



**DESOTO PARISH POLICE JURY**  
**December 04, 2023 at 5:04 PM**  
**Policy and Procedures Committee Meeting**

**Police Jury Meeting Room, 101 Franklin Street, Mansfield, LA 71052**

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## **AGENDA**

Kyle Kennington, Chairman, Jimmy Holmes, Jeri Burrell, Trina Boyd-Simpson and Greg Baker

**A. CALL TO ORDER**

**B. CALL FOR ADDITIONS AND DELETIONS**

**C. GUEST AND PUBLIC COMMENTS**

**D. POLICY AND PROCEDURES ITEMS**

1. Discuss and take action on eliminating Jury Committees
2. Amend the Rules and By-Laws of the DeSoto Parish Police Jury of DeSoto Parish Louisiana Article III Rule 2 removing, "In the event an item is placed on an agenda which, by its very nature is considered confidential, including potential economic development projects, personnel matters, criminal investigations, litigation and other matters subject to the attorney-client privilege, the President may remove the item from the agenda, subject to consultation with the respective Committee Chairman." (Per Article IX Rule 3: Any of these rules may be changed by 2/3 votes of all members)

**E. ADJOURN**

**RULES AND BY-LAWS OF THE DESOTO  
PARISH POLICE JURY OF DESOTO PARISH  
LOUISIANA**

**ARTICLE I**

Powers and Duties of the  
President

- RULE 1: The President shall take the Chair on the first and second Monday of each month at 5 :00 p.m., unless otherwise provided by the DeSoto Parish Police Jury (hereinafter sometimes referred to as "Police Jury"). In case the President is absent or unable to preside, the Vice President shall call the DeSoto Parish Police Jury to order and preside during the absence or inability of the President. The President shall call the DeSoto Parish Police Jury to order, direct a call of the roll, and, except in the absence of a quorum, proceed to conduct business in a manner prescribed by these rules. A special meeting may be called by the President upon twenty-four hours' notice, but not on weekends or holidays, except in extreme emergencies.
- RULE 2: The President shall possess the following powers and perform the following duties:
- A. He shall preserve order and decorum.
  - B. He shall decide all questions of order subject to appeal to the DeSoto Parish Police Jury.
  - C. In the Vice President's absence, he may substitute any member of the DeSoto Parish Police Jury to perform the duties of the Vice President.
  - D. When the DeSoto Parish Police Jury convenes a Committee of the Whole, he shall preside therein or name a Chairman from the body to preside therein.
  - E. He shall be an ex officio member of all committees and shall have the right of notice of all meetings thereof. In the President's absence, the Vice President shall serve as an ex officio member.

- F. He shall assign all members of the DeSoto Parish Police Jury to their respective committees and chairmanships.
- G. He shall represent the DeSoto Parish Police Jury in all public functions, ceremonies, and events, or assign this responsibility to another member.
- H. He shall be authorized to assign DeSoto Parish Police Jury members to represent t h e DeSoto Parish Police Jury on all boards and commissions with ratification by the DeSoto Parish Police Jury.

RULE 3: All of the above duties and responsibilities of the President apply to the Vice President in the absence or at the direction of the President, including the right of notice to all meetings.

## **ARTICLE II**

### Order of Business

RULE 1: Except as otherwise authorized by a majority vote of the members of the DeSoto Parish Police Jury, the business of each DeSoto Parish Police Jury Regular Meeting is hereby established as follows:

- A. Roll Call
- B. Invocation
- C. Pledge of Allegiance
- D. Approval of the minutes of any preceding meeting and correction of any errors
- E. Public Comments/ Public Hearings
- F. Additions and Deletions
- G. Administrative Report
- H. Ordinances
- I. Resolutions
- J. Unfinished Business
- K. New Business
- L. Committee Reports – Approval of Committee Minutes
- M. Adjourn

RULE 2: A special meeting called by the President or a majority of the members of the Desoto Parish Police Jury shall be conducted in accordance with Louisiana law.

