



# *St. Bernard Parish Council*

8201 West Judge Perez Drive Chalmette, Louisiana, 70043  
(504) 278-4228 Fax (504) 278-4209  
[www.sbp.org](http://www.sbp.org)

**#10**

**Fred Everhardt, Jr.**  
*Councilmember  
at Large*

**Gillis McCloskey**  
*Councilmember  
at Large*

**Patrice Cusimano**  
*Councilmember  
District A*

**Joshua "Josh" Moran**  
*Councilmember  
District B*

**Cindi Meyer**  
*Councilmember  
District C*

**Ryan Randall**  
*Councilmember  
District D*

**Amanda Mones**  
*Councilmember  
District E*

**Roxanne Adams**  
*Clerk of Council*

EXTRACT OF THE OFFICIAL PROCEEDINGS OF THE COUNCIL OF THE PARISH OF ST. BERNARD, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING HELD IN THE COUNCIL CHAMBERS OF THE ST. BERNARD PARISH GOVERNMENT COMPLEX, 8201 WEST JUDGE PEREZ DRIVE, CHALMETTE, LOUISIANA ON TUESDAY, DECEMBER 16, 2025 AT THREE O'CLOCK P.M.

On motion of Mrs. Cusimano, seconded by Ms. Meyer, it was moved to **adopt** the following resolution:

## **RESOLUTION SBPC #2603-12-25**

A RESOLUTION CREATING AND ADOPTING A GOVERNANCE MANUAL ESTABLISHING POLICIES AND PROCEDURES FOR THE ST. BERNARD PARISH COUNCIL.

**WHEREAS**, the efficient, transparent, and consistent administration of parish council affairs requires clearly defined rules, procedures, and policies governing operations, decision-making, ethics, records, and responsibilities; and,

**WHEREAS**, the adoption of a formal governance manual will help ensure that parish councilmembers and supporting staff of the St. Bernard Parish Council will operate under uniform standards consistent with applicable law and best practices; and,

**WHEREAS**, all resolutions adopted prior to December 16, 2025 pertaining to policies and procedures for the St. Bernard Parish Council are hereby repealed.

**NOW THEREFORE, BE IT RESOLVED**, that the St. Bernard Parish Council, the governing authority, hereby creates and adopts a governance manual to establish policies and procedures for the St. Bernard Parish Council as attached.

The above and foregoing having been submitted to a vote, the vote thereupon resulted as follows:

**YEAS:** Cusimano, Moran, Meyer, Randall, Mones

**NAYS:** Everhardt

**ABSENT:** None

The Council Chair, Mr. McCloskey, cast his vote as **YEA**.

And the motion was declared **adopted** on the 16<sup>th</sup> day of December, 2025.



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*Councilmember  
District E*

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*Clerk of Council*

Page-2-  
Extract #10, continued  
December 16, 2025

## CERTIFICATE

I HEREBY CERTIFY that the above and foregoing is a true and correct copy of a motion adopted at a Regular Meeting of the Council of the Parish of St. Bernard, held at Chalmette, Louisiana, on Tuesday, December 16, 2025.

Witness my hand and the seal  
of the Parish of St. Bernard on  
this 16<sup>th</sup> day of December, 2025.

  
ROXANNE BURAS  
CLERK OF COUNCIL

# **St. Bernard Parish Council Governance Manual**



**Comprehensive Collection of  
Policies and Procedures  
for the St. Bernard Parish Council  
Adopted by Resolution SBPC #2603-12-25  
December 16, 2025**

# INTRODUCTION

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As members of the St. Bernard Parish Council, we agree that the Governance Manual outlines the rules by which we should adhere to successfully and efficiently conduct parish business.

Councilmembers agree to:

Demonstrate principles of fairness and equal treatment of all people.

Exhibit professionalism, respect for all people, respect for the responsibilities of elected office, and courteous treatment for each other, parish staff and the public.

Recognize the requirement for confidentiality for certain parish business such as legal, personnel, negotiations, real estate transactions and other sensitive matters.

Acknowledge that the Parish Council acts as a body. Councilmembers may disagree with a decision of the majority, but they recognize that decisions of the majority obligate the Council to a course of action.

Accept that councilmembers in the minority on an issue shall have the privilege of expressing their individual views while maintaining respect for the decision and authority of the majority to establish policy.

Accept that while there may be disagreement between members that can occur, understand the importance of cooperation and collaboration on issues.

Parish Council meetings shall be governed by the most recent edition of Robert's Rules of Order, a copy of which is maintained in the Council Clerk's office. However, in the event of a conflict between this Governance Manual and Robert's Rules, the Governance Manual shall prevail.

