



Olde Towne Preservation District Commission Rules of Procedure

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1. General Provisions

1.1 Purpose. The purpose of these Rules of Procedure is to guide the conduct of the Olde Towne Preservation District Commission.

1.2 Staff support. The Planning Department provides all staff support for the OTPDC. Unless otherwise assigned, all responsibilities set forth herein belong to the Planning Department.

1.3 Acronyms and abbreviations. Acronyms or abbreviations used in these Rules of Procedure include:

Full Name	Acronym(s) or Abbreviation(s)
Olde Towne Preservation District Commission	OTPDC or Commission
Olde Towne Preservation District	OTPD or District
OTPDC Rules of Procedure	Rules
City Historic Preservation Officer	CHPO

1.4 Conflict of rules. The rules set forth herein shall govern the conduct of the Commission, except that if any rule is construed to be in conflict with any State Act or City Ordinance, then the Act or Ordinance shall control.

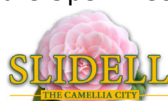
1.5 Validity. The rules set forth herein are meant to be directory and not mandatory. The failure of the OTPDC to strictly adhere to these Rules shall not form a basis for declaring invalid any Commission action.

1.6 Parliamentary procedure. Robert’s Rules of Order shall prevail in the absence of contrary provisions in these Rules. If there is a conflict between Robert’s Rules of Order and these Rules, these Rules shall prevail.

2. Ethics and Trainings

2.1 Ethical standards.

- (a) The ethical standards in these Rules supplement those provided by the City and the State.
- (b) *Communication.* The Commission meeting and public hearing is the primary place where applicants and members of the public are encouraged to present their opinions on cases being considered by the Commission.
 - (1) *In-person communication.* In-person communication between Commission members and any applicants, representatives, or members of the public regarding specific cases shall be limited and shall not circumvent the Open Meetings Law or any other law.



(2) *Electronic communication.*

- a. *Information dissemination.* Commission members may utilize electronic communication to relay the opinion of a constituent to other members of the Commission, as long as the exchange of information does not:
 - 1. Relay his/her opinion or the opinion of any other voting member;
 - 2. Invite discussion of the matter outside of the public meeting;
 - 3. Circumvent the purposes of the Open Meetings Law; or
 - 4. Include the disclosure of how any member intends to vote.
- b. *Public record.* All electronic communication involving Commission business by Commission members, including emails or text messages, is considered public record.
- (c) *Site visits.* As part of the detailed review of active cases, Commission members are encouraged to visit the location of proposed development but shall not trespass on private property.

2.2 Ethics and sexual harassment training.

Commission members must complete at least one (1) hour of ethics training and one (1) hour of sexual harassment training by December 31 during each year of public service.

3. Duties

3.1 All Commission members.

All Commission members shall:

- (1) Review staff reports for each case prior to the Commission meeting;
- (2) Attend Commission meetings;
- (3) Participate in the discussion and vote at each Commission meeting, except that a member may recuse themselves from discussion or voting if their participation would violate these Rules, the City's Code of Ordinances, or the Louisiana Code of Governmental Ethics;
- (4) Adhere to all ethical standards, including those provided for in these Rules, the City of Slidell Code of Ordinances, and the Louisiana Code of Governmental Ethics for Public Servants; and
- (5) Complete required trainings as provided for in Article 2 of these Rules, the cost of which is reimbursable.

3.2 Chairperson.

The Chairperson shall:

- (1) Preside over and be responsible for the conduct of Commission meetings, including maintaining order;
- (2) Call the question to vote on all items that require action by the Commission; and
- (3) Call for special or emergency meetings of the Commission.

3.3 Vice-Chairperson.

In the absence of the Chairperson, the Vice-Chairperson shall exercise the duties of the Chairperson.

3.4 Director of Planning.

The Director of Planning or her designee shall:

- (1) Prepare proposed annual meeting calendar of regular Commission meetings in accordance with Sec. 5.1(c) of these Rules;

- (2) Notify applicants of Commission meetings;
- (3) Prepare and post Commission meeting agendas;
- (4) Reserve a Commission meeting location;
- (5) Provide notice of Commission meetings as provided in Sec. 5.1;
- (6) Provide notice of public hearings before the Commission as provided in Sec. 5.3(a);
- (7) Prepare staff reports with a staff recommendation for all requests requiring a public hearing;
- (8) Audio record Commission meetings;
- (9) Prepare, post, and maintain minutes of all Commission meetings, which shall include:
 - a. The date, time, and location of the meeting;
 - b. Record of attendance;
 - c. Summary of proceedings; and
 - d. Record of any vote taken;
- (10) Budget and process reimbursement requests for required Commissioner training;
- (11) Provide training certificates to the appropriate entity;
- (12) Maintain all Commission records and files, including:
 - a. Commission member appointing resolutions; and
 - b. Documentation for required trainings;
- (13) Maintain a Commission webpage;
- (14) Approve certain requests for Certificates of Appropriateness, as authorized by the City's Code of Ordinances, including paint colors that are part of, or listed by the manufacturer as similar to a color that is part of, any paint manufacturer's historic paint palette;
- (15) Communicate, advise, and assist the Chair with matters related to the Commission.

4. Officers

4.1 Officers and terms.

- (a) *Officers.* The Commission shall have a Chairperson and Vice-Chairperson.
- (b) *Terms.* Officers generally serve a term of one year, which may be consecutive and unlimited. Newly elected officers shall assume their position at the next meeting and hold their position until the next regular election.

