

RESOLUTION NO. JR-032-2021

A JOINT RESOLUTION OF THE LAFAYETTE CITY COUNCIL AND THE LAFAYETTE PARISH COUNCIL AMENDING RESOLUTION NO. JR-002-2021, WHICH ESTABLISHES THE RULES AND ORDER OF BUSINESS FOR THE LAFAYETTE CITY COUNCIL AND THE LAFAYETTE PARISH COUNCIL

BE IT RESOLVED by the Lafayette City Council (“City Council”) and the Lafayette Parish Council (“Parish Council”), that:

WHEREAS, the Lafayette City-Parish Consolidated Government Home Rule Charter (the “Charter”) provides, at Section 2-07(C), that the City Council and the Parish Council shall each determine by resolution its own rules and order of business; and

WHEREAS, the Charter provides, at Section 2-07(E), that the City Council and the Parish Council each shall provide by resolution a procedure whereby interested persons shall be given an opportunity to be heard at Council meetings on any matter relating to Lafayette City-Parish Consolidated Government.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Lafayette City Council and the Lafayette Parish Council, that:

SECTION 1: All of the aforementioned “Whereas” clauses in the preamble of this resolution are adopted as part of this resolution.

SECTION 2: Regular meetings of the Parish Council shall be conducted on the first and third Tuesday of every month, which shall commence at 4:30 o’clock p.m. in the Ted A. Ardoin City-Parish Council Auditorium at Lafayette City-Parish Hall, 705 West University Avenue, Lafayette, Louisiana. Regular meetings of the Parish Council shall not exceed one and one-half (1.5) hours in length, unless extended, for periods of up to 30 minutes each, by the affirmative vote of a majority of the authorized membership of the Parish Council. When necessary and called, Special Joint Meetings of the Parish and City Councils shall commence at 5:15 o’clock p.m. or immediately following the conclusion of the Parish Council Meeting, whichever time occurs later.

SECTION 3: Regular meetings of the City Council shall be conducted on the first and third Tuesday of every month, which shall commence at 5:30 o’clock p.m. or immediately following the conclusion of the Parish Council Meeting or immediately following the conclusion of a Special Joint Meeting, whichever time occurs later, in the Ted A. Ardoin City-Parish Council Auditorium at Lafayette City-Parish Hall, 705 West University Avenue, Lafayette, Louisiana. Regular meetings of the City Council shall not exceed four (4) hours in length, unless extended, for periods of up to 30 minutes each, by the affirmative vote of a majority of the authorized membership of the City Council.

SECTION 4: In no calendar month, shall there ever be less than two (2) meetings of the City Council or the Parish Council in accordance with Section 2-07(A) of the Charter. Likewise, to meet a public emergency and pursuant to the provisions of the Charter, the either Council, or both, may meet in an emergency meeting. All meetings of the either Council, or both, shall be open to the public in accordance with the provisions of State law. At all regular meetings of the either Council, or both, the meetings shall operate from an agenda which shall have been published at least two (2) days, excluding Saturdays, Sundays and holidays, prior to the meeting. The agenda for special meetings of either Council, or both, shall be made available to the public no later than 24 hours prior to the meeting. Such notice shall include the agenda, date, time, and place of the meeting. The agenda for emergency meetings shall be made available to the public as soon as practical prior to the meeting with said notice including the agenda, date, time and place of the meeting. Nothing herein contained shall preclude the City Council and/or the Parish Council from having a separate meeting for the purpose of conducting such business as is necessary or appropriate to bring before either, or both, bodies.

SECTION 5: At the first regular meeting of a newly elected City Council and Parish Council, and annually thereafter, a Chair and Vice-Chair shall be elected by each Council from among its members. The Chair of each Council shall preside at meetings of that Council, and carry out such other duties as their respective Council may authorize. In the absence or disqualification of the Chair of the City Council or the Parish Council, the Vice-Chair of the affected Council shall preside. In the absence or disqualification of both the Chair and Vice-Chair of the City Council or Parish Council, the affected Council shall designate one (1) of its other members as temporary presiding officer. The Chair, Vice-Chair and any temporary presiding officer shall be voting members of their respective Council.