This Manual is designed to provide guidance for the Parish Council and is not intended to be an amendment or substitute for any state statutes, parish ordinances, court decisions, or other authority. The rules and policies of this Manual do not constitute land use regulations, official controls, public hearing rules or other substantive rules binding upon or to be used or relied upon by members of the public, and do not amend statutory or other regulatory requirements.



# EXECUTIVE SUMMARY

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## **FOUNDATION:**

The Parish of St. Bernard proposed and the electorate adopted a Home Rule Charter under the authority of the Louisiana Revised Statutes 33:1395 through 33:1395.6 through public election on November 8, 1988. The Parish of St. Bernard is therefore a local government subdivision which operates under a home rule charter and, subject to said charter, is authorized as hereinafter provided to exercise any power and form any function necessary, requisite or proper for the management of local affairs.

The plan of government provided by the Home Rule Charter shall be known as the “president-council” form of government. It shall consist of an elected council which shall be called the St. Bernard Parish Council and shall constitute the legislative branch of the government. It shall also consist of a president who shall be called the St. Bernard Parish President, who shall head the executive branch of the government.

## **PURPOSE OF PARISH GOVERNMENT:**

The general purpose of parish government is to promote the social, economic, environmental and cultural well-being of the community, to ensure that resources are used efficiently and effectively, to ensure transparency and accountability in decision-making, and to provide the prudent use and stewardship of local community resources. These statements should be considered the lens through which this Manual is intended and through which the actions of the Parish Council and staff are viewed.

The Parish recognizes that individual rights are critically important in our society, and the Parish is committed to not infringe upon those rights whenever possible. Good governance should reflect the will of the citizenry and can only occur as a result of an open public process.

## **OBLIGATIONS:**

The Parish acknowledges the importance of complying with the Open Meetings Law, Louisiana Revised Statutes 42:11 through 42:28, and the Public Records Law, Louisiana Revised Statutes 44:1 through 44:41.

Pursuant to the Open Meetings Law, in conjunction with the Public Records Law, “No person shall be denied the right to observe the deliberations of public bodies and examine public documents, except in cases established by law.”

The Open Meetings Law applies to any “public body,” unless an express provision in La.R.S. 42:16, 42:17 or 42:18 allows for a meeting to be closed. La.R.S. 42:13. A “public body” for the purposes of this Manual is the Parish Council. A “meeting” for the purposes of this manual is the convening of a quorum of a public body to deliberate or act on a matter over which the public body has supervision, control, jurisdiction, or advisory power. A meeting is also a convening of a quorum of a public body by the public body or a public official to receive information regarding a matter over which the public body has supervision, control, jurisdiction, or advisory power. La.R.S. 42:13. A quorum of the Parish Council is four or more of the seven council members.

## **LEGISLATIVE BRANCH – PARISH COUNCIL:**

The Parish Council consists of seven elected officials, each elected to four-year terms. There is one councilmember from each of the five parish districts and two at-large members. Council-at-Large West is designated as Districts A, B and western half of District C, and Council-at-Large is designated as Districts D, E and the eastern half of District C. The data used to determine the geographic areas for each district shall be used to establish the boundary between east and west. Councilmembers at-large are elected parish-wide.

When acting in the capacity of a councilmember outside of Council meetings, any communications, conversations, social media postings and the like that are the personal opinion of that councilmember should be clearly stated as such. See Appendix E. A councilmember's freedom of speech is protected by the United States and Louisiana constitutions; however, only if a councilmember has the express permission of the majority of the Council to speak on its behalf, may an individual councilmember speak for the Council. Provided there is no quorum, councilmembers may work together on parish-related projects and discuss parish business in non-public meetings.

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# CHAPTER 1

## Council Meetings

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### A. GENERAL:

The general rules governing Council Meetings may be found in the Home Rule Charter at Section 2-07.

### B. EXECUTIVE SESSIONS:

Executive sessions shall be held pursuant to the Public Meetings Law, La.R.S. 42:16, 42:17, 42:18. To enter into executive session, a vote of a 2/3 majority of councilmembers present at an open meeting, for which proper notice was given pursuant to La.R.S. 42:19, is necessary, along with an accompanying statement of the reason for the session. The vote of each member and the reason for the session must be entered into the minutes.

The Council may enter into executive session:

- To discuss character, professional competence, or physical or mental health of a person. La.R.S. 42:17, 42:18, 42:19;
- To conduct strategy sessions or negotiations with respect to collective bargaining, prospective litigation after formal written demand, or litigation when an open meeting would have a detrimental effect on the bargaining or litigating position of the public body;
- To discuss reports, development or course of action for security personnel, plans, or devices, including discussions concerning cybersecurity plans, financial security procedures and assessment and implementation of any such plans or procedure;
- To discuss investigative proceedings regarding allegations of misconduct;
- To discuss cases of extraordinary emergency, limited to natural disasters, threat of epidemic, civil disturbances, suppression of insurrections, the repelling of invasions, or other matters of similar magnitude.

