Department of Culture, Recreation and Tourism

Louisiana Seafood Promotion and Marketing Board

(LAC 76:I.Chapter 5)

Chapter 5. Seafood Promotion and Marketing Board

§501. Bylaws

A. The specific location of the principal office of the Louisiana Seafood Promotion and Marketing Board as a part of the Office of the Secretary of the Department of Culture, Recreation and Tourism shall be in Baton Rouge, Louisiana as established by Title 56 of the Louisiana Revised Statutes.

B. The board, at its discretion, may from time to time, hold meetings at any other location within the state of Louisiana after proper notice.

AUTHORITY NOTE: Promulgated in accordance with R.S. 56:578.2

HISTORICAL NOTE: Promulgated by the Department of Wildlife and Fisheries, Board of Seafood Promotion and Marketing, LR 11:126 (February 1985), amended by the Department of Culture, Recreation and Tourism, Seafood Promotion and Marketing Board, LR 41:39 (January 2015).

§503. Meetings

A. Regular Meetings. The regular meetings of the board shall be as set at any regular or special meeting by resolution adopted by a majority of the members present.

B. Special Meetings

1. Special meetings of the board may be called by the chairman, at his discretion, and shall be called by the chairman upon written request of any eight members. The notice of each special meeting shall state the purpose for which it is called, and only those matters shall be considered that have been included in the call, unless the board agrees to take up other matters by unanimous vote.

2. The chairman shall cause written notices of the time and place of special meetings to be emailed, to each member, at the addresses as they appear in the records of the board, in accordance with the open meetings law.

C. Quorum; Minutes

1. The attendance of eight members at any regular meeting shall constitute a quorum for the transaction of all business.

2. Minutes will be available to board members not later than the next regular meeting.

AUTHORITY NOTE: Promulgated in accordance with R.S. 56:578.2.

HISTORICAL NOTE: Promulgated by the Department of Wildlife and Fisheries, Board of Seafood Promotion and Marketing, LR 11:126 (February 1985), amended by the Department of Culture, Recreation and Tourism, Seafood Promotion and Marketing Board, LR 41:39 (January 2015).

§505. Election of Officers and Appointments

A. Officers shall be elected annually at the first regular meeting held in the third quarter of each state fiscal year, at which the members shall elect, from among their own number, a chairman, a vice-chairman, who shall also be the chairman-elect, and a secretary-treasurer to hold office for one year, or until their successors are elected. No member shall be elected as an officer until such member has served at least one year on the board.

B. In case a vacancy shall occur among the elected officers, due to death, resignation, or other cause, an election shall be held, at a regular or special meeting, to fill the vacant office for the unexpired portion of the term.

C. No member elected chairman shall serve consecutive terms and no member may serve as chairman more than two terms. No chairman shall serve as vice-chairman in the term following his term as chairman.

AUTHORITY NOTE: Promulgated in accordance with R.S. 56:578.2.

HISTORICAL NOTE: Promulgated by the Department of Wildlife and Fisheries, Board of Seafood Promotion and Marketing, LR 11:126 (February 1985), amended by the Department of Culture, Recreation and Tourism, Seafood Promotion and Marketing Board, LR 41:39 (January 2015).

§507. Duties of the Chairman

A. The powers and duties of the chairman shall be:

1. to preside as chairman at all meetings of the board, with the right to vote on all motions;

2. to see that the laws of the state, pertaining to the purposes and functions, of the board, the motions of the board and its policies are faithfully observed and executed;

3. to call special meetings of the board, at his discretion, or upon the written request of eight members;

4. to establish committees and appoint members thereof, at his discretion, as he deems necessary to carry out the business of the board;

5. to serve as an ex-officio member of all committees;

6. to perform such other duties as are usually incumbent upon the chairman of the Seafood Promotion and Marketing Board.

AUTHORITY NOTE: Promulgated in accordance with R.S. 56:578.2 and R.S. 56:578.3.

HISTORICAL NOTE: Promulgated by the Department of Wildlife and Fisheries, Board of Seafood Promotion and Marketing, LR 11:126 (February 1985), amended by the Department of Culture, Recreation and Tourism, Seafood Promotion and Marketing Board, LR 41:39 (January 2015).

§509. Duties of the Vice-Chairman

A. Whenever the chairman is absent from any regularly scheduled meeting, his duties shall be performed by the vice-chairman. Whenever the chairman is absent from a special meeting called by him, upon his own initiative, or upon written request of eight board members, his duties shall be performed by the vice-chairman. The vice-chairman may not assume the duties of the chairman for the purpose of calling a special meeting when the chairman is temporarily absent from the state, or when the chairman is temporarily incapacitated through illness, or otherwise, unless the chairman or eight members, direct the vice-chairman to assume the office of chairman for the purpose of calling such special meeting.

B. Whenever the chairman's absence from the state, or his incapacity due to illness, prevents him from handling routine, but necessary board business, at times other than at board meetings, such business shall be handled by the vice-chairman.

AUTHORITY NOTE: Promulgated in accordance R.S. 56:578.3.

HISTORICAL NOTE: Promulgated by the Department of Wildlife and Fisheries, Board of Seafood Promotion and Marketing, LR 11:126 (February 1985), amended by the Department of Culture, Recreation and Tourism, Seafood Promotion and Marketing Board, LR 41:39 (January 2015).