RULE 3: Any matter which has been disapproved by a vote of the DeSoto Parish Police Jury shall not be reconsidered by the Police Jury for a period of three (3) months, unless the entire membership of the Police Jury, by a two-thirds vote approves the reconsideration of the matter.

### ARTICLE III

#### Rights and Duties of Members of the DeSoto Parish Police Jury

RULE 1: Petitions, memorials, and any other papers addressed to the DeSoto Parish Police Jury shall be presented by the President, Administrator, or by any member.

RULE 2: All resolutions, ordinances and agenda items shall be submitted to the Secretary by 12:00 p.m. on the Monday preceding Committee Meetings and the Wednesday preceding the Regular Meetings of the DeSoto Parish Police Jury. The Secretary will send out the packets for the Committee Meetings and Regular Meetings no later than the preceding Wednesday. The Secretary shall make copies or a synopsis of all such resolutions, ordinances and agenda items and make them available to all members prior to the commencement of such meeting. All resolutions, ordinances and agenda items presented to the DeSoto Parish Police Jury shall be reviewed and approved as to legal form and content by the DeSoto Parish Police Jury's legal counsel. All resolutions, ordinances and agenda items presented to the Secretary in contravention of the time limitations imposed herein shall not be considered by the DeSoto Parish Police Jury, unless the agenda of a Committee Meeting or Regular Meeting is enlarged in accordance with the applicable provisions of Louisiana law. The President shall review Committee Meeting and Regular Meeting agendas prior to transmittal to members of the Police Jurors. In the event an item is placed on an agenda which, by its very nature is considered confidential, including potential economic development projects, personnel matters, criminal investigations, litigation and other matters subject to the attorney-client privilege, the President may remove the item from the agenda, subject to consultation with the respective Committee Chairman.

- RULE 3: Voting shall be recorded electronically or by roll call on resolutions, ordinances and agenda items upon a motion and second of two or more Police Jurors, and the ayes and nays shall be recorded in the minutes of the DeSoto Parish Police Jury by the individual vote of each of the Police Jurors. Not less than a majority of the membership of the DeSoto Parish Police Jury shall constitute a quorum to transact business, but if a quorum is lost during a meeting, a smaller number may recess from time to time and compel the attendance of absent Police Jurors in the manner and subject to the penalties proscribed by the DeSoto Parish Police Jury Rules. To fill any vacancy or vacancies by appointment, and solely for the purpose of filling any vacancy or vacancies by appointment, a majority of the entire membership of the DeSoto Parish Police Jury shall constitute a majority of the remaining Police Jurors. For the purpose(s) of this Rule 3, a vacancy shall mean the death, resignation, removal or forfeiture of office of any Police Juror.
- RULE 4: Any member may be recused from voting on any matter in accordance with the applicable provisions of Louisiana law.
- RULE 5: A full roll call vote shall be taken on any question whenever requested by a member. The election of officers shall be by roll call voice vote. No member shall speak during the call of the roll, except to request to be excused from voting. Any member desiring to leave the meeting of the DeSoto Parish Police Jury shall notify the President.
- RULE 6: All roll call votes shall begin with the member making the motion and proceeding clockwise or counterclockwise, as determined by the President or Committee Chairman.

#### **ARTICLE IV**

##### Order and Decorum

- RULE 1: No member desiring to engage in debate, to give a notice, to make a motion or report, or to present a petition or other paper, shall proceed until the member has addressed the President or the Committee Chairman and has been recognized by the President or Committee Chairman, as the case may be.
- RULE 2: No member shall speak or carry on any private discourse until a motion is made and properly seconded.