1. No votes may be taken in executive session. Potential litigation for which no formal demand has been made may not be discussed in executive session. Nothing in this section shall be construed to require that a meeting be closed to the public, nor shall an executive session be used as a subterfuge to defeat the Open Meetings Law, La.R.S. 42:11-28.

2. Council may adjourn into executive session which is not listed on a meeting agenda only upon unanimous approval of the councilmembers present at a meeting. Therefore, if the council wishes to take up an item for which executive session is authorized, but which was not published on the agenda, the council must first have a unanimous vote to add the item to the agenda, followed by a 2/3 vote to enter into executive session on the additional item. La.R.S. 42:19(A)(1).



3. To protect the best interests of the Parish, councilmembers shall keep confidential all verbal and written information provided during executive sessions. Confidentiality also includes information provided to councilmembers outside of executive sessions when the information is considered exempt from disclosure under the Public Records Law, and items distributed to councilmembers marked "Attorney/Client Privileged."

### **C. RESPECT AND DECORUM:**

1. It is the duty of the Chair and of each councilmember to maintain dignity and respect for their offices, parish staff and the public. While the council meeting is in session, councilmembers shall preserve order and decorum. Councilmembers shall not interrupt or argue with any other member or staff, except to make a Point of Order (see Robert's Rules of Order). Councilmembers shall be courteous in their language and deportment, and shall not engage in contemptuous or disorderly behavior. Councilmembers shall not discuss or comment on personalities, make derogatory or accusatory remarks or insinuations with respect to the Chair, other councilmembers, staff, or the public. Councilmembers shall, at all times, confine their remarks to those facts that are relevant to the question or matter under discussion as determined by the Chair, subject to appeal to the Council body. Councilmembers shall treat all staff as professionals. Clear, honest communication that respects the abilities, experience, qualifications, and dignity of each individual is expected.

2. Councilmembers and the public shall comply with the directives of the Chair. Any councilmember making disruptive, disparaging or impertinent remarks, or unreasonably disturbing the business of the Council shall be asked to cease such disruption. Any other person attending a council meeting who disrupts the meeting in such a fashion that the Council is impaired in its ability to attend to the business of the Parish, may be asked to leave, or be removed from the meeting. At any time during the meeting, any councilmember may object to a personal affront or other inappropriate comments, by calling for a Point of Order (see Robert's Rules of Order). After the councilmember is recognized by the Chair and the councilmember explains their point concerning respect and decorum, or lack thereof, the Chair shall rule on the remark. If the person making the remark is a councilmember, the Chair may ask the councilmember to cease. If the person making the remark is a member of the public, the Chair shall determine if the remark is actually disruptive, and whether the remark has impaired the ability of the Council to attend to the business of the Parish. If so, the Chair shall seek the removal of that person from the meeting.

3. Councilmembers shall not leave a meeting without being excused by the Chair, except in emergency situations. Councilmembers shall not encourage or participate in disruptive behavior originating from the public seating areas.

# CHAPTER 2

## Council Conduct Standards

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### A. PURPOSE:

The behavior and actions of individual councilmembers can affect, both positively and negatively, the perception of the entire council and public confidence in the Council and the parish. Therefore, each councilmember has a vested interest in promoting the ethical and professional conduct of his/her fellow councilmembers.

To promote an environment of ethical and professional conduct by all councilmembers, the council has adopted the following process to be implemented in the event a councilmember is alleged to have violated a provision of:

1. The Statement of Ethics attached as Appendix D to this Manual;
2. The Social Media Policy attached as Appendix E to this Manual;
3. Louisiana State Code of Ethics, La.R.S. 42:1101-1221
4. Louisiana Open Meetings Act, La.R.S. 42:11 – R.S. 42:28
5. Other applicable laws and/or regulations governing the conduct of a councilmember in their capacity as elected government officials.

### B. COUNCIL CONDUCT STANDARDS:

The “Council Conduct Standards” consist of Items (1) through (5) described above.

### C. COMPLIANCE REQUIRED:

All councilmembers must abide by the above-identified Council Conduct Standards. Any councilmember alleged to have violated the Council Conduct Standards is subject to the below enforcement provisions. However, said enforcement provisions shall apply only to that conduct occurring after the date Council passed the resolution adopting this Manual.

