
TERREBONNE PARISH COUNCIL

POLICY PROCEDURE AND LEGAL COMMITTEE

Mr. Gerald Michel	Chairman
Mr. John Amedee	Vice-Chairman
Mr. Brien Pledger	Member
Mr. Carl Harding	Member
Ms. Jessica Domangue	Member
Mr. Darrin W. Guidry, Sr.	Member
Mr. Daniel Babin	Member
Mr. Dirk J. Guidry	Member
Mr. Steve Trosclair	Member



In accordance with the Americans with Disabilities Act, if you need special assistance, please contact Tammy E. Triggs, Council Clerk, at (985) 873-6519 describing the assistance that is necessary.

AGENDA

June 12, 2023
5:45 PM

Robert J. Bergeron Government Tower Building
8026 Main Street
2nd Floor Council Meeting Room
Houma, LA 70360

NOTICE TO THE PUBLIC: If you wish to address the Council, please complete the "Public Wishing to Address the Council" form located on either end of the counter and give it to either the Chairman or the Council Clerk prior to the beginning of the meeting. All comments must be addressed to the Council as a whole. Addressing individual Council Members or Staff is not allowed. Speakers should be courteous in their choice of words and actions and comments shall be limited to the issue and cannot involve individuals or staff related matters. Thank you.

ALL CELL PHONES AND ELECTRONIC DEVICES USED FOR COMMUNICATION SHOULD BE SILENCED FOR THE DURATION OF THE MEETING.

CALL MEETING TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

1. Motion to consider the appointment of the Official Journal.
 2. Approve the co-sponsorship request from the Sunrise Rotary Club of Houma for the Sunrise Rotary Murder Mystery Dinner to be held on Saturday, June 17, 2023, from 6:00 p.m. to 10:00 p.m. at the Barry P. Bonvillain Civic Center.
-

3. Approve the co-sponsorship request for the Aqua Safety First Community Program event rescheduled to be held on Saturday, July 8, 2023, from 10:00 a.m. to 10:00 p.m. at the Dumas Auditorium.
4. Approve the co-sponsorship request for the South Central Louisiana Human Services Authority Staff Development event to be held Wednesday, June 28, 2023, from 12:30 p.m. to 4:30 p.m. at the Houma Municipal Auditorium.
5. Approve the co-sponsorship request from Terrebonne Parish Administration for the Terrebonne Parish Coastal Day event to be held Thursday, June 15, 2023 from 3:00 p.m. to 8:00 p.m. at the Barry P. Bonvillain Civic Center.
6. Introduce an Ordinance to amend the Terrebonne Parish Recreation Policy and Procedure Manual to address the attendance of Districts to the Parish President's Recreation Advisory Board meetings and call a public hearing on Wednesday, June 28, 2023, at 6:30 p.m.
7. Adjourn

Category Number:
Item Number: 1.



Monday, June 12, 2023

Item Title:

Houma Courier - Official Journal

Item Summary:

Motion to consider the appointment of the Official Journal.

ATTACHMENTS:

Description

Executive Summary

Backup

Upload Date

6/5/2023

6/5/2023

Type

Cover Memo

Cover Memo



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
Houma Courier – Official Journal

PROJECT SUMMARY (200 WORDS OR LESS)
Motion to consider the appointment of the Official Journal.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
N/A

TOTAL EXPENDITURE	
N/A	
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)	
<u>ACTUAL</u>	ESTIMATED
IS PROJECTALREADY BUDGETED: (CIRCLE ONE)	
<u>N/A</u>	NO
YES	IF YES AMOUNT BUDGETED:

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)									
PARISHWIDE	1	2	3	4	5	6	7	8	9

Tammy E. Triggs

Signature

06/05/2023

Date

JESSICA DOMANGUE, CHAIRWOMAN

JOHN AMEDÉE, VICE-CHAIRMAN

DISTRICT 1
BRIEN PLEDGER
DISTRICT 3
GERALD MICHEL
DISTRICT 5
JESSICA DOMANGUE
DISTRICT 7
DANIEL BABIN
DISTRICT 9
STEVE TROSCLAIR



DISTRICT 2
CARL A. HARDING
DISTRICT 4
JOHN P. AMEDÉE
DISTRICT 6
DARRIN W. GUIDRY, SR.
DISTRICT 8
DIRK J. GUIDRY
COUNCIL CLERK
TAMMY E. TRIGGS

Post Office Box 2768 • Houma, LA 70361
Government Tower Building • 8026 Main Street, Suite 600 • Houma, LA 70360
Telephone: (985) 873-6519 • FAX: (985) 873-6521
ttriggs@tpcg.org www.tpcg.org

May 16, 2023

“VIA Email”

Ms. Tara Hamm
Publisher
Gannett Legal/Public Notice Department
The Times, Houma/Thibodaux

RE: Official Journal

Dear Ms. Hamm:

According to the provisions of LA RS 43:141 (copy attached), the Terrebonne Parish Council and governing bodies across this state are required to “select a newspaper as official journal” before June 30, 2023.

