

ST. TAMMANY PARISH COUNCIL

ORDINANCE

ORDINANCE CALENDAR NO.: 7559

ORDINANCE COUNCIL SERIES NO.: 24-\_\_\_\_\_

COUNCIL SPONSOR: LAUGHLIN/IMPASTATO

PROVIDED BY: CIVIL DA/COUNCIL OFFICE

INTRODUCED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

ON THE 4<sup>TH</sup> DAY OF APRIL, 2024

ORDINANCE TO AMEND ST. TAMMANY PARISH CODE OF ORDINANCES, PART I – CODE OF ORDINANCES, CHAPTER 2 – ADMINISTRATION, ARTICLE III – PARISH COUNCIL, SEC. 2-75 – AGENDA FORMAT, TO ESTABLISH A ONE-MINUTE TIME LIMITATION FOR PUBLIC COMMENT ON PROCEDURAL MOTIONS TO POSTPONE ANY ITEM ON A PARISH COUNCIL AGENDA.

WHEREAS, as a public body the St. Tammany Parish Council is governed by the Louisiana Open Meetings Law, as adopted in Louisiana Revised Statutes §§ 42:11-42:28; and,

WHEREAS, Louisiana Open Meetings Law requires that all meetings of a public body, as defined by La. R.S. § 42:13 and subject to the notice requirements of La. R.S. § 42:19(A), shall be open to the public and that the public body shall allow a public comment period at any point in the meeting prior to action on an agenda item upon which a vote is to be taken; and,

WHEREAS, La. R.S. § 42:14(D) further provides that a governing body may adopt reasonable rules and restrictions regarding such public comment period; and,

WHEREAS, in addition to the three-minute time limitation currently established in St. Tammany Parish Code of Ordinances Sec. 2-75(f) for public comments relative to substantive discussions on agenda items, the Parish Council desires to adopt a one-minute time limitation on procedural motions to postpone an agenda item in order to ensure the Parish Council can efficiently and effectively address the business of the Council; and,

WHEREAS, the one-minute public comment period on procedural motions is a reasonable limit on the narrow issue of whether an agenda item should be postponed and does not derogate the public's opportunity to comment for three minutes prior to substantive action by the Parish Council.

THE PARISH OF ST. TAMMANY HEREBY ORDAINS that St. Tammany Parish Code of Ordinances, Part I – Code of Ordinances, Chapter 2 – Amended, Article III – Parish Council, Sec. 2-75 – Agenda Format be amended to provide as follows:

**Sec. 2-75. Agenda format.**

- (a) Call to order, invocation, pledge of allegiance, and roll call.
- (b) Presentations.
- (c) Resolution of nominations/appointments.
  - (1) Appointments to parish-wide boards and commissions must lay over after nomination until the following council meeting, unless the rule is suspended by ten votes of the council.
  - (2) Individual district nominations/appointments shall not require a lay-over period.
- (d) Consent calendar.
  - (1) Any item may be removed from the consent calendar by councilmembers, administration or the public for individual consideration prior to the adoption of the consent calendar. Any items not removed shall be introduced/adopted on consent by one motion, which motion shall restate the removed items.
  - (2) The minutes of the previous month's meetings.
  - (3) Ordinances for introduction. Ordinances for introduction shall be introduced by title only, sponsored by a councilmember, shall not require public reading, and be presented in full written form when considered at committee meetings.

- (4) Resolutions (except those of appointments). Resolutions shall be sponsored by a councilmember and shall not require public reading.
- (e) Appeals of decisions of the planning/zoning commission. Appearers involved in the appeal process shall be allowed ten minutes per side (for/against), with a three-minute rebuttal per side, a two-minute conclusion per side may be allowed if questions are asked by the council. Large groups shall be required to select one or more specific individuals to share the total time allocation.
- (f) Ordinances for adoption and public hearing.
  - (1) All meetings of the parish council are open to the general public. Any person wishing to speak relative to an item on the agenda shall be allowed to do so upon consideration of that matter. A three-minute time limitation is established for each person wishing to speak for/against an item on the agenda. The time limit for public comment on procedural motions to postpone an agenda item shall be one minute for each person wishing to speak on the postponement.
  - (2) All ordinances for adoption at the meeting must be on the agenda, unless qualifying as an emergency under section 2-14 of the Home Rule Charter.
    - a. The chairperson shall read the title of each ordinance prior to consideration.
    - b. Ordinances adopted shall state the members voting, members absent, and the vote cast by each member.
- (g) Award of bids.
- (h) Discussion and other matters.
- (i) Appearers.
  - (1) Appearers wishing to discuss items not listed on a meeting agenda shall be considered upon receiving a unanimous vote of the councilmembers present, which would amend the meeting agenda.
  - (2) The council chairperson shall have the option of extending time limitations on issues when deemed necessary.
- (j) Executive session.
- (k) Off-the-floor agenda.
  - (1) *Deadline.* A deadline of 10:00 a.m. on the Wednesday prior to the regular council meeting shall be established as the deadline for the off-the-floor agenda.
  - (2) *Format.* Items will be placed on the off-the-floor agenda in the order in which they are received in final form, and must each include an administrative comment stating the reasons for their placement on the agenda consistent with the following requirements:
    - a. Involving an issue of public health, safety and welfare; or
    - b. Of a time-sensitive nature; or
    - c. Of an emergency nature.
  - (3) *Sponsor.* All items off-the-floor must be sponsored by a councilmember who has been fully apprised of the subject matter of the item.
  - (4) *Procedure.* Following the hearing of matters on the regular agenda, the council may open the off-the-floor agenda upon the unanimous vote of councilmembers present. The title of each item shall be read by the chairperson prior to consideration.
- (l) Verbal off-the-floor.

- (1) Items received after off-the-floor agenda deadlines may be individually considered at the end of the meeting upon a unanimous vote of councilmembers present taken on each item after the sponsoring councilmember having read the title of the item and provided a description of the matter and the necessity for it being presented.
- (2) Ordinances presented by a councilmember at the end of the meeting must be in writing and in the form required for final adoption pursuant to Home Rule Charter section 2-12.

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 to be 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 2<sup>ND</sup> DAY OF MAY, 2024; AND BECOMES ORDINANCE COUNCIL SERIES NO. 24-\_\_\_\_.

\_\_\_\_\_  
ARTHUR LAUGHLIN, COUNCIL CHAIRMAN

ATTEST:

\_\_\_\_\_  
KATRINA L. BUCKLEY, COUNCIL CLERK

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MICHAEL B. COOPER, PARISH PRESIDENT

Published Introduction: MARCH 27, 2024

Published Adoption: \_\_\_\_\_, 2024

Delivered to Parish President: \_\_\_\_\_, 2024 at \_\_\_\_\_

Returned to Council Clerk: \_\_\_\_\_, 2024 at \_\_\_\_\_