



RIVER PARISHES TRANSIT AUTHORITY

BYLAWS

ARTICLE I NAME

The name of the organization shall be the River Parishes Transit Authority Board of Commissioners.

ARTICLE II AUTHORIZATION

The River Parishes Transit Authority Board of Commissioners was created pursuant to La. Revised Statutes 48:1601 et seq, the River Parishes Transit Authority Act of 1976, as amended.

ARTICLE III PURPOSE

The River Parishes Transit Authority is created to plan, design, lease (as lessee), purchase, acquire, hold, own, construct, improve, have an equity in, finance, maintain, and administer a transit system within the area, to operate same or contract therefor, and to lease (as lessor) same for operation by private parties.

ARTICLE IV MEMBERSHIP OF THE BOARD

Membership on the authority Board of Commissioners shall consist of seven members whose appointments and terms of office shall be that as set forth in La. R.S. 48:1604.

ARTICLE V MEETINGS

Monthly meeting dates, times and locations shall be determined by the Board and meetings may be moved to alternative dates, times and/or locations by a majority vote of the Board or on an emergency basis by the Chairperson. Special meetings may be called by the Chairman of the Commission whenever, in his/her opinion, such a meeting is necessary or desirable. The Chair shall call a meeting whenever requested to do so in writing by two or more Board members. The Chair will set the time and place of the special meeting.

All meetings of the Commission shall be held within the three-parish area and shall be open to the public, except that the Commission may meet in executive session in accordance with the requirements of Louisiana State Law.



Notice of meetings shall be in writing, accompanied by an agenda, to each member of the Board at least five days prior to any meeting. The exception to this would be a special meeting called on an emergency basis, under which circumstances, a minimum of 24 hours notice shall be provided to the Board members and the purpose of the meeting shall be stated.

Meeting notices shall provide the date, time, and place of the meeting, and the agenda for said meeting, or the purpose for which it is called. The Chairman may consider matters not listed on the agenda upon a two-thirds vote of the Commissioners.

ARTICLE VI POLICIES AND PROCEDURES

The Board shall elect a Chairperson and Vice Chairperson in December of each year. A majority vote of those members present shall be necessary to carry any motion.

A quorum shall consist of five members. A quorum shall be present for the Board to take any action and to conduct any official business. Each member shall have one (1) vote. A majority vote is required for the adoption of any motion or resolution. The Chairman shall not vote except to break a tie. A tie vote fails.

The following ORDER OF BUSINESS shall be adhered to in the conduct of meetings.

ORDER OF BUSINESS:

1. Roll Call
2. Approval of minutes of previous meeting
3. Reports entered into the record
4. Reports and recommendations of officers and committees and appropriate action
5. Old business
6. New business listed on the agenda
7. Next meeting
8. Adjournments

Reports entered into the record of a meeting shall be deemed to be received by the Commissioners.

A record shall be made of all proceedings of the Board minutes of meeting, reports entered into the record, certificates, contracts, bonds given by officers, employees and any other agents of the Commission, and all corporate contracts. Said records shall be public records and shall be open for inspection as required by law.

Roberts Rules of Order shall govern parliamentary procedure, except as herein provided or otherwise provided by law.



ARTICLE VII COMMITTEES

Standing Committees:

The Executive Committee shall be composed of the Chairperson, Vice-/chairperson and one other member of the Board. The Executive Committee shall report all of its actions to the Commission.

Special Committees:

The River Parish Task Force shall be created for the express purpose of gaining input in the initial development of a regional transit operation. This Task Force shall be composed of interested public agencies, private businesses and individuals that serve or reside in the three River Parishes.

Other special committees may be appointed as needed. The Chair shall appoint committee chairs.

ARTICLE VIII OFFICERS

The officers of the Board shall include the Chair and Vice Chair. The Secretary/Treasurer may be combined.

The Chair shall convene regularly scheduled meetings and shall preside or arrange for other members of the executive committee to preside at each meeting.

The Vice-chair will chair committees on special subjects as designated by the board and serve in the absence of the Chair.

The Chairman shall immediately notify the appropriate appointing authority of any vacancies on the Board and the respective appointing authority shall fill the vacancy in accordance with the terms of the Louisiana Revised Statutes.

Members of the Board may be removed for just and reasonable cause at the discretion of the respective appointing authority.

ARTICLE IX PER DIEM

The members of the Board shall be compensated in the amount of \$60.00 per RPTA Board meeting attended. Travel to and from all other meetings on behalf of the Board shall be covered at the rates specified by the Louisiana Travel Guide. All official travel undertaken by a Board member and staff must first be approved by the Board.



ARTICLE X OFFICIAL JOURNAL AND PUBLIC NOTICE

The Board shall provide public notice of its meetings by causing a notice to be published in each of the official journals of the three Parishes. Notice of all meetings shall be sent to each Parish Secretary/Clerk of Council. Minutes of the Board and records of meetings shall be public records and shall be provided upon request to any interested person.

ARTICLE XI. BUSINESS ADMINISTRATION

The fiscal year of the Board shall commence on January 1 and end on December 31 of each year.

The Board Secretary and Fiscal Agent shall be appointed as needed at the discretion of the board.

The Secretary shall be responsible for keeping records of meetings, including minutes of all meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each member and assuring that records are maintained.

The Fiscal Agent shall make a report at each meeting. The Fiscal Agent shall assist in the preparation of the budget, help develop fundraising plans, and make financial information available to the members.

The Fiscal Agent shall cause an audit to be made of all the financial affairs of the Board immediately following the end of each fiscal year in accordance with Louisiana State Law. A certified copy of the audit shall be filed with the Louisiana Legislative auditor. An independent certified public account or the State auditors shall make the audit.

The Board shall select contractors in accordance with the Louisiana Public Bid Laws and all other State regulations pertaining to the acquisition of professional services.

ARTICLE XII. CONFLICT OF INTEREST

Any member of the Board or its officers who is present at a meeting at which is discussed any matter in which he has, directly or indirectly, a private pecuniary or property interest shall declare that he (she) has a potential conflict and shall refrain from advocating for or against the matter, and shall not vote in respect to such matter.

No member of the Board nor any employee or agent thereof shall have an interest in any contract or transaction with the Board except in his (her) official representative capacity, or as provided in he (her) contract of employment with the Board.

The Board shall be governed by the ethics standards provided for state and public employees and agencies.



ARTICLE XIII. AMENDMENTS TO BY-LAWS, POLICIES AND PROCEDURES

These Bylaws may be amended when necessary by a majority vote of the Board. Proposed amendments must be introduced at the regular monthly meeting prior to the regular monthly meeting during which they are voted upon.



THESE BYLAWS WERE APPROVED AT A MEETING OF THE RIVER PARISHES TRANSIT AUTHORITY ON AUGUST 2, 2000.

Amended on the following dates:

September 4, 2002

November 6, 2002

December 14, 2010

Increased board member per diem from \$40 to \$60 per day