As such, I would like to obtain proposals from newspapers that are interested and/or qualified to serve as the official journal for Terrebonne Parish. LA R.S. 43:140 et seq (copy attached) contains the information necessary as it relates to official journal.

Therefore, the Council is asking for proposals that would indicate a price for publication of any and all legal notices based on a “per square of one hundred words or a fraction thereof”. It is understood that the price will be based on information that is submitted to the newspaper electronically. The letter providing your price should also include “proof” of your newspaper’s eligibility to serve as official journal.

Your proposal should be submitted to this office no later than the end of the day (4:30 p.m.) on Friday, June 2, 2023. Please feel free to contact me if you have any questions concerning the Council’s request.

Sincerely,


Tammy E. Triggs, Council Clerk

cc: Council Members
Policy, Procedure & Legal Committee Agenda, 06-14-23
/tet

RS 43:140

**CHAPTER 4. OFFICIAL JOURNALS OF
POLITICAL SUBDIVISIONS
PART I. OFFICIAL JOURNAL OF PARISHES,
MUNICIPALITIES, AND SCHOOL BOARDS**

§140. Definitions

As used in this Chapter, the following terms shall have the meanings ascribed to them in this Section:

(1) "Bona fide paying subscribers" shall mean persons who have subscribed at a subscription rate which is not nominal, whether by mail subscriptions, purchases through dealers and carriers, street vendors and counter sellers, or any combination thereof, but shall not include free circulation, sales at token or nominal subscription price, and sales in bulk for purposes other than for resale for individual subscribers.

(2) "General paid circulation" shall not include publications when one-half or more of all copies circulated are provided free of charge to the ultimate recipients, or are paid for at nominal rates by the ultimate recipients.

(3) "Newspaper" shall mean a publication that during each year of the five-year period prior to the first publication of any legal or official notice therein:

(a) Has been published at regular intervals of not less than weekly.

(b) Has been originated and published for the dissemination of current news and intelligence of varied, broad, and general public interest, including regular news coverage of local public meetings and events, and is not devoted to the interests of, or published for the entertainment or instruction of, or has a circulation restricted to, any particular sect, denomination, labor or fraternal organization, or other special group or class of citizens.

(c) Has not been published primarily for advertising purposes and has not contained more than seventy-five percent advertising in more than one-half of its issues, excluding separate advertising supplements inserted into but separately identifiable from any regular issue or issues.

(d) Has maintained a general paid circulation to bona fide paying subscribers within the area the publication is required.

(4) "Nominal rate(s)" shall mean a price which is so small or slight that it is not considered real or substantial in comparison with what might reasonably be expected.

(5) "Office" shall mean the newspaper's principal public business office and need not be the place at which the newspaper's printing presses are physically located. A newspaper shall have only one principal public business office; however, any newspaper with a principal business office in a parish adjoining Jefferson Parish which within one year prior to June 1, 1986, has actually published official proceedings of any municipal corporation, parish council, police jury, or school board in Jefferson Parish shall be deemed to be published in an office physically located in both the parish where the newspaper maintains its principal business office and Jefferson Parish.

Acts 1986, No. 378, §1, eff. July 2, 1986; Acts 2011, 1st Ex. Sess., No. 36, §1.

RS 43:141

§141. Official journal to be selected by police juries, city and parish councils, municipal corporations, and school boards

A. The police juries, city and parish councils, municipal corporations, and school boards in all the parishes, the parish of Orleans excepted, at their first meeting in June of each year, shall select a newspaper as official journal for their respective parishes, towns, or cities for a term of one year.

B. In any parish which is divided by the Mississippi River and has a population of not less than one hundred thousand the governing body shall have the authority to select two official journals for their respective parishes, one of which shall be located on one bank of the river and the other which shall be located on the opposite bank thereof and no act heretofore performed shall be considered invalid because of any such parish having heretofore designated two such official journals.

