

RESOLUTION NO. CPA-001-2021

**A RESOLUTION OF THE CITY-PARISH ALIGNMENT COMMISSION
ESTABLISHING THE RULES AND ORDER OF BUSINESS**

BE IT RESOLVED by the City-Parish Alignment Commission (the “CPA”), that:

WHEREAS, the CPA was created by Parish Resolution No. PR-007-2021 on July 6, 2021 during a Regular Lafayette Parish Council Meeting; and

WHEREAS, Parish Resolution No. PR-007-2021 created the CPA to advise the Lafayette Parish Council on whether Consolidation is beneficial to the Parish of Lafayette; and

WHEREAS, the CPA is tasked with meeting, reviewing certain questions posed and bringing a recommendation to the Lafayette Parish Council at the appropriate time; and

WHEREAS, said meetings of the CPA should follow Rules and Procedures.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the City-Parish Alignment Commission, 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 CPA shall be conducted on **the** **_____** **of the month**, and shall commence at **_____** **o’clock a.m.** at either the Ted A. Ardoin City-Parish Council Auditorium or the Council Large Conference Room at Lafayette City-Parish Hall, 705 West University Avenue, Lafayette, Louisiana.

SECTION 3: When necessary, Special Meetings of the CPA may be called and shall commence at the time specified. The calling of Special Meetings shall be considered and approved by Parish Council Member John Guilbeau, as the CPA Liaison, or in his absence, Council Member Josh Carlson.

SECTION 4: All meetings of the CPA shall be open to the public in accordance with the provisions of State law. At all regular meetings, the meetings shall operate from an agenda which

shall have been posted at least 24 hours, excluding Saturdays, Sundays and holidays, prior to the meeting. The agenda for special meetings of the-PTC Committee shall be made available to the public no later than 24 hours prior to the meeting. Such agenda notices shall include the agenda, date, time, and place of the meeting.

SECTION 5: At the first regular meeting, a Chair and Vice-Chair shall be elected. The Chair of the CPA shall preside at meetings and carry out such other duties as the CPA may authorize. In the absence or disqualification of the Chair of the CPA, the Vice-Chair shall preside. In the absence or disqualification of both the Chair and Vice-Chair, the CPA shall take a vote of the remaining members to designate one (1) other member as temporary presiding officer. The Chair, Vice-Chair and any temporary presiding officer shall be voting members.

SECTION 6: All voting on matters coming before the CPA shall be by roll call, and the ayes and nays shall be recorded in the minutes by the individual vote of each member. No less than a majority, five (5), of the Committee's membership 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 action items or resolutions shall also require a separate vote by the CPA. Public comments on the amendment shall also be heard with interested persons given the opportunity to submit a speaker card.

SECTION 8: The speaker will be limited to a maximum of three (3) minutes of comment. No additional comment time is allowed; thus, the speaker will not receive any additional time.

SECTION 9: The CPA hereby adopt the following rules, order of business, and procedures for interested persons to be heard at meetings:

- a) All meetings of the CPA, 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, five (5), of the members of the CPA 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 the CPA, on the following issues:
- 1) **Agenda Items / Action Items.** Any interested persons wishing to address the CPA concerning an Action Item 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 CPA prior to the agenda item being read. All speaker cards will have a notation that any material that an individual wants to distribute to CPA members will be given to the Clerk of the CPA for distribution. The speaker will be limited to a maximum of three (3) minutes of comment with the speaker receiving indication through a timer. No additional comment time is allowed; thus, the speaker will not receive any additional time.
 - 2) **Comments from the public:** Any interested person wishing to address the CPA on any matter related to CPA matters, which are not on any agenda for that date, will be allowed to do so at the second meeting of the month meeting of the CPA (beginning in October) in that portion of the agenda known as “Comments from the Public.” Any interested persons wishing to address the CPA shall execute a speaker card. The speaker card must be filled out completely and given to the Clerk of the CPA prior to the agenda item being read. Any material that an individual wants to distribute to CPA members will be given to the Clerk of the CPA for distribution. The speaker will be limited to a maximum of three (3) minutes of comment with the speaker receiving indication through a timer. No additional comment time is allowed. The speaker will not receive any additional time. 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. No public comment will be permitted in the event that no vote is taken on a matter due to it being “deferred or tabled.”
 - 3) **Order of Meeting** – The following is the order of business for the CPA at the CPA’s meetings:
 - i. Call to order
 - ii. Invocation and Pledge of Allegiance
 - iii. Reports and/or Discussion Items
 - iv. Unfinished Business – An unresolved matter already discussed
 - v. Adjourn

SECTION 10: Parish Council Member John Guilbeau (CPA Liaison) and the CPA Chair, will review the agenda.

SECTION 11: The Chair, on his/her own volition, or upon the majority vote of the CPA, may alter the usual order of business and take any matter out of order.

SECTION 12: The Clerk of the CPA shall keep a record of the minutes and proceedings of all meetings.

SECTION 13: A motion to consider or reconsider an item that was acted upon by the CPA in the same meeting must be motioned by any member of the CPA.

SECTION 14: At any meeting of the CPA, the roll call vote will be called by the Clerk of the CPA or the Clerk's designee. Said voting will be called by CPA Last Name and rotated in the following manner:

Issue to be Voted Upon Voting First

- Tabor – Parish Council Representative
- Cook – City Council Representative
- Schilling – Parish District 1 Representative
- Naquin – Parish District 2 Representative
- Richard – Parish District 3 Representative
- Eason – Parish District 4 Representative
- Thiele – Parish District 5 Representative
- Breaux – Mayor-president Representative
- Morrison – Area Mayors Representative

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

SECTION 15: The CPA rules and order of business set forth in this resolution will become effective immediately upon an affirmative vote of the majority, five (5), of the CPA and thereafter unless and until amended and/or repealed by further action of the CPA.

SECTION 16: All resolutions, or parts thereof, in conflict herewith are hereby repealed.

This resolution having been submitted to CPA vote, the results were as follows:

YEAS:

NAYS:

ABSENT:

ABSTAIN:

AND the resolution was declared adopted on this, the _____ day of _____, 2021.

VERONICA L. WILLIAMS
CLERK LAFAYETTE PARISH COUNCIL / CPA