

FLORIDA PARISHES HUMAN SERVICES AUTHORITY BYLAWS

Article I. Name

The name of this organization shall be the “**Florida Parishes Human Services Authority**”, and may be referred to as “**FPHSA**”, or the “**Authority**”. The creation of this Authority as a “Political Subdivision of the State of Louisiana” is authorized by House Bill No. 954 of the regular session of the 2003 Louisiana Legislature. The domicile of the Authority shall be at a location within the five-parish area served by the authority that is most conducive to the cost effective delivery of services as amended by Act 347 of the regular session for the 2006 Louisiana Legislature.

Article II. Purpose

The Florida Parishes Human Services Authority is hereby created as a special authority which, through its Board, shall direct the operation and management of community-based programs and services relative to mental health, developmental disabilities and substance abuse services, including Alcohol Drug Unit and Fontainebleau Treatment Center, for the Parishes of Livingston, St. Helena, St. Tammany, Tangipahoa, and Washington. Source R.S. 39:852 A.

Article III. Membership

Section 1. Number

The authority shall be governed by a board of nine members. The board shall include three residents from the parish of St. Tammany, two residents each from the parishes of Livingston and Tangipahoa, and one resident from the parishes of St. Helena and Washington.

Section 2. Appointment

- A. The members shall be appointed by the governing authority of each parish. All appointments shall require ratification by a plurality of the legislative delegation representing the five parishes, which are included in the authority. The initial appointments shall be made no later than January 1, 2004.
- B. The appointments shall be professionals or active advocates in the fields of mental health, developmental disabilities, or substance abuse services.

Section 3. Terms

- A. The initial terms of office for the appointees from the parish of St. Tammany shall be one, two, and three years, as determined by the appointing authority, respective to each appointee. The initial terms of the appointees from the parishes of Livingston and Tangipahoa shall be one and three years, as determined by the appointing authority, respective to each appointee. The initial terms of the appointees from the parishes of St. Helena and Washington shall be two years.
- B. All subsequent appointees shall serve terms of three years. No board members shall serve more than two consecutive three year terms after his initial term. The chairperson shall be elected by the board for a term of one year.
- C. If an appointee is unable to fulfill his term, the governing authority of the individual parish shall name a replacement board member to complete the term. Upon completion of the term, the replacement board member shall be eligible to serve not more than two consecutive three year terms.

Section 4. Compensation

- A. Each board member shall serve without compensation but shall be reimbursed for expenses and mileage at the same rate set by the Division of Administration for state employees for each day in actual attendance at board meetings or for representing the board in an official board-approved activity.
- B. No member of the board or of his immediate family shall own or have any interest or part in any public or private organization, business, company, or entity conducting business of any kind with the authority.

Section 5. Removal

The following circumstances shall constitute grounds for removal of any board member:

- A. Conviction of a felony;
- B. Violation of any provision pertaining to the Louisiana Code of Governmental Ethics or conflict of interest; and/or
- C. Absence of three consecutive unexcused regular meetings or a total of five unexcused meetings in any calendar year.
 - a. A member may provide reason for absence and request an excused absence prior to the beginning of a meeting by contacting either the Chairperson or the Executive Director.
 - b. Upon call to order, roll call, and establishing a quorum, the Board will consider approval of the requested excused absences.
 - c. Should no quorum be present, the approval will be considered at the next regular meeting.

Upon the occurrence of any of the above circumstances, the Chairperson shall notify the appropriate appointing authority of said circumstances and request the appointment of the offending member be rescinded. A copy of that letter shall be sent to the specific Board Member and the governing authority. No member removed by virtue of the above provisions shall be eligible for reappointment.

Section 6. Vacancies

Any vacancy occurring prior to the expiration of a duly appointed member's term shall be filled for the remainder of said term following the procedures set forth above.

Article IV. Officers

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

Section 1. Duties

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

A. The Chairperson

- a. Shall be the principal officer of the Board
- b. Make all necessary decisions regarding the operations of the Board itself as delineated in Board Policy and practices, including preparation of the agenda and presiding at all meetings of the Board.

B. The Vice-Chairperson

- a. Shall assume the duties as may be assigned by the Chairperson or the Board
- b. In the absence of the Chairperson shall preside at all Board meetings and execute all the duties of the Chairperson.

Section 2. Elections

A. Nomination Committee

The Chairperson shall appoint a nomination committee of at least three members at the regular meeting prior to the annual meeting. It shall be the duty of the nomination committee to nominate one or more nominees for Chairperson and Vice-Chairperson and to confirm the acceptance of the nomination(s).

B. Nominations from the Floor

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

C. Voting

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

Section 3. Terms

The term of office for any officer appointed by the board 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.

Section 4. Removal

The subject of removal of any officer must be placed on the agenda of any regular or special meeting to be considered. Any officer may be removed from office by a vote of two-thirds of the board.

**Article V.
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 Meetings Law.

Section 1. Meetings

- A. **Regular Meetings:** The regular meetings of the Authority shall be held on the fourth Friday of each month unless otherwise authorized by the Board. Notice of all regular meetings shall be given no less than 48 hours prior to the meeting.
- B. **Special Meetings:** Special meetings may be called by the Chairperson or at the request of three (3) members of the Board. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least 24 hours-notice shall be given.
- C. **Annual Meetings:** The annual meetings shall be the first regular meeting of each calendar year.

**Article VI.
Quorum**

A quorum of at least five (5) commissioned members shall be required to conduct official business of the Authority.

**Article VII.
Minutes**

Minutes shall be taken at all Board and Board Committee meetings by the Chairperson or person designated by the Chairperson.

Section 1. Minutes

A. The minutes shall include the following:

- a. Date, time and place
- b. Members attending and absent
- c. Agenda discussed
- d. Decisions
- e. Actions
- f. Dates of implementation
- g. Summation of Reports

B. The minutes shall be published in the official journal of the Authority.

Section 2. Official Journal

The official journal of the Authority shall be selected at the Annual Meeting by a majority vote of the Board.

Article VIII.

Committees

(Revised for compliance with Act 373 HB 930)

Section 1. Committees

The Board shall be governed through a Policy Governance Model and not through standing committees. The Board will establish ad hoc committees to address specific needs as they arise.

The Chairperson shall appoint special committees as necessary to carry out the mission of the Authority and mandate of the Board. Each committee shall consist of a specific number of members set by the Chairperson and be given a specific charge. After the work of the special committee is completed and a report made to the Board, it shall dissolve without action of the Chairperson or the Board.

Article IX.

Executive Director

The Executive Director shall be the Chief Executive of the Authority and shall serve at the pleasure of the Board. The Executive Director is responsible for overseeing the operations of the Authority and is responsible for the administration and management of all aspects of the Authority. The Executive Director shall function under the general supervision of the Board as a whole.

**Article X.
Ethics and Conflict of Interest**

All members of the Board and employees of the Authority shall be subject to the Louisiana Code of Governmental Ethics.

- A. If it is determined by the Louisiana Code of Governmental Ethics that a member of the Board has violated the Louisiana Code of Governmental Ethics, the Board shall take appropriate action and report the violation to the Governor's Office of Boards and Commissions in accordance with Article III herein.

**Article XI.
Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Authority in all cases to which they are applicable and in which are not inconsistent with these bylaws and special rules of order the Authority may adopt.

**Article XII.
Amendment of Bylaws**

These bylaws may be amended by a two-third vote of the Board with 14-day prior notice of the agenda of a regular or special meeting.

These bylaws were revised and adopted this 27th day of September, 2013.



Chairperson



Witness



Witness