

## **ARTICLE I - NAME AND AUTHORITY**

The name of this organization, chartered by Act 366 of the 2008 Regular Session of the Louisiana Legislature, is:

Melrose Place Crime Prevention District Board  
of Commissioners

hereinafter referred to as the board.

## **ARTICLE II – OBJECT**

The object of this organization is to exercise the powers and duties of the Melrose Place Crime Prevention District as provided by La. R.S. 33:9097.4(E) & (G).

## **ARTICLE III – MEMBERSHIP**

Members shall be those persons currently appointed to the office of commissioner of the Melrose Place Crime Prevention District who have taken and filed the requisite oath of office and who have been duly certified as a commissioner or member of this board by the secretary of state.

## **ARTICLE IV – OFFICERS**

### **Section 1 – Officers and duties**

The officers of the board shall be a president, a vice president, a secretary, and a treasurer. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the board. No member may hold more than one elected office of the board at a time.

### **Section 2 – Election and term of office**

Officers shall be elected at the first regular meeting of each calendar year, which shall be known as the annual meeting. The officers shall serve for one year or until their successors are elected and assume office. Their term shall begin at the close of the annual meeting at which they are elected.

### **Section 3 – Office-holding limitations**

No member shall hold more than one office at a time, and any member who has served two consecutive terms in an office shall not be eligible to serve in that office until the lapse of one year.

### **Section 4 – Vacancy in office**

In the event of a vacancy in the office of president, the vice president shall assume the office of president for the remainder of the term. A vacancy in any other office shall be filled by the election of a successor to serve for the remainder of the unexpired term. An election to fill a vacancy shall be held at the first regular meeting of the board after the vacancy occurs unless the board holds a special meeting to fill the vacancy.

## **ARTICLE V – DUTIES OF OFFICERS**

### **Section 1 – President**

The president shall preside at meetings of the board, serve as spokesman for the board, and execute on behalf of the board any instructions and directives the board adopts and assigns to him, and may countersign checks.

### **Section 2 – Vice president**

The vice president shall preside at the meetings of the board and exercise any ministerial functions incidental to the office of president in the president's absence or temporary disability, and may countersign checks.

### **Section 3 – Secretary**

The secretary shall keep minutes of meetings of the board and shall be the custodian of those minutes, may countersign checks, shall transmit written notices of meetings, and shall perform such other duties as are assigned by law or the board.

### **Section 4 – Treasurer**

The treasurer shall have the custody of the funds of the Melrose Place Crime Prevention District. He shall cause said funds to be deposited in a bank or banks selected by the board, and shall

disburse funds only upon the order and authority of the board. He shall be the custodian of the financial records of the board and shall prepare and furnish such reports of financial condition at the regular meetings of the board as the board may direct.

## **ARTICLE VI – MEETINGS**

### **Section 1 – Regular Meetings**

Regular meetings of the board shall be held quarterly on the second Tuesday of the first month of every calendar quarter at a time and location determined by the board.

### **Section 2 – Special meetings**

Special meetings of the board may be called by the president, and shall be called on the written request of four members. Notice of a special meeting shall include the purposes for which the meeting has been called, and shall be transmitted to the commissioners in writing at least five days before the meeting. If the secretary fails to transmit any notice required under this section, the president, or the members on whose request the special meeting is to be held, may set the date for the special meeting and transmit the notice at the expense of the district.

## **ARTICLE VII – COMMITTEES**

### **Section 1 – Finance and Budget Committee**

The treasurer and two members appointed by the president shall constitute the finance and budget committee. The committee shall report its recommendations to the board on financial matters.

### **Section 2 – Other committees**

The board may create and staff such committees, special or standing, as it deems appropriate to the work of the board.

## **ARTICLE VIII – PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the board in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the board may adopt, and any applicable statutes that do not authorize the provisions of these bylaws to take precedence.

## **ARTICLE IX – AMENDMENT**

These bylaws may be amended by a two-thirds vote at any meeting provided that written notice of the proposed amendments have been transmitted to the commissioners in writing at least ten days before of the meeting at which the amendments are to be considered.

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## **CERTIFICATE OF SECRETARY**

I, Gerald Dean Scott, secretary, certify that the foregoing bylaws were amended by the board of commissioners on May 5, 2015 to change the meeting date in Article VI.

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Gerald Dean Scott, Secretary

Date