CHARTER OF
JEFFERSON PARISH HUMAN SERVICES AUTHORITY

ARTICLE I

NAME

The name of this organization shall be the "Jefferson Parish Human Services Authority" and shall be referred to herein as the "Authority".

ARTICLE II

GENERAL PURPOSE

The Authority is a special Parish District authorized by Act No. 458 in 1989 and as amended in subsequent acts by Louisiana Legislature, and by Ordinance No. 17848 of the Jefferson Parish Council, which through its Board shall direct the operation and management of Mental Health, Mental Retardation, and Substance Abuse services for Jefferson Parish.

ARTICLE III

DURATION

The duration of the Authority shall be perpetual unless amended by the Louisiana Legislature.

ARTICLE IV

BOARD AUTHORITY COMPOSITION AND TERM

1. AUTHORITY:

The Authority shall be governed by a Board of Directors consisting of twelve (12) members.

2. COMPOSITION:

Appointment to the Board of Directors shall require some knowledge, experience or expertise in the field of Mental Health, Mental Retardation or Substance Abuse.

A. Governor's Appointments to the Board of Directors made by the Governor of the State of Louisiana shall total three (3):

One appointment from each specific Field.

B. Appointments to the Board of Directors by the Jefferson Parish Council shall total nine (9):

(1) Three members appointed one each with experience in the fields of Mental Health, Mental Retardation and Substance Abuse.

(2) Three members appointed, with appointees chosen from parents, consumers or advocacy groups, one each in the fields of Mental Health, Mental Retardation or Substance Abuse.

(3) Three members appointed, with appointees chosen from professionals, one each in the fields of Mental Health, Mental Retardation or Substance Abuse.

3. TERM OF APPOINTMENT:

The term of appointment and vacancies shall be governed as follows:

A. A term shall be three years from the date of the official commission.

B. A member may be eligible to serve two successive three year terms. After the member has served these two successive terms, he/she may be eligible to serve two additional successive three year terms after a period of three years has lapsed from the date of the member's last official Board meeting of the previously served term. Notwithstanding the foregoing, a member may continue to serve until a replacement is commissioned.

C. Members appointed to fill a vacancy shall be in the same specialty as the vacated member and shall begin to serve as soon as commissioned.

D. Members appointed to fill a vacancy may serve two successive three year terms in addition to any part of an unexpired term to which such members are appointed.

ARTICLE V

OFFICERS

The officers of the Board of Directors shall be a Chairperson and a Vice-Chairperson.

1. TERM:

A Term of office shall be for one year and shall begin at the close of the annual meeting. No officer may serve more than two consecutive full terms in the same office.

2. VACANCIES:

A vacancy occurring during the term of office shall be filled by vote of the Board. The individual elected shall serve for the remainder of the unexpired term of the member in the office he/she replaces.

3. DUTIES:

The officers shall perform the duties prescribed by law, this Charter, the parliamentary authority adopted herein, and those assigned by the Board or which normally pertain to the office. The duties shall include, but may not be limited to the following:

A. The Chairperson Shall:

(1) Be the principal officer of the Board;

(2) Shall perform duties as established by the Board's governance policies.

B. The Vice-Chairperson Shall:

(1) Assume such duties as may be assigned by the Chairperson or the Board.

(2) In the absence of the Chairperson, preside at all Board meetings and execute all the duties of the Chairperson as established by the Board's governance policies.

4. ELECTIONS:

A. Nomination Committee:

The Chairperson shall appoint a Nominating Committee of at least three members at the regular meeting prior to the annual meeting. It shall be the duty of the Nominating Committee to nominate one or more nominees for Chairperson and Vice-Chairperson at the annual meeting.

B. Nominations from the Floor:

After nominations of the Nominating Committee have been placed before the members, the Chairperson shall call nominations from the floor. Nominations from the floor must be made and seconded by voting Board members, and agreed to by the nominee.

C. Voting:

All elections shall be determined by plurality vote, and no member shall be entitled to vote by proxy.

ARTICLE VI

MEETINGS

All meetings of the Board and its Committees shall be open to the public except where Executive Sessions are permitted under the Louisiana Open Meeting Law.

1. ANNUAL, REGULAR AND SPECIAL MEETINGS:

The annual meeting of the Board shall be held in the third calendar quarter of each year. The date, place and exact time of such meeting shall be set by the Board. The Board shall have the power to set the dates, times and places of regular meetings which shall be no less then four (4) in a year, one in each calendar quarter. Special meetings shall be called by the Chairperson or upon written request of three (3) Board members.

2. NOTICE TO MEMBERS:

Notice of the time, place and purpose of all annual and regular meetings of the Board shall be served in writing but in no case shall such notice be less than fourteen (14) days before the meeting unless agreed upon by the majority of the Board.

3. QUORUM:

A quorum to conduct official business of the Board shall require at least 51% of the commissioned members.

4. MINUTES:

Minutes of all Board and Board Committee meetings will include at least the following:

A. Date, time and place;
B. Members attending and absent;
C. Agenda discussed;
D. Decisions;
E. Actions;
F. Dates of implementation;
G. Reports of the Executive Director and others.

ARTICLE VI

COMMITTEES, TASKFORCES, AND WORKGROUPS

The Chairperson may appoint committees, taskforces, or workgroups as needed to carry out the Ends of the Authority and mandate of the Board. Each such entity shall be given a specific charge. After the work is completed, a report made to the Board, and unless otherwise continued by the Chairperson or Board, any appointments shall dissolve without any action of the chairperson or Board. The Chairperson may appoint Non-Board members to any such entity. The Chairperson shall make every effort to ensure representation from each program area.

ARTICLE VII

EXECUTIVE DIRECTOR

The Executive Director shall be the Chief Executive of the Authority and shall serve at the pleasure of the Board. The linkage of the Executive Director to the Board of Directors shall be as defined by the policies established by the Board.

ARTICLE VIII

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order (Newly Revised) shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with the Charter and any special rules or order the Board may adopt.

ARTICLE IX

AMENDMENT OF CHARTER

The Charter may be amended at a regular meeting of the Board. Notice of the proposed change must be submitted in writing two (2) weeks prior to the meeting at which the proposed changes shall be presented as an agenda item. The amended Charter must lay over until the next regular meeting at which time such change may be adopted by a two-thirds vote of those present and voting.

AL MAJEAU
JPHSA BOARD CHAIRMAN

LOGAN WILLIAMSON
JPHSA BOARD VICE-CHAIRMAN

QUIN BATES
JPHSA BOARD MEMBER

PAULA LACOUR
JPHSA BOARD MEMBER

ROBERT BRADLEY
JPHSA BOARD MEMBER

LACRESIEA OLIVIER
JPHSA BOARD MEMBER

OLGA BOGRAN
JPHSA BOARD MEMBER

DEDE LYMAN-REDFEARN
JPHSA BOARD MEMBER

RAFAEL SADDY
JPHSA BOARD MEMBER

MICHAEL SPINATO
JPHSA BOARD MEMBER

(Amended May 1, 2006, October 7, 2013)