SECTION 6: All voting on matters coming before either the City Council or the Parish Council shall be by electronic vote or roll call, and the ayes and nays shall be recorded in the minutes of each respective Council by the individual vote of each Council member. No less than a majority, three (3), of the authorized membership of a Council shall constitute a quorum to transact business, but if a seated quorum is lost during a meeting, a smaller number may recess from time to time and compel the attendance of the absent members.

SECTION 7: Amendments to any ordinance or resolution shall also require a separate vote by the respective Council(s). Public comments on the amendment shall also be heard with interested persons given the opportunity to submit a speaker card to the Clerk at the time the amendment is offered. However, if the proposed amendment materially alters the original

ordinance or resolution, interested persons, who did not previously sign in to speak, will be allowed to submit a speaker card to speak on the ordinance as proposed to be amended. The speaker will be limited to a maximum of three (3) minutes of comment with the speaker receiving indication through a visible timer. No additional comment time is allowed; thus, the speaker will not receive any additional time. Except as otherwise provided in the Charter, the affirmative vote of a majority of the authorized membership of a Council, or both, shall be necessary to adopt an ordinance or a resolution or to grant an appeal properly brought before either Council, or both.

SECTION 8: The City Council and the Parish Council hereby adopt the following rules, order of business, and procedures for interested persons to be heard at meetings:

- (a) All meetings of the either Council, or both, its committees and/or members should be conducted in accordance with the rules set forth by the presiding officer, unless a preferential motion is made and seconded and voted affirmatively by a majority, three (3), of the members of the Council that Roberts Rules of Order be used, in which event Roberts Rules of Order shall be used to conduct the remainder of the meeting and any matter then under consideration.
- (b) The procedure is hereby established whereby interested parties shall be given the opportunity to be heard at meetings of either Council, or both, on the following issues:
 1. **Resolutions.** Any interested persons wishing to address a Council concerning a resolution up for adoption shall execute a speaker card. The speaker card must be filled out completely. The speaker card will be given to the Clerk of the Council prior to the agenda item being read. All speaker cards will have a notation that any material that an individual wants to distribute to Council members will be given to the Clerk of the Council for distribution. The speaker will be limited to a maximum of three (3) minutes of comment with the speaker receiving indication through a visible timer. No additional comment time is allowed; thus, the speaker will not receive any additional time. One Council is not obligated to accept speaker cards or public comment on a resolution to be considered only by the other Council. In a joint meeting of the City Council and Parish Council, each speaker is only allowed a single three (3) minute comment period and not two separate three (3) minute comment periods.
 2. **Ordinances for final adoption.** Any interested persons wishing to address either Council concerning an ordinance up for final adoption shall execute a speaker card. The speaker card must be filled out completely. The speaker card will be given to the Clerk of the Council prior to the agenda item being read. All speaker cards will have a notation that any material that an individual wants to distribute to Council members will be given to the Clerk of the Council for distribution. The speaker will be limited to a maximum of three (3) minutes of comment with the speaker receiving indication through a visible timer. No additional comment time is allowed; thus, the speaker will not receive any additional time. One Council is not obligated to accept speaker cards or public comment on an ordinance to be considered only by the other Council. In a joint meeting of the City Council and Parish Council, each speaker is only allowed a single three (3) minute comment period and not two separate three (3) minute comment periods.
 3. **Introductory Ordinances.** The Council will receive public input on introductory ordinances after all introductory ordinances have been read. Any interested persons wishing to address either Council, or both, concerning introductory ordinances shall execute a speaker card. The speaker card must be filled out completely. The speaker card will be given to the Clerk of the Council prior to the beginning of the reading of the

introductory ordinances. All speaker cards will have a notation that any material that an individual wants to distribute to Council members will be given to the Clerk of the Council for distribution. The speaker will be limited to a maximum of three (3) minutes of comment with the speaker receiving indication through a visible timer. No additional comment time is allowed; thus, the speaker will not receive any additional time. One Council is not obligated to accept speaker cards or public comment on an ordinance to be considered only by the other Council. In a joint meeting of the City Council and Parish Council, each speaker is only allowed a single three (3) minute comment period and not two separate three (3) minute comment periods.