### D. ENFORCEMENT PROCEDURE:

A. Any individual councilmember may bring a Resolution of Censure against any other councilmember who is alleged to have violated the Council Conduct Standards. The Resolution of Censure shall:

1. Include the name of the councilmember making the complaint;
2. Include the name of the councilmember alleged to have violated the Council Conduct Standards;
3. State with specificity the alleged conduct that violated the Council Conduct Standards, and which provision(s) is alleged to have been violated;
4. Whenever practicable, include:
  - a. The time and location of the alleged violation;

- b. The names of all individuals who witnessed or otherwise have first-hand knowledge of the alleged conduct; and
- c. Any documents related to the conduct and the name of the custodian of those documents.

B. Once an allegation warranting censure is made, the councilmember bringing the censure resolution must attach or otherwise include the above information to the Resolution of Censure. Such attachment may be in the form of a statement with exhibits attached.

C. Consideration of the Resolution of Censure shall be made as part of a public meeting and a vote of the majority of the council shall be required to pass.

D. In the event the Resolution of Censure is passed, it shall be recorded in the same manner as all other resolutions.

# CHAPTER 3

## General Policies

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### A. Travel Policies:

Councilmembers shall adhere to cancellation deadlines when canceling conferences, seminars, regional meetings, hotel, and airfare, or any other pre-payment or obligation made in his/her behalf. Except in the case of a personal or family emergency, or in the event the cancellation was a parish business decision, or when the cancellation/change of travel plans is due to extreme weather conditions, expenses incurred by the parish resulting from failure to conform to cancellation deadlines are the personal responsibility of the councilmember, and those expenses shall be repaid to the parish within fourteen (14) days of the cancellation.

### B. Dress Code Policy:

Councilmembers should dress in business attire when publicly representing the parish as a councilmember, including at council meetings, during interviews, and when participating in any meetings with external attendees whether in the Parish Complex or another location.

- Examples of business attire include skirts, dresses, slacks, trousers, blouses, collared shirts, button-down shirts, sport coats, sweaters. Jeans, t-shirts, sweat/flannel clothes, shorts, athletic wear or other sports clothing are not considered business attire and should not be worn.
- The exception to business attire may be at community events such as festivals, fairs, holiday and military parades, ribbon cuttings, etc., where casual clothing may be more appropriate.
- During emergency situations, councilmembers may break dress code policy when extraordinary circumstances arise.

### C. Meeting Dates:

The council shall meet on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of month. The meeting on the 1<sup>st</sup> Tuesday shall begin at 7:00 p.m. and the meeting on the 3<sup>rd</sup> Tuesday shall begin at 3:00 p.m. The council reserves the right to reschedule meetings in the event of holidays, emergencies or other factors which the council deems necessary.

### D. Changing Meeting Dates:

The council shall adopt a resolution requesting a change, and that change must be approved by majority vote of the council. The adopted resolution shall be published in its entirety in the official journal.

### E. Procedures for Public Hearings:

1. All persons wishing to be heard shall fill in the form provided for speakers.

2. Each speaker, before speaking on the proposal, shall give his or her name and state whom he or she is representing.
3. The proponents will present their case and they will be allowed 5 minutes for all speakers and a 3-minute rebuttal period.
4. The opponents will present their views after the proponents and they will be allowed 5 minutes for all speakers. Opponents will not be permitted rebuttal period.
5. The arguments on both sides must be confined to essential points bearing on the desirability of the change, or opposing it.
6. No personalities shall be indulged in by either side and such procedure shall be sufficient cause for stopping the speaker from further argument.

## **F. Expenditures**

Any and all requests for expenditures made by a councilmember shall be approved by the Clerk of Council and then approved by the Council Chair.

1. Prior to any expenditures being made by a Councilmember, requests must be submitted in writing to the Clerk of Council.
2. The Clerk of Council will then ensure that funds for said expenditures are available.
3. The Clerk of Council will then forward the request to the Council Chair for final approval.
4. The procedures as stated above shall commence immediately upon passage of a resolution.

## **G. Community Recognition Policy**

St. Bernard Parish Government desires to recognize outstanding citizens, businesses and organizations who have made a significant contribution, or have had or continue to have a positive impact on the citizens of St. Bernard Parish, the Council has implemented a Community Recognition Policy. To provide for a fair and equitable decision-making process, the following guidelines shall apply:

1. To be eligible for recognition, the nominee must be a current citizen/resident or a current owner/operator of a business within St. Bernard Parish.
2. St. Bernard employees and elected officials are not eligible for nomination, but may submit nominations.
3. The Parish President shall approve a nomination with confirmation by the Council. If, selected, recognition will take place at a Council meeting.
4. Nominations shall be submitted on a Community Recognition Form, directed by the Clerk of Council or the office of the Parish President, and may be made at any time.