§511. Duties of Secretary-Treasurer

A. To serve as chairman of Finance Committee.

B. To perform such other duties that are usually incumbent on the secretary-treasurer of the Seafood Promotion and Marketing Board.

AUTHORITY NOTE: Promulgated in accordance with R.S. 56:578.2 and R.S. 56:578.3.

HISTORICAL NOTE: Promulgated by the Department of Wildlife and Fisheries, Board of Seafood Promotion and Marketing, LR 11:126 (February 1985), amended by the Department of Culture, Recreation and Tourism, Seafood Promotion and Marketing Board, LR 41:39 (January 2015).

§513. Board Committees

A. The following named committees shall be permanent standing committees. All members shall be appointed by the chairman and shall serve at his pleasure. Additional committees may be added by a majority vote of the board members at a regular or special meeting.

B. The standing committees of the board are:

1. executive, which shall consist of the elected officers of the board;

2. finance;

3. marketing;

4. legislative; and

5. education.

C. The member appointed in accordance with R.S. 56:578.2(A)(2)(g) to serve as a marketing specialist shall chair the marketing committee.

AUTHORITY NOTE: Promulgated in accordance with R.S. 56:578.2 and R.S. 56:578.3.

HISTORICAL NOTE: Promulgated by the Department of Wildlife and Fisheries, Board of Seafood Promotion and Marketing, LR 11:127 (February 1985), amended by the Department of Culture, Recreation and Tourism, Seafood Promotion and Marketing Board, LR 41:39 (January 2015).

§515. Order of Business

1. The chairman of the board, in consultation with the executive director, shall prepare and submit to the board an agenda covering the items of business to be considered and acted upon at each meeting of the board. The agenda shall be submitted to the board seven days before a regular meeting. The board may consider such matters as may properly be brought before it.
2. In accordance with R.S. 42:14(D), the board shall provide an opportunity for public comment at any point in the meeting prior to action on an agenda item upon which a vote is to be taken. Public comment is restricted to matters included on the agenda. Public comment is limited to three minutes for each speaker on each matter unless additional time is allowed by the board.

AUTHORITY NOTE: Promulgated in accordance with R.S. 56:578.2 and R.S. 56:578.3.

HISTORICAL NOTE: Promulgated by the Department of Wildlife and Fisheries, Board of Seafood Promotion and Marketing, LR 11:127 (February 1985), amended by the Department of Culture, Recreation and Tourism, Seafood Promotion and Marketing Board, LR 41:39 (January 2015).

§517. Rules of Order

A. *Robert's Rules of Order* shall be the parliamentary authority for all matters of procedures of this board not otherwise covered in these bylaws.

AUTHORITY NOTE: Promulgated in accordance with R.S. 56:578.3.

HISTORICAL NOTE: Promulgated by the Department of Wildlife and Fisheries, Board of Seafood Promotion and Marketing, LR 11:127 (February 1985).

§519. Amendment of Bylaws

A. Amendments to these bylaws may be adopted at any regular meeting of the board by a majority vote of the board members present at the meeting. However, no such alteration or amendment shall be considered unless:

1. notice of the intention to amend the bylaws shall have been given in writing at a previous meeting of the board; and

2. a draft of the proposed amendment shall have been sent to each member of the board at least 48 hours in advance of the meeting at which the action of such alteration or amendment is to be taken.

B. In accordance with R.S. 56:578.2, the amendments adopted by the board shall be amended or promulgated by rule in accordance with the Administrative Procedure Act, R.S. 49:950 et seq.

AUTHORITY NOTE: Promulgated in accordance with R.S. 56:578.2 and R.S. 56:578.3.

HISTORICAL NOTE: Promulgated by the Department of Wildlife and Fisheries, Board of Seafood Promotion and Marketing, LR 11:127 (February 1985), amended by the Department of Culture, Recreation and Tourism, Seafood Promotion and Marketing Board, LR 41:39 (January 2015).

§520. Election

A. The election of the chairman, vice-chairman, secretary-treasurer will be held at the first regular meeting held in the third quarter of each state fiscal year.

AUTHORITY NOTE: Promulgated in accordance with R.S. 56:578.2.

HISTORICAL NOTE: Promulgated by the Department of Wildlife and Fisheries, Board of Seafood Promotion and Marketing, LR 11:127 (February 1985), amended by the Department of Culture, Recreation and Tourism, Seafood Promotion and Marketing Board, LR 41:39 (January 2015).

§521. Disqualification

A. The board, by a two-thirds vote of the members present, may remove a member for cause, including but not limited to abandonment of office, conviction of a felony, or a plea of nolo contendere thereto, malfeasance, or gross misconduct in office.

B. A board member may be deemed to have abandoned his office upon failure to attend any three consecutive board meetings or any three meetings in a calendar year, unless the absence was excused by the chairman in response to the member’s request.

AUTHORITY NOTE: Promulgated in accordance R.S. 56:578.2 and R.S. 56:578.3.

HISTORICAL NOTE: Promulgated by the Department of Wildlife and Fisheries, Board of Seafood Promotion and Marketing, LR 11:127 (February 1985), amended by the Department of Culture, Recreation and Tourism, Seafood Promotion and Marketing Board, LR 41:39 (January 2015).