

**GREATER LAFOURCHE PORT COMMISSION
BY-LAWS**

ARTICLE I: NAME

The name of the body shall be **Greater Lafourche Port Commission**, as created by La. Revised Statutes 34:1651 *et seq.* as amended.

ARTICLE II: DOMICILE

The domicile of the Greater Lafourche Port Commission shall be 16829 East Main Street, Galliano, Louisiana, and its mailing address shall be P. O. Drawer 490, Galliano, LA 70354-0490.

ARTICLE III: OFFICERS AND ELECTIONS

The officers shall be a President, Vice-President, Secretary and Treasurer. The officers shall be elected every three (3) years from among the Commissioners, at the regular meeting for the month of February, commencing with the year 1974. If for any reason an election cannot be held during the February meeting, then elections are to be held at the next month's regular meeting, or at a special meeting called for that purpose.

The officers shall hold office for a term of three (3) years, or until their successors are elected and qualified.

All elections of officers shall be by roll call ballot. A majority vote of all members of the Commission shall be required for election of officers. In order to remove a duly elected officer during the term of his office, a two-thirds (2/3) vote of all board members shall be required at a special meeting called for that purpose.

Vacancies in any elective office shall be filled by an election of the Board of Commissioners.

ARTICLE IV: DUTIES OF OFFICERS

PRESIDENT:

The duties of the President shall be as follows:

- A. To preside at all meetings of the Commission, with the right to vote on all questions.

- B. To see that the laws of the State pertaining to the purpose and functions of the Commission and the ordinances of the Commission are faithfully observed and executed.
- C. To call special meetings of the Commission at his discretion or upon the written request of five (5) Commissioners.
- D. To appoint such committees as, in his discretion, are advisable and to serve as an ex-officio member of all committees, with the right to vote on all questions.
- E. To countersign checks with any one of the other Commissioners or the Executive Director.
- F. The President shall be the chief executive officer of the Commission and shall perform such other duties as are usually incumbent upon the President of a Commission.

VICE-PRESIDENT:

The duties of the Vice-President shall be as follows:

- A. In the absence, for any cause, of the President, his duties shall be performed by the Vice-President, who shall act in his place and stead, and shall perform such other duties as are usually incumbent upon such an officer.
- B. Should a vacancy occur in the office of the President, the Vice-President shall succeed to the office of the President with all powers and duties of the President. In such event, the Vice-President shall serve in the office of the President until the Commission shall elect a new President.
- C. To act as Secretary and perform all duties of such an office as needed, including but not limited to attesting any official document of the Commission with his signature and the impress of the Commission.
- D. To countersign checks with any one of the other Commissioners or the Executive Director.

SECRETARY:

The duties of the Secretary shall be as follows:

- A. In the absence or disability, for any cause, of the President and of the Vice-President, the Secretary shall act as President, and shall discharge the duties of that office.
- B. The Secretary shall, when required, attest any official document of the Commission with his signature and the impress of the Commission's official seal, and in addition shall perform such other duties as are usually incumbent upon such an officer.
- C. To notify all members of the Commission of all meetings of the Commission, and shall be charged with the duty of notifying all members of the Commission by mail at least five (5) days prior to the regular monthly meeting.
- D. It shall be the duty of the Secretary to keep or cause to be kept, a record of the minutes of all meetings of the Commission.
- E. He shall be charged with the safekeeping of all minutes, papers, and/or documents of the Commission. He shall be the custodian of the official seal of the Commission. The seal and all official minutes, papers and/or documents of the Commission shall be kept at the Commission office and available for inspection by the Commission members at all times.
- F. In the absence of the Treasurer, the Secretary shall be Acting Treasurer.
- G. To countersign checks with any one of the other Commissioners or the Executive Director.

TREASURER:

The duties of the Treasurer shall be as follows:

- A. In the absence or disability, for any cause, of the President, Vice-President and Secretary, the Treasurer shall act as President, and shall discharge the duties of that office.
- B. The Treasurer shall, in his official capacity, be charged with safekeeping of all funds and other securities of the Commission.

- C. The Treasurer shall be charged with the responsibility of making a financial report of receipts and disbursements at each regular meeting of the Commission.
- D. He will also prepare or cause to be prepared, an annual audit report to be presented at the January regular meeting of the Commission. He shall also submit any other special reports required by the President or by the Commission.
- E. The Treasurer shall sign such documents relating to the financial business of the Commission as may be directed by the Commission, and shall, in addition, perform such other duties as are usually incumbent upon such officers.
- F. The Treasurer shall be a member of the Finance Committee.
- G. In the absence of the Secretary, the Treasurer shall be Acting Secretary.
- H. To countersign checks with any one of the other Commissioners or the Executive Director.

ARTICLE V: REGULAR MEETINGS

The regular meetings shall be held once each month on the second Wednesday of the month at 10:30 A.M. in the meeting room of the Greater Lafourche Port Commission Administration Building, 16829 East Main Street, Galliano, Louisiana.

All notices for regular meetings of the Commission shall be in writing and mailed to the address provided by each member of the Commission, at least five (5) days prior to the meeting. Each member of the Commission shall notify the Secretary, in writing, of the address to which all notices are to be mailed.

In addition to the above, all notices shall be posted at the Commission office.

Any regular meeting may be adjourned to a later date prior to the next regular meeting without notice to the Commissioners, provided that any absent member will be notified, in writing, of the date and time when the meeting will reconvene.

ARTICLE VI: SPECIAL MEETINGS

It shall be the privilege of the President to call special meetings of the Commission at his discretion, and the President shall call a special meeting upon the written request of three or more Commissioners.

Reasonable effort shall be made to provide the members of the Commission with notice of the time, place, and agenda of a special meeting of the Commission at least twenty-four (24) hours before the time of such meeting. If sufficient time is available, reasonable effort to provide notice shall include mailing notice to the address provided by each member of the Commission. If sufficient time is not available for mailing, reasonable effort to provide notice shall include either actual delivery to a physical address provided by each Commissioner or the use of current technology for electronic delivery of such notice in a manner approved by any member of the Commission, together with an effort to obtain oral confirmation of the receipt of such notice.

ARTICLE VII: QUORUM

Five (5) Commissioners shall constitute a quorum of all meetings of the Commission.

A majority of the appointed members of a committee shall constitute a quorum at all committee meetings.

ARTICLE VIII: COMMITTEES

The President shall appoint such committees as, in his discretion, are advisable, including an Executive Committee and Finance Committee. The President shall be an ex-officio member of all committees, and shall have the right to vote on all questions.

ARTICLE IX: RESOLUTIONS

All resolutions of the Commission shall be reduced to writing and entered in the official minutes of the Commission.

ARTICLE X: RULES OF ORDER

Robert's Rules of Order shall be the parliamentary authority for all matters of procedures of the Commission not otherwise covered in these By-Laws.

ARTICLE XI: AMENDMENTS

These By-Laws may be amended by a two-thirds (2/3) vote of the Board of Commissioners at any regular or special meeting.

ARTICLE XII: PORT DIRECTOR & GENERAL MANAGER

The Port Director and/or General Manager shall be the Board's principal executive official whose responsibility it shall be to execute the policies and projects of the Board as a prudent administrator. He shall have charge of the overall management and direction of all port affairs, and he shall be responsible directly to the Board for all administrative, managerial, financial, engineering, commerce and traffic development and public relations affairs. He may countersign checks with any of the four (4) elected officers.