under the provisions of Act 128 of 1938, as amended by Act 446 of 1966 and Act 483 of 1974, is hereby declared to be and constitute a port, harbor, and terminal district pursuant to Section 31 of Article XIV of the Constitution of the State of Louisiana for the year 1921, as amended, and as such, shall have all authority granted by said Section of the Constitution as well as such authority, powers, and jurisdiction as may be hereinafter provided by said Act.

#### 3. PUBLIC NOTIFICATION OF PORT OF IBERIA DISTRICT BOARD OF COMMISSIONERS REGULAR AND SPECIAL COMMISSION MEETINGS AND COMMITTEE MEETINGS

The date and the time of the regular Commission meeting is to be on the 3rd Tuesday of each month at 5:30 P.M., and that

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said Commission meeting shall be held at the Port of Iberia District Administrative Office, located at 4611 Lewis Street, New Iberia, Louisiana.

All meetings of the Port of Iberia District Board of Commissioners shall be public except those as provided for by law.

All notices of such public meetings shall include the dates, times and places of such meetings.

All such notices of any Regular, Special, or Committee meeting must and shall give written public notice no later than 24 hours before the meeting.

Written notice must be mailed to any member of the news media who has requested said notice. News media members shall be given notice in the same manner as the Commission. If time does not allow mailing, all parties must receive notice by telephone and/or facsimile transmittal.

The following are to be notified of all Regular or Special meetings of the Port of Iberia District Board of Commissioners and Committees:

- All Commissioners
- Executive Director
- Port Employees
- Legal Counsel
- Public Dock Supervisor
- Consulting Engineers
- Any Companies/individuals to Address Commission,  
and/or have Interest in Discussion of related item on  
Agenda

NEWS MEDIA:  
The Daily Iberian  
The Daily Advertiser  
KANE Radio Station  
KNIR/KDEA Radio Station  
KLFY Channel 10  
KATC Channel 3

4. AGENDA PROCEDURES

(a) COMMISSION MEETINGS - REGULAR AND SPECIAL

The agenda for all regular Commission meetings shall be prepared in accordance with R.S. 34:244.

At all REGULAR meetings of the Commission, the Commission shall operate from an agenda. The agenda may be amended at the meeting upon favorable vote of two-thirds of the Commission membership.

The agenda for all SPECIAL meetings of the Commission shall be made available to the public as soon as practical prior to the meeting.

All material for inclusion in the AGENDA PACKET should be submitted to the Port Staff by 4:30 on Thursday, prior to a Tuesday Commission Meeting. The Agenda as prepared following the 4:30 - deadline shall be transmitted by facsimile to the offices of the Port's Official Journal on Monday morning.

All material prepared by the Port Staff should contain the necessary back-up information to provide the Commission with appropriate information which will allow them to make a reasonable decision.

A total of 12 Commission AGENDA PACKETS are prepared and duplicated on the Friday following the Thursday deadline for the agenda closure. AGENDA PACKETS are mailed or delivered to all Commissioners, the Executive Director, Port Staff and Legal Counsel on Friday following the Thursday deadline for closure of the agenda. AGENDAS ONLY are transmitted by facsimile on Monday to the news media as listed on Page 2 of this Procedures Manual. Any members of the news media who have requested AGENDA PACKETS must pick up their packets. Any deviation in this process could be caused by copy machine breakdown, illness, etc. Additional agendas are mailed to any company listed on the agenda and anyone wishing to address the Commission.

All reports of Committee meetings should be prepared for inclusion in the AGENDA PACKET or held over until the next meeting unless unusual circumstances prevented reports from being ready by deadline.

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SPECIAL meetings of the Commission can be called by the Commission President or a majority of the Commission membership.

The call convening a SPECIAL meeting of the Commission shall state the objects of the meeting.

**(b) COMMITTEE MEETINGS**

Each Committee member of the Commission is appointed by the Commission President to consider, investigate and make recommendations to the Commission for action. If at all possible, all pertinent information should be submitted to the proper Committee for recommendation prior to full Commission action. A list of Commission Committees providing information on the Committee Chairman and members is compiled and kept current. The Committee Chairman may designate another Commission member present to sit on a Committee temporarily for the purpose of making a quorum, with the member serving a temporary appointment also entitled to vote on matters considered by the Committee. An item which has failed in committee, may be placed on the Commission Meeting Agenda by a Commissioner, for introduction and voting on by the whole Commission.