Amended by Acts 1958, No. 515, §1; Acts 1986, No. 378, §1, eff. July 2, 1986.

RS 43:142

§142. Qualifications of newspaper

A. The newspaper:

(1) Shall have been published in an office physically located in the parish in which the body is located for a period of five years preceding the selection.

(2) Shall not have missed during that period as many as three consecutive issues unless caused by fire, flood, strike, or natural disaster.

(3) Shall have maintained a general paid circulation in the parish in which the body is located for five consecutive years prior to the selection.

(4) Shall have been entered in a U.S. post office in that parish under a periodical permit in that parish for a period of five consecutive years prior to the selection.

B. The provisions of this Section relating to the five-year requirement shall not contravene any contract existing between any governing body and a newspaper on and prior to May 11, 1970; nor shall the five-year requirement herein be applied in assessing the qualifications of a newspaper which was in existence on May 11, 1970; nor shall any provision of this Chapter prohibit a publication from becoming an official journal in Jefferson Parish if the publication is qualified to publish judicial advertisements and legal notices in Jefferson or Orleans Parish or has actually published official proceedings within one year prior to June 1, 1986, of any municipal corporation, parish council, police jury, or school board within Jefferson Parish.

Amended by Acts 1950, No. 289, §1; Acts 1952, No. 276, §1; Acts 1970, No. 111, §1; Acts 1986, No. 378, §1, eff. July 2, 1986; Acts 1997, No. 422, §1; Acts 2011, 1st Ex. Sess., No. 36, §1; Acts 2014, No. 197, §1, eff. May 22, 2014.

NOTE: See also R.S. 43:140(3) regarding definition of newspaper.

RS 43:143

§143. Newspaper selected to be known as official journal; duties

The newspaper selected shall be known as the official journal of the parish, town, city or school board, and it shall publish all minutes, ordinances, resolutions, budgets and other official proceedings of the police jury, town or city councils, or the school board.

OFFICIAL PARISH JOURNAL SELECTION

In accordance with Louisiana Revised Statute 43:141 and 43:150, the governing authority of the Parish of _____ has selected:

(Name of Newspaper)

(Complete MAILING ADDRESS of Newspaper)

(Telephone Number and Fax Number of Newspaper)

(E-mail address for Legal Advertising for Newspaper)

This Official Parish Journal has been selected by said Parish on the _____ day of _____, of the year _____, in the manner provided by law for the period beginning _____ and ending _____.

(Signature of Official)

(Title of Official)

(Date)

Please return this form to:

Secretary of State, Election Services
P.O. Box 94125
Baton Rouge, LA 70804-9125

This form can also be sent via email to publications@sos.la.gov, with the original following via mail.

Any changes that need to be made to contact information for your Newspaper can be sent to the email listed above. We do not change information provided to us without consent from the Parish.

Rev. 2/2021

THE COURIER

187 Corporate Drive
P.O. Box 2717 (70361)
Houma, LA 70360

Phone: 985-850-1100
Fax: 985-850-1171

houmatoday.com 

May 16, 2023

Terrebonne Parish Consolidated Government
Tammy Triggs
8026 Main Street, Ste600
Houma, LA 70360

Dear Ms. Triggs,

Subject: Official Journal for Terrebonne Parish Consolidated Government

The Courier would like to continue serving the public as the Terrebonne Parish Consolidated Government's official journal for the period of one year

The Courier is the only daily newspaper in Terrebonne Parish Consolidated Government that meets all the legal requirements to qualify as the parish's Official Journal. Those qualifications include the requisite postal permit and fully paid circulation distribution system.

The Courier has consistently produced and delivered a high quality, trusted editorial environment in which to place your legal advertisements. No other single medium can provide that kind of readership or distribution consistently and continuously.

In addition, The Courier offers the opportunity to publish your notices Monday- Saturday. This gives you maximum flexibility to meet your publication needs.

As a complement to our daily newspaper, The Courier places each of your legal advertisements on its Internet Web Site at no additional charge. While this enhanced service cost the Terrebonne Parish Consolidated Government nothing extra, it provides more depth and breadth to the solid number of adults reading The Courier. With this tool your legal notices are available to the public 24 hours a day, 365 days a year. As a further enhancement, all your web-posted legal notices are searchable by keyword. These powerful and user-friendly features are provided at no additional charge.

The following rate per Legal Square of 100 words or fraction thereof will be \$3.20.

Thank you for allowing us the opportunity to be considered for the Official Journal for the Terrebonne Parish Consolidated Government. If you need further assistance, please contact me.