4.2 Election of officers.

- (a) *Election schedule.*
 - (1) *Regular elections.* Regular elections shall take place annually at the June regular meeting.
 - (2) *Special elections.* In cases where an officer resigns or no longer serves on the Commission, a special election shall be held immediately to fill the vacated position.
 - a. The Chairperson shall announce the vacancy and special election for the open officer position(s) during Other Business in the agenda; and
 - b. The special election may be scheduled immediately or for the next regular meeting.
- (b) *Nominations and voting.* The CHPO shall serve as election monitor. For each officer position up for a vote, the Chairperson:

- (1) Shall establish one (1) or more candidates for each officer position by calling for nominations from the floor, which nominations must be seconded, provided that a Commission member:
 - a. Must be present to be considered for any officer position;
 - b. Can nominate himself or herself;
 - c. Can decline nomination during the nomination process; and
 - d. May be nominated for more than one position, but shall only be elected to serve one (1) position; and
- (2) May continue to preside over the election even if he or she is nominated; and
- (3) Shall ask for a roll call vote, provided that:
 - a. If any Commissioner requests the vote be anonymous, votes will be written on paper and submitted to the election monitor.
 - b. If there is a tie vote, each candidate will have up to five minutes to speak, after which time another vote will be taken.

5. Meetings

5.1 Scheduling and notice.

- (a) *Public notice.* The public shall be provided notice of every meeting, or cancelation of a meeting, of the Commission in accordance with the City's Code of Ordinances and Louisiana State Law. Notice should also be provided on the City's digital communication platforms.
- (b) *Time and location.* Meetings will usually be held at 5:00pm in the Council Chambers at 2045 Second St.
- (c) *Annual meeting calendar.* No later than the last regular OTPDC meeting of the calendar year, the Commission shall adopt a meeting calendar for the upcoming calendar year, with meetings generally held on the second Wednesday of each month.
- (d) *Special and emergency meetings.* The Chairperson may call special or emergency meetings of the Commission.
- (e) *Canceling meetings.*
 - (1) *Reasons for cancelation.* The Chairperson may cancel a meeting of the Commission if there is no business to be conducted, a quorum or a representative of the Planning Department is not present, or it would be unsafe to meet.
 - (2) *Rescheduling public hearings.* Any public hearing on the agenda of a canceled meeting shall be held at the next available meeting.

5.2 Conduct.

- (a) *Quorum.* A quorum is required to take action on any item. If a quorum is not present, the Chairperson may decide to conduct the meeting for informational purposes, but no action may be taken.
- (b) *Order of business.* Items shall be on the Commission's agenda in the following order; however, items may be considered out of order by an affirmative vote of a majority of Commissioners at the beginning of the meeting:
 - (1) Call to order and roll call
 - (2) Minutes; a motion is required to approve minutes from previous meeting(s)

- (3) Public hearings; deferred public hearings shall be considered first
- (4) Other business; continuing business shall be considered first
- (5) Informational items; may include notice of upcoming training opportunities or legislative items, or similar informational notices or discussions
- (6) General comments; anyone in attendance may comment, address questions, or discuss items not on the agenda
- (7) Adjournment

5.3 Public hearings.

- (a) *Public notice.* The public shall be provided notice of public hearings before the Commission in accordance with the City's Code of Ordinances.
- (b) *Public hearing procedure.* The public hearing should be conducted in the following order:
 - (1) Chairperson introduces the item and asks if any Commissioner has a conflict;
 - (2) Staff provides report and recommendation to the Commission;
 - (3) Applicant makes presentation to the Commission;
 - (4) Chairperson opens the public hearing, asking if anyone wishes to speak on the item;
 - (5) Members of the public may speak for or against a case, provided that public comment is directed at the Commission and members of the public are respectful and courteous;
 - (6) Chairperson closes the public hearing;
 - (7) Applicant given opportunity for rebuttals;
 - (8) Commissioners deliberate;
 - (9) Chairperson asks for a motion;
 - (10) Once a motion is made and seconded, Chairperson invites further discussion;
 - (11) Chairperson calls for a roll call vote.
- (c) *Commission action.* For each case requiring a public hearing, the Commission shall take one of the following actions:
 - (1) For requests for Certificates of Appropriateness:
 - a. Approve as requested;
 - b. Approve with conditions, which shall be specified in the approval motion;
 - c. Deny; or
 - d. Defer to a specified future meeting, with the date and reason for deferral specified in the motion.
 - (2) For cases requiring a Commission recommendation:
 - a. Recommend approval to the appropriate entity;
 - b. Recommend approval with conditions, which shall be specified in the approval motion;
 - c. Recommend denial to the appropriate entity; or
 - d. Defer to a specified future meeting, with the date and reason for deferral specified in the motion.

5.4 Motions and voting.

(a) *Motions.*

- (1) *Second required.* Before any motion shall be put to a vote, it must have a second; without a second, the motion shall die on the floor.
- (2) The Commission member presenting the motion shall have the right to either amend or withdraw the motion, but this shall be done before a vote is called for on the motion.
 - a. A motion for amendment shall also require a second.
 - b. A motion to withdraw will not require a second
- (3) *Recusal.* If a Commission member intends to not vote, he/she shall notify the Chairperson prior to the motion for the roll call vote.

(b) *Voting.*

- (1) There must be a quorum present for a vote to be taken.
- (2) For a motion to pass, it requires the concurring vote of at least three (3) Commission members.

6. Amendments

6.1 Procedure to amend.

Any amendment to these Rules must be presented to the Commission prior to the meeting at which the amendment will be voted on.

6.2 Amendment proposals.

Current Commission members or the Planning Department may propose amendments to these Rules.