# APPENDIX A



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*Councilmember  
at Large*

**Gillis McCloskey**  
*Councilmember  
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On motion of Mrs. Cusimano, seconded by Ms. Meyer, it was moved to **adopt** the following resolution:

### **RESOLUTION SBPC #2603-12-25**

A RESOLUTION CREATING AND ADOPTING A GOVERNANCE MANUAL ESTABLISHING POLICIES AND PROCEDURES FOR THE ST. BERNARD PARISH COUNCIL.

**WHEREAS**, the efficient, transparent, and consistent administration of parish council affairs requires clearly defined rules, procedures, and policies governing operations, decision-making, ethics, records, and responsibilities; and,

**WHEREAS**, the adoption of a formal governance manual will help ensure that parish councilmembers and supporting staff of the St. Bernard Parish Council will operate under uniform standards consistent with applicable law and best practices; and,

**WHEREAS**, all resolutions adopted prior to December 16, 2025 pertaining to policies and procedures for the St. Bernard Parish Council are hereby repealed.

**NOW THEREFORE, BE IT RESOLVED**, that the St. Bernard Parish Council, the governing authority, hereby creates and adopts a governance manual to establish policies and procedures for the St. Bernard Parish Council as attached.

The above and foregoing having been submitted to a vote, the vote thereupon resulted as follows:

**YEAS:** Cusimano, Moran, Meyer, Randall, Mones

**NAYS:** Everhardt

**ABSENT:** None

The Council Chair, Mr. McCloskey, cast his vote as **YEA**.

And the motion was declared **adopted** on the 16<sup>th</sup> day of December, 2025.





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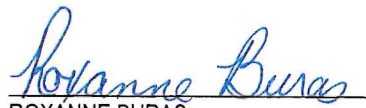
**Roxanne Adams**  
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Extract #10, continued  
December 16, 2025

### CERTIFICATE

I HEREBY CERTIFY that the above and foregoing is a true and correct copy of a motion adopted at a Regular Meeting of the Council of the Parish of St. Bernard, held at Chalmette, Louisiana, on Tuesday, December 16, 2025.

Witness my hand and the seal  
of the Parish of St. Bernard on  
this 16<sup>th</sup> day of December, 2025.

  
ROXANNE BURAS  
CLERK OF COUNCIL

# APPENDIX B

## Definitions

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### DEFINITIONS

**Action** - All transactions of a governing body's business, including receipt of public testimony, deliberations, discussions, considerations, reviews and evaluations, as well as "final" action.

**Codified** - The process of forming a legal code (i.e., a municipal code or book of laws) by collecting and including the laws of a jurisdiction or municipality.

**Consensus** - A collective judgment or belief, solidarity of opinion: "*The consensus of the group was that it should meet twice a month.*" General agreement or harmony. [Random House Webster's College Dictionary, April 2001] Consensus does not mean unanimity, but more a process for deciding what is best overall. Members of the group reach a decision to which they consent because they know it is the best overall decision. It differs from voting which is a procedure for tallying preferences.

**Ex Parte** - From a one-sided or partisan point of view; on the application of one party alone. An *ex parte* judicial proceeding is conducted for the benefit of one party. *Ex parte* may also describe contact with a person represented by an attorney, outside the presence of the attorney.

**Immediate Family** - "Immediate family" as the term relates to a public servant means his children, the spouses of his children, his brothers and their spouses, his sisters and their spouses, his parents, his spouse, and the parents of his spouse. La.R.S. 42:1102(D)

**Social Media** - A term used to define the various activities that integrate technology, social interaction and content creation. Through social media, individuals or collaborations of individuals create online web content, organize content, edit or comment on content, combine content, and share content. Includes many technologies and forms including syndicated web feeds, weblogs (blogs), wiki, photo-sharing, podcasts, and social networking.

# APPENDIX C

## Policy and Procedures for Council Agendas

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### Policy and Procedures for Council Agendas

#### A. Policy:

It is the policy of the St. Bernard Parish Council that there shall be an organized method for the Assembly, Format, Posting Approval, Posting Procedures and Council Member Responsibility with regard to the Council's Agenda. The Council Clerk shall be responsible for the compilation of the agenda, with the Council Chair acting as supervisor. In the absence of the Council Chair, the Vice Chair of the Council shall act as supervisor. The Clerk of Council may delegate any of the tasks associated with the preparation and posting of the agenda, but shall have the ultimate responsibility for all facets of the agenda.