All attempts will be made to prepare DRAFT COMMITTEE AGENDA PACKETS approximately three (3) days prior to the Committee meeting. All material will be duplicated and mailed or delivered to all Commission members, not just Committee members. DRAFT COMMITTEE AGENDA PACKETS will also be hand delivered or mailed to the Executive Director, Port Staff and Legal Counsel. Agendas only will be mailed to any parties on the Committee agenda in order that they may be notified of the meeting (engineers, architects, port tenants, etc.)

Items brought to the attention of the Port Staff following preparation of the DRAFT COMMITTEE AGENDA PACKET can be added to the agenda prior to the Committee meeting.

The following is a list of responsibilities and assignments for all Committees of the Commission:

**The standing Committees of the Commission are:**

Policies and Procedures Committee, Advertising and Public

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Relations Committee, Port Development and Maintenance Committee and Finance Committee. A majority of the members of each Committee will constitute a quorum.

The Policies and Procedures Committee shall be charged with the responsibility of handling all matters relative to interpretation and implementation of Port Commission policies and procedures. In particular, this committee will handle matters relative to lease negotiations with various tenants, procedure affecting the public dock operations and applicable rates adherence to the lease equalization policy and statutes affecting Port Commission operations. The committee shall meet at the call of the Chairman.

THE ADVERTISING & PUBLIC RELATIONS COMMITTEE will primarily be responsible for the implementation and monitoring of the advertising program for the Port of Iberia District Board of Commissioners. The committee will be charged with the responsibilities of effectively continuing the joint venture advertising program and developing advertising objectives and funding accordingly. The committee will also be charged with addressing the issues of public relations. The committee shall meet at the call of the Chairman.

THE PORT DEVELOPMENT AND MAINTENANCE COMMITTEE will be charged with the responsibility of implementing an effective and continuous program of maintaining Port property and infrastructure. Matters affecting the Port development will be handled by this committee as well, such as infrastructure development and port development relative to projects affecting port tenants, will be handled by this committee. The committee shall meet at the call of the Chairman.

THE FINANCE COMMITTEE responsibilities relates to finance, auditing reports, insurance requirements and funding sources from state and federal levels shall be handled by this committee. Of particular importance will be the committee's responsibility to establish a budget for the fiscal year and implementing a program for adherence to the budget and any adjustments required during the fiscal year. The committee shall meet at the call of the chairman.

**5. OFFICIAL COMMISSION PROCEEDINGS**

**(a) RULES OF ORDER**

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Robert's Rule of Order is the official rules and order of business for the Commission, except as modified or amended, and to the extent not in conflict with the Port of Iberia District's Policy and Procedures.

**(b) ORDINANCES**

An act of the Commission having the force of law shall be by Ordinance. All Ordinances shall be passed by the favorable vote of at least a majority of the membership of the Commission.

All proposed Ordinances shall be introduced in writing and in the form required for adoption and shall be confined to one subject.

All Ordinance Summaries are assigned numbers by the Port Staff, which numbers shall include the year, the month and the sequence number of the proposed Ordinance.

**(c) RESOLUTIONS**

A Resolution may be used by the Commission for the purpose of expressing an opinion as to some given matter or thing and shall not have the force of law.

All Resolutions shall be assigned Summary numbers by the Port Staff, which numbers shall include the year and the sequence number of the Resolution.

A Resolution shall be passed by the favorable vote of at least a majority of the membership of the Commission.

**6. COMMISSION MEETING FOLLOW-UP**

- (a) Number Ordinances and Resolutions.
- (b) Fill in motions, seconds and votes on Ordinances and Resolutions.
- (c) Make any approved revisions or authorized corrections to adopted documents.
- (d) Draft and prepare all necessary transmittal correspondence for documents adopted and action taken.