- RULE 3: While the President is putting a question before the Police Jury or while the roll is being called, no member shall speak or leave his place.
- RULE 4: When a motion to adjourn is carried, the members shall keep their seats until the President declares the DeSoto Parish Police Jury adjourned.
- RULE 5: No member shall speak more than once on the same question before all members of the DeSoto Parish Police Jury desiring to speak have been heard. Members wishing to speak shall raise their hand to be placed in order of debate, and shall engage in debate when called upon by the President or Chairman of a particular Committee. Members of the DeSoto Parish Police Jury shall not speak on a question for a period in excess of three (3) minutes, except by a majority vote of the Police Jury to authorize additional time. No member shall speak more than two times at the same meeting on the same question. Such limitations described herein, may be changed upon a majority vote of the DeSoto Parish Police Jury.
- RULE 6: If any member transgresses these rules, the President or Chairman of a particular Committee shall call the member to order, in which case the member called to order shall immediately cease such transgression. In the event the member continues to contravene these rules, the President or Chairman shall call the member out of order. In cases when a member, after being called out of order by the President or Chairman, continues to disrupt the decorum of the meeting, the member may be instructed to leave the meeting on order of the President or Chairman. In the event such member refuses to leave the meeting, the President or Chairman may request the DeSoto Parish Sheriff or his designated representative to remove the member from the meeting.

## **ARTICLE V**

### Rights and Duties of the Desoto Parish Police Jury

- RULE 1: In the absence of a quorum during a meeting of the DeSoto Parish Police Jury, the members present may take such measures as they deem necessary to secure the presence of a quorum and may request the Sheriff of DeSoto Parish to compel the attendance of any absent member and may impose such censure or pecuniary penalty, not exceeding \$10.00, as provided in La. R.S. 33:1227-1235), on a member who, on being called for that purpose shall render no sufficient reason for his or her absence.

- RULE 2: When the DeSoto Parish Police Jury shall be equally divided on any question, including the President's vote, the question shall be deemed lost.
- RULE 3: Regular Meetings of the DeSoto Parish Police Jury and Committees Meetings shall be open to the public, except when the DeSoto Parish Police Jury or its Committee(s) shall meet in executive session in accordance with Louisiana law, at which time all persons not invited by the DeSoto Parish Police Jury to remain shall be excluded.
- RULE 4: Annually in January, the DeSoto Parish Police Jury shall give written public notice of its meetings by resolution showing the dates, times and places of the meetings.
- RULE 5: Election of all officers shall be by roll call voice vote. The passage of all other questions shall be by voice, hand or electronic vote, and shall be by a majority of the members constituting a quorum, unless a larger percentage is required by Louisiana law.
- RULE 6: The Parish Administrator shall be appointed by the DeSoto Parish Police Jury and shall serve at its pleasure. The Administrator shall be appointed solely on the basis of executive, administrative and other qualifications determined by the DeSoto Parish Police Jury. The Parish Administrator's compensation shall be fixed by the DeSoto Parish Police Jury.
- RULE 7: The DeSoto Parish Police Jury shall appoint a Secretary of the DeSoto Parish Police Jury who shall serve at the pleasure of the DeSoto Parish Police Jury. The Secretary shall give notice of the DeSoto Parish Police Jury meetings to its members and the public, keep the journal of its proceedings, and perform such other duties as are assigned to the position by the DeSoto Parish Police Jury. The DeSoto Parish Police Jury shall fix the salary of the Secretary.
- RULE 8: The DeSoto Parish Police Jury shall appoint a Treasurer of the DeSoto Parish Police Jury who shall serve at the pleasure of the DeSoto Parish Police Jury in accordance with the provisions of La. R.S. 33:1651, *et seq.* The Treasurer shall receive the money of the parish, disburse parish funds pursuant to state and federal law, take receipts, keep regular accounts of all receipts, expenditures and debts due to or from the parish, and direct prosecutions ordered by the Police Jury for all debts due the parish.

RULE 9 At the first regular meeting of a newly elected DeSoto Parish Police Jury and annually thereafter, a President and Vice President shall be elected by the DeSoto Parish Police Jury from among its members. The President shall preside at meetings of the DeSoto Parish Police Jury, and in the absence or disqualification of the President, the Vice President shall preside. In the absence or disqualification of both the President and the Vice President, the DeSoto Parish Police Jury shall designate one of its other members as its temporary presiding officer.

The President, Vice President, and temporary presiding officer shall be voting members of the DeSoto Parish Police Jury.

RULE 10: The DeSoto Parish Police Jury shall be predominantly guided in parliamentary matters by these Rules and secondarily by Robert's Rule of Order. In case of conflict, these rules shall take precedence over Robert's Rules of Order.

