

ST. TAMMANY PARISH COUNCIL

ORDINANCE

ORDINANCE CALENDAR NO: 8006

ORDINANCE COUNCIL SERIES NO: 26-_____

COUNCIL SPONSOR: MR. COUGLE

PROVIDED BY: COUNCIL OFFICE

INTRODUCED BY: MR. CORBIN

SECONDED BY: MR. LAUGHLIN

ON THE 4TH DAY OF DECEMBER, 2025

ORDINANCE ESTABLISHING PROCEDURES FOR THE DISSEMINATION
OF INFORMATION BY THE PUBLIC INFORMATION OFFICE ON
BEHALF OF THE ST. TAMMANY PARISH COUNCIL.

WHEREAS, the Public Information Office (“PIO”) is the communications hub for St. Tammany Parish Government, and is committed to serving both branches of government; and

WHEREAS, the administration and council have worked together to promulgate procedures for the efficient dissemination of information by the PIO on behalf of the council.

THE PARISH OF ST. TAMMANY HEREBY ORDAINS:

The Public Information Office (“PIO”) shall support the St. Tammany Parish Council and its members in their official capacities in the following ways:

1. Media Relations and Press Support
 - a) If the PIO receives a request from the media for a statement by the council on a topic, the PIO shall forward that request to the Council Administrator. The PIO will not speak on behalf of the council unless requested to do so by the Council Administrator.
 - b) If the PIO receives a request from the media to speak to a specific council member, the PIO shall forward that request both to the Council Administrator and the council member in question. The PIO will not speak or provide quotes on behalf of a council member unless requested by the council member through the Council Administrator.
 - c) The council shall be invited to all events hosted by St. Tammany Parish Government. The PIO shall provide information about such events to the Council Administrator for dissemination to the individual council members.

2. Social Media

- a) The PIO will develop and promote materials for council meetings and events as requested by the council through the Council Administrator.
- b) The PIO will share pictures and information from council members serving in their official capacities when submitted by the Council Administrator.

3. Parish Government Website

- a) The PIO serves as administrator for the St. Tammany Parish Government website, and will post agendas, meeting notices and applicable documents as requested by the council through the Council Administrator.
- b) The council office shall have full control over its own webpage.

4. Government Access Channel (STPG-TV)

- a) Pursuant to state law, the PIO will staff and broadcast all St. Tammany Parish Government meetings, including but not limited to monthly council meetings, special council meetings, council committee meetings, Planning & Zoning Commission meetings, and Board of Adjustment meetings.
- b) The PIO will host an educational television show on behalf of the council, District Discussions, should the council choose and wish to participate. The purpose of this show will be to provide an opportunity for council members to discuss their goals and plans for their respective districts and the parish.

5. General Assistance

- a) Upon request by the Council Administrator, the PIO shall provide assistance in the crafting or editing of all messaging submitted by the Council Administrator on behalf of the council or individual council members.
- b) The PIO shall not be used by any branch of parish government to disparage another branch of parish government.
- c) The PIO shall use all reasonable efforts to provide the Council Administrator with advance notice (at least 24 hours) of any statement which it has been requested be released on behalf of St. Tammany Parish Government that touches upon matters which would ultimately require council action.

d) The PIO shall specifically identify when a statement is being released on behalf of the council or an individual council member.

REPEAL: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SEVERABILITY: If any provision of this ordinance shall be held to be invalid, such invalidity shall not affect other provisions herein which can be given effect without the invalid provision and to this end the provisions of this ordinance are hereby declared severable.

EFFECTIVE DATE: This ordinance shall become effective fifteen (15) days after adoption.

MOVED FOR ADOPTION BY: _____ SECONDED BY: _____

WHEREUPON THIS ORDINANCE WAS SUBMITTED TO A VOTE AND RESULTED IN THE FOLLOWING:

YEAS:

NAYS:

ABSTAIN:

ABSENT:

THIS ORDINANCE WAS DECLARED DULY ADOPTED AT A REGULAR MEETING OF THE PARISH COUNCIL ON THE 8TH DAY OF JANUARY, 2026; AND BECOMES ORDINANCE COUNCIL SERIES NO. 26-_____.

CHERYL TANNER, COUNCIL CHAIR

ATTEST:

KATRINA BUCKLEY, COUNCIL CLERK

MICHAEL B. COOPER, PARISH PRESIDENT

Published Introduction: NOVEMBER 27, 2025

Published Adoption: _____, 202__

Delivered to Parish President: _____, 2026 at _____

Returned to Council Clerk: _____, 2026 at _____