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- (e) Record in Clerk of Court's Office any documents such as project acceptances, contracts, leases, etc.
- (f) Forward laws adopted for enforcement to appropriate parties, such as Sheriff, Coast Guard, etc.

**7. JOURNAL OF OFFICIAL PROCEEDINGS**

Commission minutes are not a verbatim transcript of the meeting but a record of the official action of the Port District Board of Commissioners.

- (a) The Port Staff prepares a draft of Commission minutes from notes and tapes.
- (b) The Executive Director proofs draft of minutes, edits and returns for typing of final copy.
- (c) Final copy of Minutes are certified to be correct and accurate by the Commission President and Secretary Treasurer. Committee minutes are certified by the Committee Chairman and Secretary Treasurer.
- (d) Commission Minutes are forwarded to the Official Journal of the Port within 10 days from the date of the meeting.
- (e) Final copy of minutes is also placed in the official minute book.
- (f) A condensed version of official actions is then indexed on cards according to the agenda for future reference and shall include the assigned numbers as described in Number 6.
- (g) Meeting tapes are filed in the Port Staff's Office and kept indefinitely.
- (h) Upon publication in the official journal, the Commission must either approve or disapprove of the published minutes. If changes or corrections are authorized by the Commission following publication, the original minutes are corrected to reflect said changes.

8. BUDGET PREPARATION - OPERATING AND CAPITAL IMPROVEMENTS BUDGETS

At least Sixty (60) days prior to the June regular Commission Meeting, the Executive Director shall submit to the Finance Committee a proposed operating budget. At least thirty (30) days prior to the June regular Commission Meeting, the Finance Committee shall submit to the Commission a proposal operating budget for approval at the June regular Commission Meeting.

9. TRAFFIC CONTROL LEGISLATION

Any traffic control legislation within Port Waterways must be adopted in the form of an Ordinance for enforcement purposes. Certified copies of these Ordinances must be forwarded to the Sheriff's Department and the Coast Guard.

10. PURCHASING PROCEDURES

The Executive Director is responsible for ordering all equipment, material and supplies if the funds for said items are approved in the appropriate budget. The Executive Director is authorized to expend up to \$2,500 on purchases that are considered necessary at his discretion, and further obtain written approval from the President on expenditures above \$2,500, but not to exceed \$5,000, and any expenditure over \$5,000 will require formal Commission approval prior to the expenditure, all to be consistent with the Public Bid Law and other State Laws governing public purchases. In addition, any expenditures between \$1,000 - \$5,000 will need to be specifically documented for informational purposes to the Commissioners.

11. FILING SYSTEM

Files and Research Materials are maintained by the Port Staff. New material is generally inserted weekly and cross-referenced when appropriate. The Port's filing system is divided into the following sections:

- (a) GENERAL FILES: This is current material filed according to the subject matter.

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- (b) FEDERAL, STATE AND LOCAL AGENCIES: This is current material filed according to the appropriate agency or department from the Federal, State and Local Governments.
- (c) RESEARCH MATERIAL: Research Materials provide a valuable source of information and includes past studies commissioned by the Commission for Port Improvements and other engineering or architectural surveys or studies. This material also includes studies provided from State and Federal agencies on a variety of topics concerning the Port.
- (d) LEASES: These are current leases filed according to tenant name.
- (e) INACTIVE RECORDS: These are records used mainly for research rather than on a daily basis. Material is filed according to subject matter.
- (f) TAPED RECORDINGS OF OFFICIAL PROCEEDINGS: These recordings of all Commission and Committee meetings are permanent records.
- (g) PROJECT FILES: These are records of individual projects.

**12. LITIGATION (LAWSUITS)**

Legal process against the Port of Iberia District is served upon the Executive Director or in his absence, upon the presiding officer of the Commission.

Copies of all lawsuits are immediately forwarded to the Port's liability insurance carrier and the Port's Legal Advisor.

Subpoenas requesting documents are usually the responsibility of the Executive Director. Material is generally researched, duplicated, assembled, certified and held for the appropriate court assigned date of delivery or forwarded to the Port's attorney for delivery.

**13. TRAVEL**

The Expense and Travel Regulations are established as a separate policy adopted by the Port of Iberia Board of Commissioners.