4. **Discussion items.** Any interested persons wishing to address the Council concerning a discussion item shall execute a speaker card. The speaker card must be filled out completely. The speaker card will be given to the Clerk of the Council prior to the agenda item being read. All speaker cards will have a notation that any material that an individual wants to distribute to Council members will be given to the Clerk of the Council for distribution. The speaker will be limited to a maximum of three (3) minutes of comment with the speaker receiving indication through a visible timer. No additional comment time is allowed; thus, the speaker will not receive any additional time. One Council is not obligated to accept speaker cards or public comment on discussion items to be considered only by the other Council. In a joint meeting of the City Council and Parish Council, each speaker is only allowed a single three (3) minute comment period and not two separate three (3) minute comment periods.

5. **Comments from the public:**

- (i) Any interested person wishing to address the Parish Council on any matter related to the City-Parish Government that is within the legislative power of the Parish Council, not on any agenda for that date, will be allowed to do so at the first Tuesday of the month meeting of the Parish Council in that portion of the agenda known as "Comments from the Public." Any interested persons wishing to address the Parish Council shall execute a speaker card. The speaker card must be filled out completely and given to the Clerk of the Council prior to the agenda item being read. All speaker cards will have a notation that any material that an individual wants to distribute to Parish Council members will be given to the Clerk of the Council for distribution. The speaker will be limited to a maximum of three (3) minutes of comment with the speaker receiving indication through a visible timer. No additional comment time is allowed. The speaker will not receive any additional time.

- (ii) Any interested person wishing to address the City Council on any matter related to the City-Parish Government that is within the legislative power of the City Council, not on any agenda for that date, will be allowed to do so at the third Tuesday of the month meeting of the City Council in that portion of the agenda known as "Comments from the Public." Any interested persons wishing to address the City Council shall execute a speaker card. The speaker card must be filled out completely and given to the Clerk of the Council prior to the agenda item being read. All speaker cards will have a notation that any material that an individual wants to distribute to City Council members will be given to the Clerk of the Council for distribution. The speaker will be limited to a maximum of three (3) minutes of comment with the speaker receiving indication through a visible timer. No additional comment time is allowed. The speaker will not receive any additional time.

6. Notwithstanding the foregoing, the Chair, in his/her discretion, may grant additional time to a speaker in order to extend reasonable accommodation to such speaker in accordance with applicable law. A person who completes a speaker's card may only speak in his or her own right, and no person may yield or assign all or any portion of his/her time to another person for any purpose.

7. Any citizen who has a question on any agenda item should submit that question in writing to the Clerk of the Council at least 72 hours before the meeting at which the agenda item will be discussed and the Council will make every effort to provide a response to the question at the Council meeting during which the agenda item will be discussed. No public comment will be permitted in the event that no vote is taken on a matter due to it being “deferred or tabled.”

(c) The following is the order of business for the Parish Council at the Parish Council’s first regular meeting of the month:

1. Call to order
2. Invocation and Pledge of Allegiance
3. Council Announcements*
4. Executive/Mayor-President’s Report
5. Ceremonial Presentations
6. Executive Sessions
7. Resolutions
8. Reports and/or Discussion Items
9. Ordinances for Final Adoption
10. Appeals
11. Announcement(s) of Vacancy on Boards/Commissions
12. Consideration of Appointment(s) by the Council, as a whole, to Boards/Commissions
13. Appointment(s) by Councilmember(s), Mayor-President, and/or any other direct appointment authority
14. Introductory Ordinances
15. Comments from the Public
16. Adjourn

**A Council announcement is a public statement giving people information or news regarding an event. Time allowed for each announcement shall not exceed 45 seconds.*

(d) The following is the order of business for the City Council at the City Council’s first regular meeting of the month:

1. Call to order
2. Invocation and Pledge of Allegiance
3. Council Announcements*
4. Executive/Mayor-President’s Report
5. Ceremonial Presentations
6. Executive Sessions
7. Resolutions

8. Reports and/or Discussion Items
9. Ordinances for Final Adoption
10. Appeals
11. Announcement(s) of Vacancy on Boards/Commissions
12. Consideration of Appointment(s) by the Council, as a whole, to Boards/Commissions
13. Appointment(s) by Councilmember(s), Mayor-President, and/or any other direct appointment authority
14. Introductory Ordinances
15. Adjourn