Sincerely,

Tara Hamm

Tara Hamm
Gannett The Courier,
Public Notice Director

Tammy Triggs

From: Hamm, Tara <thamm@gannett.com>
Sent: Tuesday, May 16, 2023 12:48 PM
To: Tammy Triggs
Cc: Keith Hampton
Subject: RE: Official Journal
Attachments: Courier 2023_ Terrebonne.pdf

External Sender

This email is from a sender outside of Terrebonne Parish Consolidated Government's email system. **DO NOT** click on any links, open any attachments, or reply unless you trust the sender and know the content is safe. If you are unsure or have questions, please contact Information Technology for assistance.

Good afternoon Tammy
Attached is the updated proposal for this year.
Please let me know if I can assist with anything else

Tara Hamm

Director – Public Notices | Obituaries
Gannett Classified Business Solutions

 **LocaliQ** | 
thamm@gannett.com
Office: 866-431-8665
Seize your potential at LocaliQ.com

From: Tammy Triggs <ttriggs@tpcg.org>
Sent: Tuesday, May 16, 2023 9:09 AM
To: Hamm, Tara <thamm@gannett.com>
Cc: Tammy Triggs <ttriggs@tpcg.org>; Keith Hampton <khampton@tpcg.org>
Subject: Official Journal
Importance: High

Good Morning Ms. Hamm,

Attached is a memorandum asking for proposals and/or quotes from your newspaper for publication of any and all legal notices. If you have any questions, please feel free to contact the office via email or telephone.

Thank You,

Tammy E. Triggs
Office of the Terrebonne Parish Council

Category Number:
Item Number: 2.



Monday, June 12, 2023

Item Title:

Co-Sponsorship Application - Sunrise Rotary Murder Mystery Dinner

Item Summary:

Approve the co-sponsorship request from the Sunrise Rotary Club of Houma for the Sunrise Rotary Murder Mystery Dinner to be held on Saturday, June 17, 2023, from 6:00 p.m. to 10:00 p.m. at the Barry P. Bonvillain Civic Center.

ATTACHMENTS:

Description	Upload Date	Type
Cosponsorship Application	5/22/2023	Application

From: 66bldupre48@gmail.com
To: [Leilani Adams](#); [Tammy Triggs](#); [Keith Hampton](#); [Brian Detillier](#); [Stacey Martin](#); [Cheryl Lirette](#)
Subject: New Co-Sponsorship Application - Terrebonne Parish Consolidated Government
Date: Monday, May 22, 2023 10:06:46 AM



Co-Sponsorship Application

A new co-sponsorship application has been submitted through the Parish website.

Requesting Use No
of the Parish
Seal?

Event Name: Sunrise Rotary Muder Myster Dinner
Location: Civic Center
Date(s) of 06/17/2023 (6:00 PM - 10:00 PM)
Event:

Reason for Co-Sponsorship: This event is a fundraiser to provide funding for the following:
Bicycles for underserved children CASA Hope Extreme Bags of Hope
Le Petite Theater

Services / Civic Center
Resources Insurance
Needed: Security

Additional Non-profit organization? YES
Details Selling Tickets? YES **Cost of a ticket?** \$100.00

Organization: Sunrise Rotary Club of Houma
Authorized Todd LeCompte (*Presdient*)
Representative:

Contact Person: Bonnie Dupre (*Treasurer*)

Mailing 315 Inglewood Way
Address: Houma, LA 70360
Daytime Phone (985) 804-3949
Number:

E-mail: 66bldupre48@gmail.com

This email is sent by an automated process for an Online Co-Sponsorship Request submission. If you have any questions, please contact our Information Technology team at development@tpcg.org. Thank you!

Category Number:
Item Number: 3.



Monday, June 12, 2023

Item Title:

Co-sponsorship Application - Aqua Safety First Community Program

Item Summary:

Approve the co-sponsorship request for the Aqua Safety First Community Program event rescheduled to be held on Saturday, July 8, 2023, from 10:00 a.m. to 10:00 p.m. at the Dumas Auditorium.

ATTACHMENTS:

Description

Cosponsorship Application

Upload Date

5/25/2023

Type

Application

From: wparker@asfcp.com
To: [Leilani Adams](#); [Tammy Triggs](#); [Keith Hampton](#); [Anne Picou](#); [David Drury](#); Amosely1342@gmail.com; office@tprd11.com; sonjaclabat@gmail.com; [David Drury](#); [Ed Lawson](#)
Subject: New Co-Sponsorship Application - Terrebonne Parish Consolidated Government
Date: Wednesday, May 24, 2023 10:06:44 AM



Co-Sponsorship Application

A new co-sponsorship application has been submitted through the Parish website.