## **ARTICLE VI**

### Ordinances and Resolutions

RULE 1: All ordinances and resolutions shall be introduced in writing and in the form required for adoption and, except for codifications, the annual budget shall be confined to one subject, expressed clearly in the title.

RULE 2: All proposed ordinances and resolutions shall be read by title when introduced and considered for adoption at the meeting in which they are introduced, unless otherwise provided under the applicable provisions of Louisiana law.

RULE 3: With the final approval of ordinances and resolutions by the DeSoto Parish Police Jury, such enacted ordinances and resolutions shall be published in full in the official journal by the Secretary of the DeSoto Parish Police Jury within five (5) days thereafter, provided, however, that ordinances and resolutions adopting or amending the annual budget shall be published in accordance with the applicable provisions of Louisiana law.

Except as otherwise provided under Louisiana law, every enacted ordinance, unless it shall specify another date, shall become effective immediately upon publication by the DeSoto Parish Police Jury, and a proof of publication shall be required from the official journal; provided that no such ordinance may be used to levy taxes or special assessments; grant or extend a franchise; incur debt, adopt or amend an official map, platting or subdivision controls or zoning regulations; or propose amendments to these Rules



RULE 4: The President of the DeSoto Parish Police Jury is hereby vested with the authority to declare a local disaster or emergency. In addition, the President of the DeSoto Parish Police Jury shall possess such other powers conferred by the Louisiana Homeland Security and Emergency Assistance and Disaster Act, La. R.S.29:721, *et seq.*

## **ARTICLE VII**

### Motions and Their Precedence

RULE 1: Every motion, resolution and ordinance shall be read by title or definition by the President or the Secretary before debate or putting the motion or resolution to the question.

RULE 2: After a motion is stated by the President, the DeSoto Parish Police Jury may act upon it, but it may be withdrawn by the maker and the second at any time before it is amended or voted upon.

RULE 3: A motion to adjourn or to take a recess shall always be in order, except when the President is putting a question to the DeSoto Parish Police Jury, while a member has the floor, after the previous question has been ordered, or while the Secretary is calling the roll.

RULE 4: An amended motion cannot be further amended.

## **ARTICLE VIII**

### The Previous Question

RULE 1: The "previous question" shall be as follows: "Shall the main question now be put", and until it is decided, it shall preclude all amendments or debate. When, on taking the previous question, the DeSoto Parish Police Jury shall decide that the main question shall not now be put, the main question shall be considered as still remaining under debate. The main question shall be on the passage of the ordinance, resolution or other matter under consideration, but when the amendments are pending, the question shall first be taken upon such amendments in their order.

## **ARTICLE IX**

### General Provisions

RULE 1: The DeSoto Parish Police Jury shall meet on the second Monday of each month at 5:00 p.m. in the DeSoto Parish Police Jury Meeting Room at the Police Jury Building, 101 Franklin Street, Mansfield, Louisiana, unless a holiday, and then on the business day following, and on such other days as the DeSoto Parish Police Jury may determine.

Special meetings may be called by the President or a majority of all members with twenty-four (24) hours previous notice, but not on weekends or holidays, except in extreme emergencies.

RULE 2: The DeSoto Parish Police Jury shall determine what communications, petitions, resolutions, or other matters incorporated into the official proceedings or minutes.

RULE 3: Any of these Rules may be changed by a two-thirds vote of a majority of all members, provided previous notice has been given at the prior regular meeting.

RULE 4: All previous acts, rules, resolutions, or parts thereof pertaining to by-laws inconsistent with these rules are hereby rescinded and repealed.

RULE 5: These rules will become effective immediately upon adoption.

## **ARTICLE X**

### Committee Meetings

RULE 1: Committee Meetings will be held in the Police Jury Building, 101 Franklin Street, Mansfield, Louisiana, at 5:00 p.m. on the Monday preceding the Regular Meeting of each month, unless a holiday, and then on the business day following, or on such other day scheduled by the DeSoto Parish Police Jury. Committee Members of a Police Jury are required to request the Chairman of the Committee to place a particular item on the Committee Meeting Agenda. Upon approval of the Committee Meeting Agenda, the Chairman shall transmit the Agenda to the Secretary. In the event a member of Police Jury is unable to contact the Chairman of the Committee, he or she should contact the Secretary.