**A Council announcement is a public statement giving people information or news regarding an event. Time allowed for each announcement shall not exceed 45 seconds.*

- (e) The following is the order of business for the Parish Council at the Parish Council's second regular meeting of the month:

1. Call to order
2. Invocation and Pledge of Allegiance
3. Council Announcements*
4. Executive/Mayor-President's Report
5. Ceremonial Presentations
6. Executive Sessions
7. Resolutions
8. Reports and/or Discussion Items
9. Ordinances for Final Adoption
10. Appeals
11. Introductory Ordinances
12. Adjourn

**A Council announcement is a public statement giving people information or news regarding an event. Time allowed for each announcement shall not exceed 45 seconds.*

- (f) The following is the order of business for the City Council at the City Council's second regular meeting of the month:

1. Call to order
2. Invocation and Pledge of Allegiance
3. Council Announcements*
4. Executive/Mayor-President's Report
5. Ceremonial Presentations

6. Executive Sessions
7. Resolutions
8. Reports and/or Discussion Items
9. Ordinances for Final Adoption
10. Appeals
11. Introductory Ordinances
12. Comments from the Public
13. Adjourn

**A Council announcement is a public statement giving people information or news regarding an event. Time allowed for each announcement shall not exceed 45 seconds.*

(g) Notwithstanding the order of business established in Subsections 8(c), 8(d), 8(e), and 8(f) above, the City Council and Parish Council hereby establish the following general rules for the conduct of its meetings:

1. All proclamations and monthly recognitions shall be presented outside of Council Meetings.
2. Reports and/or Discussion Items shall be subject matters germane to the business of the City of Lafayette, the Parish of Lafayette, or Lafayette City-Parish Consolidated Government as a whole.
3. In order to reduce attorney fees, Council Members shall advise the Legal Department of their question(s) in advance of meetings. At Introduction of an ordinance, the attorney will not attend the meeting, if a Council Member has not submitted a question or made a request for an attorney to attend said meeting. At Final Adoption, the attorney will not attend unless requested by a Council Member. The City-Parish Attorney, or his designee, will advise the Clerk of the Council on whether an attorney is scheduled to attend at Introduction or Final Adoption, identifying the specific meeting(s) and the agenda item number(s). During the meeting, agenda items will be moved up to be heard as early as possible, if an attorney, other than any attorney regularly assigned to attend Council meetings, is in attendance.
4. Except in cases of error or emergency, it is the intent of the Councils to consider across-the-board employee pay raises, cost of living adjustments (COLA) or departmental pay plans only during the yearly budget adoption process established by Section 5-02(A) of the Lafayette City-Parish Consolidated Government Home Rule Charter.

SECTION 9: The Chair of each Council will set the agenda for any other regular, special or emergency meeting(s), of their respective Council. The Chair of each Council shall review the agenda for all meetings prior to publication, for their respective Council.

SECTION 10: The Chair, on his/her own volition, or upon the majority vote of the Council, may alter the usual order of business and take any matter out of order.

SECTION 11: For Joint Meetings, the presiding officer will alternate between the Chairman of the City Council and the Chairman of the Parish Council. The presiding officer for the first meeting will be the Chairman of the Parish Council.

SECTION 12: The Clerk of the Council shall keep a record of the minutes and proceedings of all meetings. All official actions shall be published in the official journal in accordance with the Charter and State law.

SECTION 13: All items submitted for the agenda of a Council meeting shall be submitted on an Agenda Item Submittal Form and forwarded to the Clerk of Council in accordance with the time lines established by the Clerk of the Council. The Agenda Item Submittal Form will state the action requested and will list all pertinent information including the author of the agenda item, fiscal impact and which Council the item is being submitted for. For a matter to be placed on the agenda, it must be authored or sponsored by a City Council Member (for City Council Meetings), a Parish Council Member (for Parish Council Meetings), the Lafayette Mayor-President, the Chief Administrative Officer and/or the Lafayette City-Parish Attorney.

SECTION 14: In order to prevent a backlog of ordinances, resolutions or other agenda items which were deferred or otherwise not acted upon, a policy is hereby established such that, if an item is deferred or otherwise not acted upon and it is not rescheduled within 90 days from the date of introduction (ordinance) for action, then it will be considered as if said matter had never been proposed. In order to bring the item up again for Council action, it must be reintroduced.