Requesting Use of the Parish Seal? Yes

Event Name: Aqua Safety First Community Program

Location: Dumas Auditorium

Date(s) of Event: 07/08/2023 (10:00 AM - 9:59 PM)

Reason for Co-Sponsorship: Providing free, aquatic and health fair. Requesting facility and security usage for the co-sponsorship.

Services / Resources Needed: Dumas Auditorium
Electric Service
Security
Sound Permit Fee

Additional Details Non-profit organization? YES
Selling Tickets? NO

Organization: Aqua Safety First Community Program

Authorized Representative: Woodrow Parker (*President*)

Contact Person: Lee Hulsey (*Office Administrator*)

Mailing Address: 1308 2nd Street
Morgan City , LA 70380

Daytime Phone Number: (504) 617-5881

E-mail: wparker@asfcp.com

This email is sent by an automated process for an Online Co-Sponsorship Request submission. If you have any questions, please contact our Information Technology team at development@tpcg.org. Thank you!

Category Number:
Item Number: 4.



Monday, June 12, 2023

Item Title:

Co-sponsorship Application - SCLHSA Staff Development

Item Summary:

Approve the co-sponsorship request for the South Central Louisiana Human Services Authority Staff Development event to be held Wednesday, June 28, 2023, from 12:30 p.m. to 4:30 p.m. at the Houma Municipal Auditorium.

ATTACHMENTS:

Description	Upload Date	Type
Cosponsorship Application	5/25/2023	Application

From: kimbalbonner@tpda.org
To: [Leilani Adams](#); [Tammy Triggs](#); [Keith Hampton](#); [Anne Picou](#); [David Drury](#); [Cheryl Lirette](#)
Subject: New Co-Sponsorship Application - Terrebonne Parish Consolidated Government
Date: Wednesday, May 24, 2023 2:56:58 PM



Co-Sponsorship Application

A new co-sponsorship application has been submitted through the Parish website.

Requesting Use No
of the Parish
Seal?

Event Name: South Central Louisiana Human Services Authority Staff Development

Location: Municipal Auditorium

Date(s) of 06/28/2023 (12:30 PM - 4:30 PM)

Event:

Reason for Co-Sponsorship: This event will provide staff development for approximately 250 employees who provide behavioral health and mental health needs to the public. The meeting to be held in the Municipal Auditorium. We would like to have a co-sponsorship with TPCG in order to cover insurance for event.

Services / Insurance
Resources Municipal Auditorium
Needed:

Additional Non-profit organization? YES
Details Selling Tickets? NO

Organization: South Central Louisiana Human Services Authority

Authorized Kristin Bonner (*Deputy Director*)

Representative:

Contact Person: Kimbal Bonner (*Helper*)

Mailing 158 Regal Row

Address: Houma, LA 70360

Daytime Phone (985) 688-9551

Number:

E-mail: kimbalbonner@tpda.org

This email is sent by an automated process for an Online Co-Sponsorship Request submission. If you have any questions, please contact our Information Technology team at development@tpcg.org. Thank you!

Category Number:
Item Number: 5.



Monday, June 12, 2023

Item Title:

Co-sponsorship Application - Terrebonne Parish Coastal Day

Item Summary:

Approve the co-sponsorship request from Terrebonne Parish Administration for the Terrebonne Parish Coastal Day event to be held Thursday, June 15, 2023 from 3:00 p.m. to 8:00 p.m. at the Barry P. Bonvillain Civic Center.

ATTACHMENTS:

Description	Upload Date	Type
Cosponsorship Application	5/30/2023	Application

From: gdove@tpcg.org
To: [Leilani Adams](#); [Tammy Triggs](#); [Keith Hampton](#); [Brian Detillier](#); [Cheryl Lirette](#)
Subject: New Co-Sponsorship Application - Terrebonne Parish Consolidated Government
Date: Tuesday, May 30, 2023 8:35:42 AM



Co-Sponsorship Application

A new co-sponsorship application has been submitted through the Parish website.

Requesting Use Yes
of the Parish
Seal?

Event Name: Terrebonne Parish Coastal Day
Location: Barry P. Bonvillain Civic Center
Date(s) of 06/15/2023 (3:00 PM - 8:00 PM)
Event:

Reason for Co-Sponsorship: This is the third coastal forum to inform the public of coastal activities in Terrebonne Parish. This co-sponsorship request is for insurance and a waiver of Civic Center fees.