- RULE 2: Committee Meetings shall be chaired by the Chairman of the Committee. Proposals submitted to a Committee, may by a majority vote of those members present, be forwarded to the DeSoto Parish Police Jury Regular Meeting Agenda on the preceding Wednesday by recommendation for approval or, in instances where additional information or further deliberation is required, by a motion to delay such action. Actions approved or delayed by a Committee may specify referral to a future DeSoto Parish Police Jury Regular Meeting Agenda. Actions forwarded to a DeSoto Parish Police Jury Regular Meeting Agenda will be placed under the appropriate Agenda Heading, i.e., Unfinished Business, New Business, Ordinances, Resolutions and other matters. Administration responses to requests for additional information made during a Committee Meeting will be placed on the Regular Agenda of the DeSoto Parish Police Jury under the heading of Administrative Report.
- RULE 3: The Secretary shall record the actions taken in Committee Meetings. In addition, the Secretary shall prepare the Committee Meeting Minutes and attach such Minutes in final form to the Regular Meeting Agenda.
- RULE 4: Committee Meeting Agenda files will be established by the Secretary. Agenda items for each Committee Meeting should be developed from this file. It will also be the responsibility of the Secretary to insure that items referred from the DeSoto Parish Police Jury for Committee Meeting action are included on the subsequent agendas. Moreover, the Secretary will be responsible for inclusion of follow-up actions to be placed on subsequent agendas.
- RULE 5: Any matter which has been disapproved by a vote of the Committee Members shall not be reconsidered by the Committee for a period of three (3) months, unless the entire membership of the Police Jury, by a two-thirds vote approves the reconsideration of the matter.

## **ARTICLE XI**

### **Order of Business (Committee Meetings)**

Except as otherwise authorized by a majority vote of the members of the Committee, the business of each DeSoto Parish Police Jury Regular Meeting is hereby established as follows:

- A. Call to Order
- B. Invocation
- C. Pledge of Allegiance
- D. Guest and Public Comments
- E. Additions and Deletions
- F. Business Item(s)
- G. Adjourn

## **ARTICLE XII**

### **Procedures Governing Speakers**

- RULE 1: At the beginning of each meeting, the President shall announce that individuals who desire to make a public comment concerning an agenda item are requested to complete a public comment card, to include the name, address and telephone number of the individual, the subject matter of the comment, and if the individual is speaking in support or against an agenda item.
- RULE 2: The President shall group all requests to speak according to the subject matter. Prior to taking any action on an agenda item, the President will call upon the individual(s) who made a request to speak on a particular agenda item.
- RULE 3: Discussion shall be limited to three (3) minutes per individual, or a total of fifteen (15) minutes for all the proponents, and fifteen (15) minutes for all the opponents of a particular agenda item, unless the Police Jury, by majority vote, extends the time period for an individual to speak.
- RULE 4: The number of individuals speaking as proponents of a particular agenda item shall be limited to five (5), and the number of individuals speaking as opponents of a particular agenda item shall be limited to five (5), unless the Police Jury, by majority vote, elects to waive this requirement.

RULE 5: Members of the Police Jury cannot ask any questions during public comments or public hearings until both sides, proponents and opponents, have completed their comments.

RULE 6: Subject to the provisions of Article IV, Rule (5) hereof, neither the Police Jury nor its staff shall be required to respond to questions posed by individual members of the general public during the public comment period or public hearings, unless the name of the individual member of the public has been placed on the agenda of a Committee Meeting or the Police Jury. Notwithstanding the foregoing, the Police Jury, by majority vote, may elect to waive this requirement, in its sole discretion.

Zoning Hearings:

RULE 7: The procedures stipulated in Rules 1-6 above shall also apply to Zoning Hearings.

Special Presentations:

RULE 8: The time limit for Special Presentations shall be at the discretion of the President.