SECTION 15: A motion to reconsider an item that was acted upon by the Council in the same meeting must be motioned by any member of that Council.

SECTION 16: At any meeting of the Council, the roll call vote will be called by the Clerk of the Council, or the Clerk's designee. Said voting will be called by Council Districts and rotated in the following manner:

Issue to be Voted Upon

First Issue
Second Issue
Third Issue
Fourth Issue
Fifth Issue

**Council District
Voting First**

District Number 1
District Number 2
District Number 3
District Number 4
District Number 5

Then the above rotation process for roll call vote will be repeated as necessary.

SECTION 17: The City Council and Parish Council may establish such joint committees as they may jointly deem appropriate to ensure the proper and efficient functioning of Lafayette City-Parish Consolidated Government. There are hereby established two (2) standing committees for this purpose, namely the Conference Committee and the Budget Committee.

- a. **Conference Committee:** The purpose of the Conference Committee shall be to discuss and negotiate those matters that implicate Section 2-11(E) of the Charter except for the joint adoption of the annual budget, including (but not limited to) those matters that

require joint action of both Councils but have not received an affirmative vote of a majority of the authorized membership of both Councils. The Conference Committee shall be comprised of two (2) members of each Council, who will be selected by the respective Chair of each Council following the yearly election of officers in accordance with Section 2-07F of the Charter. The fifth member of the Conference Committee shall be the Chief Administrative Officer or his/her designee.

- b. Budget Committee: The purpose of the Budget Committee shall be to discuss and negotiate matters related to the joint adoption of the annual budget. The Budget Committee shall be comprised of two (2) members of each Council, who will be selected by the respective Chair of each Council following the yearly election of officers in accordance with Section 2-07F of the Charter. The fifth member of the Budget Committee shall be the Chief Financial Officer.

SECTION 18: The Council rules and order of business set forth in this resolution will become effective immediately upon an affirmative vote of the majority, three (3), of each Council and thereafter unless and until amended and/or repealed by further action of the Councils.

SECTION 19: All resolutions, or parts thereof, in conflict herewith are hereby repealed.

This resolution having been submitted to Lafayette City Council vote, the results were as follows:

YEAS: Lewis, A. Naquin, Hebert, Cook, Lazard

NAYS: None

ABSENT: None

ABSTAIN: None

This resolution having been submitted to a vote, the vote on behalf of the Lafayette Parish Council thereon was as follows:

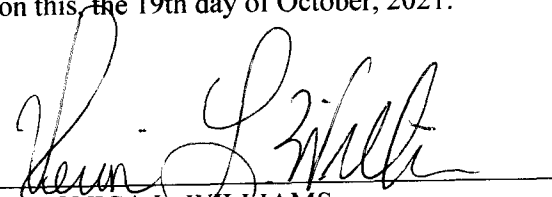
YEAS: Tabor, K. Naquin, Carlson, Guilbeau, Rubin

