

# RULES OF THE INFRASTRUCTURE ADVISORY BOARD

## MEETINGS

**Rule 1.** Unless provided for otherwise in the public meeting notice, meetings of the Infrastructure Advisory Board (“Board”) will take place at the Sewerage & Water Board of New Orleans, 625 St. Joseph Street – 2<sup>nd</sup> Floor Board Room, New Orleans, LA 70165.

## PRESIDING OFFICERS

**Rule 2.** The Chairperson of the Board shall serve as the presiding officer of the Board. The Vice Chairperson of the Board shall preside in the absence of the Chairperson. If both the Chairperson and Vice Chairperson will be absent for the entirety of the Board meeting, the Board shall nominate and then elect an “Acting Chairperson” that will temporarily serve as the presiding officer of the Board for that Board meeting, and any ministerial duties relative thereto.

**Rule 3.** When the Vice Chairperson is presiding in the Chairperson’s absence and temporarily cannot act as the presiding officer for a discrete period of time during the Board meeting, he or she shall temporarily designate an “Acting Chairperson” from the other members present to serve as the presiding officer; but such substitution shall only continue until the Vice Chairperson or Chairperson returns, and in no event shall it continue beyond the conclusion of the presiding officer’s duties at the conclusion of the Board meeting.

## PRESIDING OFFICER/COMMITTEE CHAIRS SHALL VOTE

**RULE 4.** The presiding officer of the Board and the Chair of any Board Committee shall have the right to vote or abstain from voting on all questions upon which a vote is taken.

## MEETING AGENDA/MATERIALS

**RULE 5.** The Board and the Chair of any Board Committee shall prepare an agenda for each Board or Committee meeting.

## DUTIES OF THE PRESIDING OFFICER AT BOARD MEETINGS

**RULE 6.** The presiding officer shall preserve decorum and order, may speak to points of order in preference to other members, and shall decide all questions of order, subject to an appeal by other members of the Board.

**RULE 7.** The presiding officer may, at any time, during debate or otherwise, declare a recess.

## VOTING

**RULE 8.** All questions upon which a vote is taken shall be put to a voice vote of the members.

**RULE 9.** Actions taken by the Board shall require approval by a majority of the members present. Notwithstanding the foregoing, Board recommendations (pursuant to and defined in Executive Order LC 19-02, a copy of which is attached hereto) shall require a vote of five (5) Board members in the affirmative.

## SECRETARY

**RULE 10.** At its inaugural meeting, the Board shall elect a Secretary from among the members of the Board to serve a period of one year or upon the expiration date of Executive Order LC 19-02.

## QUORUM

**RULE 11.** A quorum of the Board for the transaction of official action shall consist of four (4) members.

## LOUISIANA'S OPEN MEETING LAWS AND ROBERT'S RULES OF ORDER

**RULE 12.** The rules of parliamentary procedure comprised in the Robert's Rules of Order Newly Revised (11<sup>th</sup> Edition) shall govern the Board and its committees in all cases to which they are applicable, when not inconsistent with the Board's Rules and Regulations and/or Louisiana's Open Meetings Law (La. R.S. 42:11 – La. R.S. 42:28).

## COMMITTEES

**RULE 13.** The Board may create committees, as needed. The Board chair appoints all committee chairs and committee members.

## PUBLIC COMMENT

**Rule 14.** The Board is obligated under State law to allow a public comment period prior to action on an agenda item upon which a vote is to be taken. The guidelines for public comment are as follows:

1. Sign-up sheets Comment cards for registering support for or opposition to an agenda item and/or requesting speaking time during the public comment period(s) prior to Board action will be made available thirty (30) minutes before the start of the at each meeting.
2. Public speakers who have properly submitted a comment card and are present during the public comment period are allowed two (2) minutes for each agenda item, unless time is extended by the presiding officer. Any modification of the public comment rules shall be announced prior to the initiation of the public comment period.
3. Public speakers must be present in the meeting location to speak.
4. Public speakers may not sign up on behalf of others, and no ceding of time to another person is permitted.
5. All remarks should be directed at the Board as a whole.
6. At the discretion of the presiding officer, any person who engages in speech or action that disrupts, disturbs, or otherwise impedes the orderly conduct of the Board meeting (e.g., personal, impertinent, slanderous or profane remarks) may be barred from further audience before the Board at that meeting.
7. Any accompanying written documentation, shall be formally submitted by the public speaker to the presiding officer, along with three (3) copies, for incorporation into the record.

8. Any individual who address the Board shall disclose receipt of anything of value, monetary or otherwise, that influenced the public speaker to take a position before the Board.

**DRAFT**