#### B. Procedure:

##### 1. Assembly:

- a. The Clerk of Council shall at all times maintain a working draft of the Council's Agenda.
- b. Agenda items must be general enough for the public to discern what deliberations will take place, but should be specific as possible to identify the action that is intended to take place. Ideally, an agenda must be reasonably clear so as to advise the public in general terms for each subject to be discussed. The Council Chair or Vice Chair should supervise the writing of the item, and assist the author of the item with more appropriate wording to maintain compliance with the Open Meeting Laws.
  1. The Clerk of Council shall include the author or outside agency requesting the agenda item for any meeting, as well as the district to which it refers.
- c. Deadline for placing items on a regular meeting shall be set at five (5) working days prior to the regularly scheduled Council meeting without exception.
  1. The Chair or Vice Chair, as appropriate, shall strictly enforce this deadline to all non-council departments, agencies, and outside sources. Decision to allow agenda additions past the deadline shall be strictly scrutinized.
- d. Any Council member may place an item on an agenda by submitting a request to the Clerk of Council, with a copy to all Council staff.
  1. The request shall be made in writing and shall contain the exact wording for the item to be placed on the agenda.
  2. If the item is an ordinance or resolution, it must be in writing prior to posting of the agenda.

a. Ordinances shall be submitted in writing prior to the start of the meeting in compliance with Section 2-12 of the Home Rule Charter and shall be submitted to the Clerk of Council, with a copy to all Council staff, at

least four (4) working days prior to the scheduled meeting. If a councilmember successfully moves the amend an ordinance, that member shall cooperate with the Clerk of Council to have that amendment reduced to writing to finalize the ordinance. If an ordinance is amended after advertisement of the agenda, the chair shall ask for public comment regarding the amendment to allow the public comment regarding the amendment to the public an opportunity for input.

- b. Resolutions shall be submitted in writing to the Clerk of Council, with a copy to all Council staff, at least four (4) working days prior to the scheduled meeting. However, if the resolution is one from public input or from a motion, or germane to the topic of the meeting, the member who has moved for the motion shall immediately cooperate with the Clerk of Council to have the resolution reduced to writing. Likewise, if a member successfully moves to amend a resolution, that member shall cooperate with the Clerk of Council to have that amendment reduced to writing.
- c. The Chairman shall not exclude an agenda item request by a councilmember. The chairman has sole discretion to allow or disallow agenda item request by anyone or any entity who is not a councilmember.
- e. Anyone or any entity (excluding a chair member) who is submitting an agenda item request must be approved by the Chair or Vice Chair. The Chair or Vice Chair has the sole discretion to allow or disallow an item on the agenda by anyone other than a council member.
  - 1. All agenda items must comply with Section 3 above.
  - 2. All agenda items must be accompanied by the appropriate supporting documents before the item may be placed on the agenda. (Exception – the Parish President, see below)
  - 3. All departments must submit their agenda item requests to the Parish President or CAO before submission to the Council. If approved by the Parish President or CAO, the department must submit the requests to the Clerk of Council, with a copy to the Council staff, along with all language and attachments in proper ordinance/resolution format. If an item is submitted directly from anyone other than the Parish President or CAO, that item will be rejected.
  - 4. The Clerk of Council shall not place any item on the agenda without submission of the applicable paper work, followed by the approval of the Chair or Vice Chair as appropriate for the meeting. All submittals must be sent via electronic transmittal and must be submitted in word/excel format. Any agenda item submissions not meeting the aforementioned guidelines will be rejected.
  - 5. The Parish President shall not be required to complete an agenda request for the Parish President's Report. The Parish President's Report shall be on the agenda of every regularly scheduled council meeting. The President shall forward his report to the Clerk of Council, with a copy to all Council staff, by the close of business on the day prior to the regular scheduled meeting. The Parish President shall have the discretion to make amendments to the report on the day of the meeting.

**C. Format:**

1. The format of the agenda shall be as follows:

**PUBLIC NOTICE - ST. BERNARD PARISH COUNCIL MEETING - AGENDA**

Email: [radams@sbpg.net](mailto:radams@sbpg.net) (504) 278-4228 (504) 278-4209 (fax) Posted xx/xx/xx  
Tuesday, Month XX, 20XX X:XX p.m. Council Chambers Page X of XX

Sign Interpreter will be provided if requested 48 working hours in advance. Should an interpreter be needed, it is advised that the interested person contact the Clerk of Council at 278-4228. All accessible formats are available upon request.

**\*\* NOTE:** The Email address of the Clerk of Council, the posted date time and place of the meeting, page numbering, and phone and fax numbers of the Clerk of Council as appropriate shall always be posted. Further, this heading shall be on EVERY page of the agenda.

