

Capital Heights Crime Prevention and Improvement District Bylaws

Article I - Capital Heights Crime Prevention and Improvement District

Act No. 292 of the 2016 Regular Session of the Louisiana Legislature created the Capital Heights Crime Prevention and Improvement District ("District") as a political subdivision of the state. The District shall be governed by a Board of Commissioners (hereinafter the "Board") comprised of five members (hereinafter "members").

Article II - Public Purpose

The purpose of the District is to promote and encourage security and the overall betterment of the areas within the District's jurisdiction as provided in R.S. 33:9097.19. The Board is established to accomplish this objective.

Article III - Governance

Section 1 - The District shall be governed by a five member Board of Governors, to be appointed in accordance with the provisions of R.S. 33:9097.28(D). Board members shall serve four-year terms, except for specific limited terms beginning at the time of initial constitution of the Board as provided in R.S. 33:9097.28(D)(3). A vacancy in any membership of the Board shall be filled for the remainder of the unexpired term in the same manner as the original appointment. Board members shall be eligible for reappointment.

Section 2 - Board members shall serve without compensation, but shall be reimbursed for their reasonable out-of-pocket expenses directly related to the governance of the district, not to exceed one hundred dollars per year.

Article IV - Officers of the Board

Section 1 - The Board shall elect from among its members the following officers: Chairman, Vice Chairman, Secretary, Treasurer and such other officers as it may deem necessary.

Section 2 - Officers shall serve for a term of one year and until their successors are elected. Officers shall be elected at the first meeting of each calendar year by a majority vote of the members present and voting. Officers serving at the time of adoption of these Bylaws shall serve until the first meeting of the Board in 2018. An officer vacancy shall be filled for the remainder of the unexpired term in the same manner as the original election, such election to be held at the first regular meeting of the Board occurring at least ten days after the members are notified of the vacancy.

Section 3 - The Chairman shall, subject to the direction and supervision of the Board, be the chief executive officer of the District. The Chairman shall preside at all meetings of the Board and have all of the general powers and duties which are normally vested in the office of a Chairman, including but not limited to the power to appoint committees from among the members from time to time as may be determined by the Board.

Section 4 - The Vice Chairman shall assist the Chairman and shall perform such duties as may be assigned by the Chairman or by the Board. In the absence of the Chairman, the Vice Chairman shall have the powers and perform the duties of the Chairman.

Section 5 - The Secretary shall maintain minutes of all meetings of the Board. The secretary shall have charge of all books, papers, and records as the Board may direct; and shall, in general, perform all duties incident to the office of secretary. The secretary shall also be responsible for other matters as may from time to time be assigned by the Chairman or by the Board.

Section 6 - The Treasurer shall be responsible for maintaining records of the funds of the District and shall cause such monies to be deposited in a bank or banks selected by the Board, which monies may be drawn as prescribed by the Board. The Treasurer shall see that the financial records of the Board are properly maintained, shall present at each regular meeting a budget status and financial report and shall perform such other duties as are assigned by the Board. If the Board contracts for services of a certified public accountant, the Treasurer shall be the member responsible for management of that contract for purposes of the District.

Article V – Powers and Duties of the Board

Section 1 - The Board shall establish an address and location to maintain the records of the District, which records shall be maintained in conformity with the requirements of the Public Records Law as provided in R.S. 44:1, et seq. as such provisions may be applicable to the District's operations. Beginning no later than January 1, 2017, the Board shall maintain a website for the purpose of providing public information concerning business of the District.

Section 2 - The fiscal year of the District shall be January 1 through December 31.

Section 3 – The Board shall adopt annual budgets in accordance with the requirements of the Louisiana Local Government Budget Act, R.S. 39:1302, et seq. The proposed budget and a resolution for its adoption shall be considered by the Board before the start of the respective fiscal year.

Section 4 - At the close of each fiscal year, the books and records of the District shall be reviewed or audited in accordance with the requirements of the Louisiana Legislative Auditor as provided in R.S. 24:513.

Section 5 - The withdrawal of funds from any District bank account shall require the signature of at least two officers.

Section 6 - The Board may procure and maintain liability insurance for its members, as provided in R.S. 33:9097.28(E)(9).

Section 7 - Procurements of goods and services for purposes of the District shall be made in accordance with the Louisiana Procurement Code, R.S. 39:1551, et seq. The Board may enter into contracts for services including, but not limited to, security patrols, security patrol coordination, legal counsel, accounting, management, maintenance, and bookkeeping. The Board may participate in state programs administered by the Office of State Purchasing, Division of Administration, concerning purchasing by public bodies.

Article VI - Meetings

Section 1 - The Board shall annually conduct at least two regularly scheduled meetings, the number and schedule of meetings to be determined at the first meeting of the Board in each calendar year. The annual schedule of meetings for each calendar year, any other special meetings, and cancellations of meetings by the Board shall be made available to the public and noticed pursuant to Louisiana Open Meetings Law, R.S. 42:12, et seq., particularly R.S. 42:19.

Section 2 - Special meetings of the Board may be called by the Chairman or by written request of at least three members. The call of any special meeting shall be delivered to members at least five days in advance of the meeting.

Section 3 - Emergency meetings of the Board may be called by an officer of the Board and shall be limited to dealing with only those items related to the emergency.

Section 4 - A quorum of the members shall consist of a majority of the then current membership of the Board. A quorum shall be required to decide any question proposed by a motion, or to take official action of the Board on any matter.

Article VII - Committees

Committees may be established by a majority vote of the members present and voting at any regular meeting of the Board. The Chairman shall appoint all members of any committee.

Article VIII - Rules

The Board may adopt rules for purposes of its operation by a two-thirds vote of a quorum of the members. A change in a rule shall require the same approval.

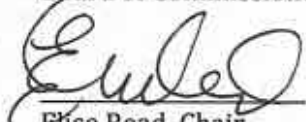
Article VIII - Parliamentary Authority

The current edition of Robert's Rules of Order Newly Revised shall be used by the Board in the conduct of its business, to the extent that such rules are not inconsistent with these Bylaws, a rule of the Board, or Louisiana law or constitution.

Article IX - Amendment of Bylaws

These Bylaws may be amended by a two-thirds vote of a quorum of the membership of the Board at any regular meeting, provided that written notice of the proposed amendment has been delivered to all members at least ten days in advance of the meeting at which the amendment is to be considered.

Board of Commissioners



Elise Read, Chair

January 18, 2017



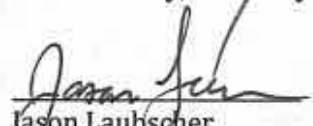
Tylee Hicks, Vice-Chair

January 18, 2017



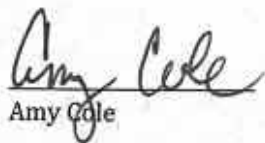
Aaron Cherry, Secretary

January 18, 2017



Jason Laubscher,
Treasurer

January 18, 2017



Amy Cole

January 18, 2017