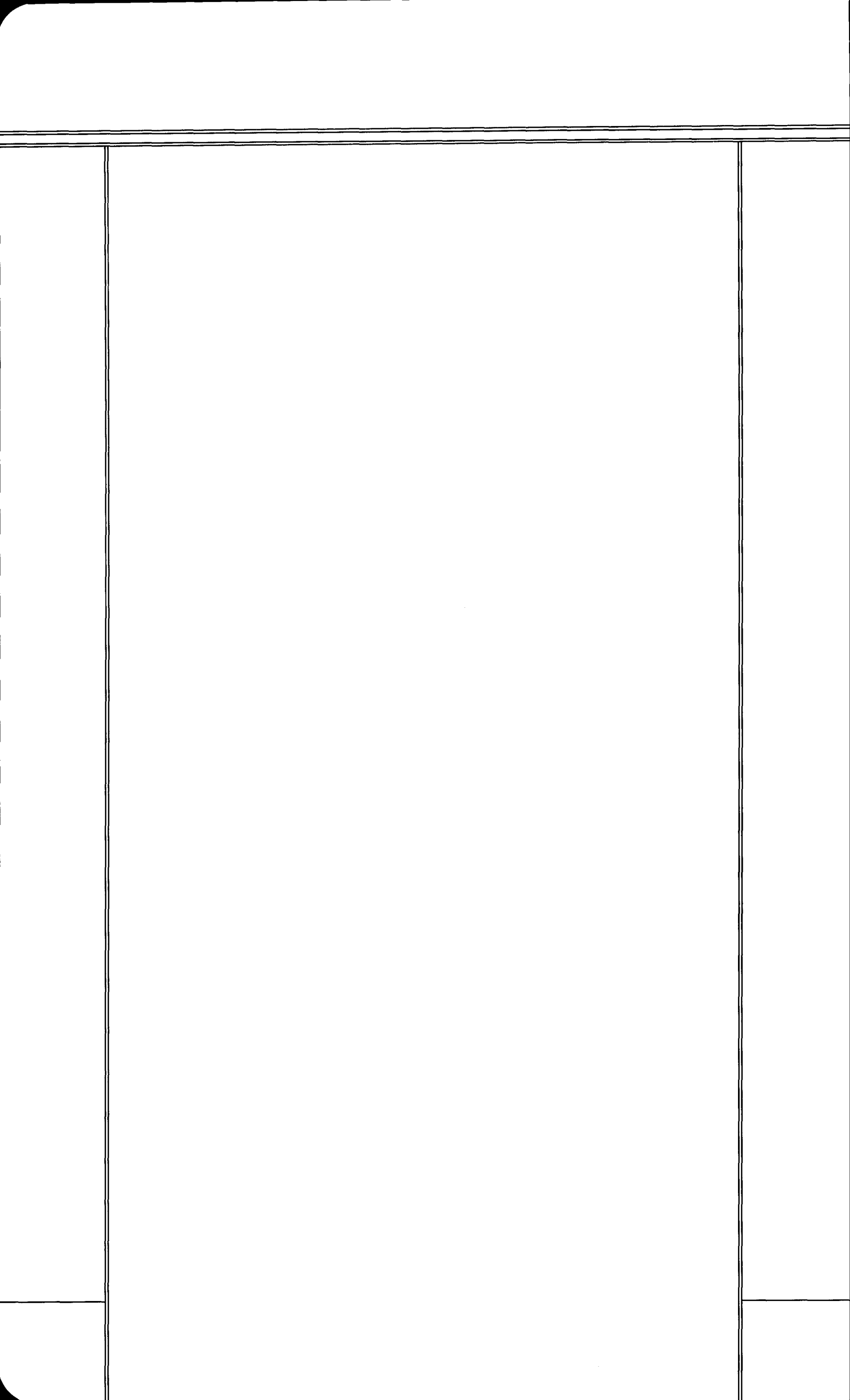
NAYS: None

ABSENT: None

ABSTAIN: None

AND the resolution was declared adopted on this, the 19th day of October, 2021.


VERONICA L. WILLIAMS
LAFAYETTE CLERK OF THE COUNCIL



LAFAYETTE CITY COUNCIL AND LAFAYETTE PARISH COUNCIL
MEETING

AGENDA ITEM SUBMITTAL FORM

1) **JUSTIFICATION FOR REQUEST:** A joint resolution of the Lafayette City Council and the Lafayette Parish Council amending Resolution No. JR-002-2021, which establishes the rules and order of business for the Lafayette City Council and the Lafayette Parish Council.

2) **ACTION REQUESTED:** Adoption of Resolution

3) **REQUESTED ACTION OF LAFAYETTE CITY COUNCIL AND LAFAYETTE PARISH COUNCIL:**

A) INTRODUCTION: 10-19-2021

B) FINAL ADOPTION: 10-19-2021

4) **DOCUMENTATION INCLUDED WITH THIS REQUEST:**

A) Resolution

B) Submittal Form

5) **FISCAL IMPACT:**

 Fiscal Impact (Explain)

 X No Fiscal Impact

AUTHORED BY:

/s/ Liz Hebert

LIZ HEBERT, DISTRICT 3
LAFAYETTE CITY COUNCIL

/s/ Bryan Tabor

BRYAN TABOR, DISTRICT 1
LAFAYETTE PARISH COUNCIL