After the Heading of the Public Notice, the body shall as closely as possible be in the following order:

- A. Meeting Called to Order and Roll Call
- B. Remind Public that no food or drink is allowed in the Council Chambers
- C. Remind Public of Cell Phone Ordinance **SBPC #815-02-08**
- D. Invocation by Pastor (Name) with (place of worship)
- E. Pledge of Allegiance
- F. Recognize Elected Officials

**APPROVAL OF MINUTES**

**RECOGNITION**

**COMMITTEE REPORTS**

**RECOGNIZE THE PUBLIC**

(Those wishing to speak MUST sign in prior to the start of the meeting. Speakers will be given 3 minutes to voice complaints, concerns, or issues. The council may take action from items discussed)

**COUNCILMEMBER'S DISTRICT UPDATE**

**PRESIDENTS REPORT**

**PUBLIC HEARINGS**

**RESOLUTIONS**

**ADOPTION OF ORDINANCES**

**INTRODUCTION OF ORDINANCES**

**OTHER MATTERS**

Motion to discuss and take any action as it relates to information received from the Coastal Zone Advisory Committee.

## **EXECUTIVE SESSIONS**

**\*\*NOTE:** Executive sessions should always be the last item of business on the agenda. The Chair or Vice-Chair as appropriate, has discretion to move this item around on the agenda, but should only do so, when extraordinary situations dictate the necessity.

## **THE NEXT REGULAR SCHEDULED MEETING DATE AND TIME**

## **SIGNATURE LINE AND DATE AND TIME OF POSTING SHALL BE THE FINAL LINE OF THE AGENDA**

### **D. Amendments:**

1. Amendments to the Agenda during the meeting will only be allowed upon unanimous vote of members present.

### **E. Posting Approval:**

1. Four (4) working days prior to the regular scheduled meeting, the Clerk of Council shall have pre-arranged a time at the discretion of the Chair or Vice Chair for the final approval for posting of the agenda. This is the primary approval authority of the Chair or Vice Chair in addition to the authority given in B(1)(d)(2)(c).
2. A copy of the approved agenda shall be the same copy to receive the Parish President's Office Stamp, which shall be kept in accordance with F(1)(f)(2).
3. Electronic posting of agendas may have electronic signatures.
4. All meeting agendas shall be permanently stored electronically with a copy of the minutes, and copies of all ordinances and resolutions for posterity.

### **F. Posting Procedures:**

1. The Clerk of Council shall publicly post the agenda IMMEDIATELY AFTER APPROVAL in the following manner:
  - a. Four working days prior to the regularly scheduled meeting, at least seventy-two (72) hours excluding weekends and holidays) prior to the start of the meeting.
  - b. Meeting times as published shall be strictly followed. The Chair or Vice Chair shall only modify those times/days when absolutely necessary, and upon official adoption by a Council resolution.
  - c. For a special meeting, at least twenty-four hours (excluding weekends and holidays) prior to the start of a special meeting.
  - d. Posting shall be outside of the Council Office in public view in a consistent place designated by Clerk of Council.
  - e. To all Council members:
    1. This shall be posted at a minimum, to electronic devices where tracking reports can be maintained;
    2. The Clerk of Council shall maintain for at least one (1) year a copy of the tracking reports verifying that the agenda was sent to the Council members.
  - f. To Parish President and any other administrative staff who requested same;



1. The Parish President' office shall be hand delivered a copy of the agenda, and said office shall stamp the last page of the agenda.
  2. The Clerk of Council shall maintain for at least one (1) year a copy of the properly stamped agenda from the President's office.
- g. To all media sources that have requested the agenda
1. The Clerk of Council shall maintain for one (1) year a copy of the transmittal receipt to all media sources
- h. To all Parish residents who have requested the agenda
1. The Clerk of Council shall maintain for one (1) year a copy of the transmittal to all residents requesting notification
  2. Electronic signatures shall be acceptable for electronic posting of the agenda

**G. Councilmember Responsibility:**

1. It shall be the responsibility of each Councilmember to ask questions of the author of any agenda item if there are any questions about a particular agenda item in order to properly prepare for a meeting. This will ensure that councilmanic business is not hindered due to an unprepared councilmember regarding an agenda item.
2. The councilmember who is the author of an ordinance or resolution is responsible for the content of the item and the written production of same.
3. The councilmember who is the successful mover of an amendment to an ordinance or resolution is responsible for the content of the amendment and written production of same.

**H. Distribution of Official Documents**

Upon certification and codification of official documents, the Council Staff shall furnish a copy to the Parish President's office for its distribution to appropriate departments as they deem necessary. The Council Staff shall be responsible for distributing official documents to outside agencies.

# APPENDIX D

## Statement of Ethics

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### **St. Bernard Parish Councilmembers' Statement of Ethics**

By adoption of the Resolution which adopts this Governance Manual, the St. Bernard Parish Councilmembers hereby agree to be bound by the following rules of ethics. This document is not intended to supplant the Louisiana Code of Ethics, or to vary the rules of ethics by which we are bound as elected officials in the State of Louisiana.