Services / Civic Center
Resources Insurance
Needed:

Additional Non-profit organization? YES
Details Selling Tickets? NO

Organization: Terrebonne Parish Administration
Authorized Gordon E. Dove (*Parish President*)
Representative:

Contact Person: *** Same as above ***

Mailing 8026 Main Street, 7th Floor
Address: Houma, LA 70360
Daytime Phone 985-873-6401
Number:
E-mail: gdove@tpcg.org

This email is sent by an automated process for an Online Co-Sponsorship Request submission. If you have any questions, please contact our Information Technology team at development@tpcg.org. Thank you!



Monday, June 12, 2023

Item Title:

Recreation Policy Amendment

Item Summary:

Introduce an Ordinance to amend the Terrebonne Parish Recreation Policy and Procedure Manual to address the attendance of Districts to the Parish President's Recreation Advisory Board meetings and call a public hearing on Wednesday, June 28, 2023, at 6:30 p.m.

ATTACHMENTS:

Description	Upload Date	Type
Executive Summary	6/7/2023	Cover Memo
Ordinance	6/7/2023	Ordinance
Backup	6/7/2023	Backup Material

**AN ORDINANCE AMEND THE TERREBONNE PARISH RECREATION DISTRICT
POLICY AND PROCEDURE MANUAL AND TO PROVIDE FOR RELATED MATTERS**

SECTION I

WHEREAS, the Terrebonne Parish Council adopted the Terrebonne Parish Recreation District Policy and Procedure Manual through Ordinance No. 9438, and

WHEREAS, the Terrebonne Parish Council seeks to amend the Terrebonne Parish Recreation District Policy and Procedure Manual to address the attendance of District's at the Parish President's parish wide recreation advisory board meetings, and

WHEREAS, the manual will be amended to add Section 2.4 and require the District to have a representative attend at least eight (8) of Advisory Board Meetings annually.

NOW, THEREFORE BE IT ORDAINED, by the Terrebonne Parish Council, the Terrebonne Parish Recreation District Policy and Procedure Manual be amended as presented.

SECTION III

If any work, clause, phrase, section, or other portion of this ordinance shall be declared null, void, invalid, illegal, or unconstitutional, the remaining words, clauses, phrases, sections, and other portions of this ordinance shall remain in full force and effect, the provisions of this ordinance hereby being declared to be severable.

SECTION IV

This Ordinance shall become effective upon approval by the Parish President or as otherwise provided in Section 2-13(b) of the Home Rule Charter for a Consolidated Government for Terrebonne Parish, whichever occurs sooner.

SECTION 2. BOARD OVERSIGHT

The Recreation Districts were established in Chapter 21, Article V of the Terrebonne Parish Code of Ordinances on Recreation Districts. Chapter 21, Article V also describes the appointment, powers, and tenure of the members of the *Board*. The purpose of this section of the Manual is to further define the *Board of Directors'* role and oversight of the District.

2.1 BOARD OF DIRECTORS

The *Board of Directors (Board)* refers to the governing authority of the Recreation District(s) in Terrebonne Parish.

2.2 BOARD MEETINGS

- A. The *Board* shall meet with a *quorum* at least monthly.
- B. The *Board* members must comply with all provisions of the Open Meetings Law (see [Section 3](#)).
- C. The *Board* shall follow *Robert's Rules of Order* when conducting their *meetings*.

2.3 MONITORING OPERATIONS

- A. *Board* members should determine which information should be compiled and presented to the *Board* to help members make informed fiscal and programmatic decisions as part of the legislative/oversight responsibilities.
- B. The *Board* should develop a strategic operating plan with both short-term and long-term goals, monitor the plan at least quarterly, and incorporate the plan into decision-making processes and budgeting.
- C. The *Board* shall maintain a five-year comprehensive master plan in accordance with [Section 12.4](#).

2.4 PARISH PRESIDENT'S PARISH WIDE RECREATION ADVISORY BOARD

- A. In September 2017 in accordance with Section 7-07 of the Terrebonne Parish Charter, the Parish President's Parish Wide Recreation Advisory Board was created for the purpose of receiving input and recommendations on the management and operation of the parish wide recreation programs and facilities.
- B. This Advisory Board meets eleven (11) times a year.
- C. The District shall have a representative attend at least eight (8) of these Advisory Board meetings.