

WHITE LAKE PROPERTY ADVISORY BOARD

BY-LAWS

Adopted January 26, 2007
Amended October 14, 2010

ARTICLE I

COMMISSION OFFICE

1. The principal office of the White Lake Property Advisory Board shall be 2000 Quail Drive, Baton Rouge, Louisiana.
2. The Board at its discretion, may from time to time, hold meetings at any other location within the State of Louisiana after proper notice.

ARTICLE II

MEETINGS

The Board shall hold at least two (2) meetings annually at a place, date and time properly noticed in accordance with the Louisiana Open Meetings law.

ARTICLE III

ATTENDANCE AT MEETINGS

All board members shall coordinate closely with the recording secretary during the process of scheduling meetings to avoid schedule conflicts as much as possible. When conflicts arise, members shall, as soon as possible prior to the meeting, advise the recording secretary or the Chairman.

The recording secretary shall maintain an attendance roster of each member's attendance at all meetings. If any member is absent for two (2) consecutive meetings, the Chairman shall submit a request to the Governor to remove the member from the Board. Be it further provided, however, that the Chairman may take extraordinary circumstances for absences into account, and, in his discretion, refrain from seeking removal of the member as he determines appropriate.

ARTICLE IV

ELECTION OF OFFICERS AND TERMS OF OFFICE

1. Officers shall be elected bi-annually at the first regular meeting of the calendar year in odd-numbered years, at which time the members shall elect, from among their own number, a chairman, a vice-chairman, a secretary and a treasurer to hold office for two (2) years, or until their successors are elected, pursuant to Appendix A which is attached to, and shall comprise a part of, these By-Laws. The Board shall not be bound by any particular order of succession in the nomination of members for election to office.

2. If the chairman has served more than one and a half consecutive terms, he shall not be eligible to serve as chairman in the succeeding term.
3. In case a vacancy shall occur among the elected officers, due to death, resignation, or other cause, an election shall be held, at a properly noticed meeting, to fill the vacant office for the unexpired portion of the term.
4. All newly elected officers shall take office immediately following adjournment of the meeting at which they were elected.

ARTICLE V

DUTIES OF THE CHAIRMAN

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 questions.
2. To see that the laws of the State, pertaining to the purpose and functions of the Board are faithfully observed and executed.
3. To establish committees and appoint members thereof, at his discretion, as he deems necessary to carry out the business of the Board.
4. To serve as an ex-officio member of all committees.
5. To perform such other duties as may be necessary and appropriate.

ARTICLE VI

DUTIES OF THE VICE-CHAIRMAN

1. Whenever the chairman is absent from any meeting, his duties shall be performed by the vice-chairman.

ARTICLE VII

DUTIES OF THE SECRETARY

1. The secretary shall record the minutes of meetings and prepare such correspondence as may be directed by the Board.

ARTICLE VIII

DUTIES OF THE TREASURER

1. The treasurer shall maintain an accounting of all funds within the White Lake Property Fund, with the assistance of department staff.

ARTICLE IX

COMMITTEES:

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 at a properly noticed meeting.

1. Natural Resources Committee
2. Agriculture Committee
3. Education and Outreach Committee
4. Finance Committee

ARTICLE X

RULES OF ORDER

Robert's Rules of Order shall be the parliamentary authority for all matters of procedures of the Board not otherwise covered in these By-Laws. All objections, questions or points of order must be made prior to adjournment. If not made prior to adjournment, they are waived.

ARTICLE XI

AMENDMENT OF BY-LAWS

These By-Laws may be altered or amended at any meeting of the Board by a majority vote of the members present at the meeting. However, no such alteration or amendment shall be considered unless (a) notice of the intention to alter or amend the By-Laws shall have been given in writing by mail, facsimile transmission or e-mail at least thirty (30) days in advance of the meeting at which action on such alteration is to be taken, and (b) a draft of the proposed alteration or amendment shall have been sent to each member of the Board at least forty-

eight (48) hours in advance of the meeting at which action on such alteration or amendment is to be taken.

ARTICLE XII

EFFECTIVE DATE

The effective date of these bylaws is April 14, 2005.

APPENDIX A

PROCEDURE FOR ELECTION OF OFFICERS (Pursuant to Article III of the By-Laws)

- I. The election procedure shall be by roll call vote.
- II. Election of Chairman
 - A. Chair entertains nominations for chairman
 - any number may be nominated
 - no second required for nominations
 - B. When it appears that no further nominations are forthcoming, the chair declares nominations closed.
 - C. When nominations are closed, the chair will call for votes for each of the persons nominated – in the order of nomination. If there is only one nominee, the chair declares election by acclamation.
 - D. When any nominee receives a majority vote of the members present, then voting ceases and he is declared chairman.
 - E. In the event that there are more than two nominees for chairman and no nominee receives a majority vote of those present, then the balloting shall be repeated as many times as necessary until one (1) candidate obtains a majority vote. If second and subsequent balloting is required, all nominees are kept on the ballot.
 - F. Outgoing chairman shall continue to preside over election of remaining officers and until adjournment.
- III. Election of Vice-Chairman, Secretary and Treasurer

When a chairman is declared, then the Board proceeds to elect a vice-chairman, secretary and treasurer using the same procedure set out above for chairman.
- IV. POINTS OF ORDER – ALL OBJECTIONS, QUESTIONS OR POINTS OF ORDER CONCERNING THE ABOVE PROCEDURE OR THE ELECTION MUST BE MADE PRIOR TO ADJOURNMENT OF THIS MEETING. IF NOT MADE PRIOR TO ADJOURNMENT, THEY ARE WAIVED.