1) Declaration of Purpose:

- a) Provide guidelines and set high ethical standards for councilmembers to perform their duties in an open, honest and unbiased manner.
- b) Establish procedures for prevention and/or elimination of possible conflicts of interest.
- c) Improve and strengthen the public's perception and trust in their local government.

2) Definitions:

- a) Compensation: Anything of value regardless of amount, however designated, which is currently or in the future paid, loaned, advanced, granted, transferred, or gifted for or in consideration of personal services to any person or that person's immediate family as that term is defined in the Louisiana Code of Ethics.
- b) Contract: Includes any contract or agreement, sale, lease, purchase, or any combination of the foregoing. A contracting party is any person, partnership, association, cooperative, corporation, whether for profit or otherwise, or other business entity which is a party to a contract with a municipality.
- c) Confidential information: Includes any information provided during executive session to any councilmember (whether written or oral), statements subject to the attorney-client privilege, and information considered exempt from disclosure under the Public Records Act.

3) Prohibited Conduct:

- a) Acceptance of gifts: No councilmember, based upon their position with the Parish, shall receive, accept, take, seek or solicit, directly or indirectly, anything of economic value regardless of the amount, as a gift, gratuity, or favor from any person or entity outside the Parish organization. Exceptions to this prohibition are if any item less than \$50.00 value is provided to a councilmember while that person is participating in business related to their position as a councilmember. Campaign donations made and reported in conformance with Louisiana law are exempt from this provision.

- b) Interest in Contracts, Exceptions: Councilmembers must comply with all applicable provisions of the Louisiana Code of Ethics, including, but not limited to, those provisions prohibiting councilmembers from being beneficially interested, directly or indirectly, in any contract where the Parish of St. Bernard is named as a party to the contract; and preventing councilmembers from accepting, directly or indirectly, any compensation, gratuity or reward in connection with such contract.
- c) Special Privileges Prohibited: Councilmembers are prohibited from using their position as a member of the Parish Council to secure special privileges or exemptions for himself/herself or others.
- d) Conflict of Interest/Incompatible Service: No councilmember shall engage in or accept private employment or render services for any person, or engage in any business or professional activity when (1) the councilmember might reasonably expect doing so would require or induce them by reason of their official position to disclose confidential information acquired by reason of their official position, or (2) doing so is otherwise incompatible with the faithful discharge of his/her official duties as a councilmember.
- e) Confidential Information: Councilmembers are prohibited from disclosing confidential information acquired by reason of such official position; nor shall such information be used for the councilmembers personal gain or benefit.
- f) Inappropriate Councilmember Intervention: Councilmembers shall not intervene or interfere with the legal and lawful administration or operation of the Parish's executive branch of government.

### **Personal or Private Interests, Public Disclosure:**

Any councilmember who has a financial or other private or personal interest in any ordinance, resolution, contract, proceeding or other action pending before the Parish Council or any of its committees, shall promptly disclose such interest at the first public meeting when such matter is being considered by the Parish Council, and a summary of the nature of such interest shall be incorporated into the official minutes of the Parish Council proceedings.

Any councilmember who feels disqualified by reason of such interest in any matter before the Parish Council, shall make a public statement and disclose the reasons why that councilmember feels disqualified, and state that they are recusing themselves from the issue.

# APPENDIX E

## Councilmember Communication and Social Media Policy

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### **Councilmember Communication and Social Media Policy**

Information technology resources are provided for the purpose of conducting official parish business. The use of any of the parish's information technology resources for campaign or political use is prohibited.

Confidential information shall not be sent via email or text, unless clearly marked as "confidential." An example of such communication would be attorney/client privileged communications in emails or texts between in-house or outside counsel and councilmembers, which should indicate the privileged nature of the communication.

All letters, memoranda and interactive computer communication involving councilmembers, the subject of which relates to the conduct of government or the performance of any governmental function, with specific exceptions stated in the Public Records Law, or which are designated as "attorney-client privileged" are public records. Copies of such letters, memoranda and interactive computer communication shall not be provided to the public or news media without the member of the public or news media filing a public record request. With this in mind, texting, tweeting or emailing parish business is strongly discouraged.

Email communications that are intended to be distributed among all councilmembers, whether concurrently or serially, shall be considered in light of the Open Meetings Law. If the intended purpose of an email is to have a discussion that should be held at an open meeting, the electronic discussion should not occur.

Councilmembers who maintain personal or campaign social media accounts shall:

- Post a disclaimer on their personal account and on each post that expressly states that the views and opinions expressed on the page are his or her personal views and opinions and not those of the Parish Council or any other parish entity/department/employee.
- Not write posts related to the conduct of parish government or the performance of your office or fellow councilmembers.

As reference, La.R.S. 44:4.1 lists exceptions to the Public Records Act.