

**Louisiana Watershed Region 4 Steering Committee Meeting Minutes of November 30, 2022**  
**ATTACHMENT A**

**BY-LAWS**  
**of the**  
**Louisiana Watershed Initiative (LWI) Region 4**  
**Coalition Policy Committee (CPC)**

**Article I. Name**

The name of this Louisiana Watershed Initiative (LWI) Region 4 management organization is: LWI Region 4 Coalition Policy Committee.

**Article II. Purpose**

The State of Louisiana recognizes that Louisiana's abundant water resources can often endanger communities and that water does not follow political boundaries, but rather responds to geological, bathymetrical, and hydrological boundaries. As such, the Watershed Management Council was established to develop, implement, and manage the Louisiana Watershed Initiative, a statewide, comprehensive watershed planning process that fosters the collaborative management of Louisiana's flood risks by local, state, and regional governmental entities.

In 2019, the Watershed Management Council agreed to use eight watershed regions as a starting point to coordinate efforts among parishes and distribute project funds. Region 4, one of the original eight watershed regions, focuses on watershed-based solutions in West Louisiana, including all or portions of Caddo, DeSoto, Sabine, Vernon, Rapides, Beauregard, Allen, Calcasieu, Jefferson Davis, and Cameron Parishes.

**Article III. Mission Statement**

The mission of LWI Region 4 is to improve the way residents and governments understand, address, and respond to flood risks; to organize a structure for making changes and improvements on a watershed scale; and to develop modeling, planning, and data tools that inform and support more effective watershed-based floodplain management.

**Article IV. Legal References**

- I. Senate Bill No. 414, Louisiana Revised Statutes and amendments and supplements.
- II. Part VIII of Chapter 2 of Title 49, Louisiana Revised Statutes of 14 1950, to be comprised of R.S. 49:220.41 through 49:220.45.

**Article V. Membership**

Membership in LWI Region 4 Coalition Policy Committee (CPC) is established by these Bylaws and structured into two groups: 1) Technical Advisory Group (TAG) and 2) Coalition Policy Committee (CPC).

- I. Technical Advisory Group (TAG)
  - A. The purpose of the Technical Advisory Group (TAG) is to have representation by science, planning and engineering professionals as advisors.
  - B. Representatives are appointed and approved by the Coalition Policy Committee (CPC) as deemed appropriate and necessary to technical capacity needs of the CPC.
  - C. Technical Advisory Group (TAG) meetings are scheduled as needed or requested by TAG or CPC Chair.
  
- II. Coalition Policy Committee (CPC)
  - A. The purpose of the 15-member Coalition Policy Committee (CPC) is to have representation by local parishes, municipalities, and specific water-based entities for policy decisions to:
    - 1. Advance LWI programs and project initiatives.
    - 2. Adopt funding mechanisms that support LWI Region 4 projects and operations.
    - 3. Develop and support a unified plan and implementation schedule for the Louisiana Region 4 Watershed.
  - B. Membership on the Coalition Policy Committee (CPC) includes:
    - 1. Two (2) from each parish:
      - a. One (1) Primary Rep, and
      - b. One (1) Secondary Rep.
      - c. Each parish with one (1) vote.
    - 2. Coushatta Tribe of Louisiana with one (1) vote.
    - 3. Sabine River Authority of Louisiana with one (1) vote.
    - 4. Two municipal representatives (on two-year rotation) with one (1) vote each.
    - 5. Water Ports:
      - a. Port of Lake Charles with one (1) vote
      - b. One smaller port on two (2) year rotation with one (1) vote
  - C. The Coalition Policy Committee (CPC) meetings are scheduled quarterly and at the call of the Chair.

## **Article VI. Leadership Structure**

- I. First Meeting of the Year
  - A. The first meeting of the calendar year will be held in January.
  - B. Election of Technical Advisory Group (TAG) and Coalition Policy Committee (CPC) officers shall be held at the first meeting of the year.
    - 1. A Chair and Vice Chair shall be elected for the Technical Advisory Group (TAG) each year.
      - a. The Chair shall be elected by majority vote of current members of the Technical Advisory Group.
      - b. The Vice Chair shall be elected by majority vote of the Technical Advisory Group.
      - c. Said officers will serve a term of one year.
      - d. Officers shall be recognized and formally confirmed for the calendar year.
      - e. Newly elected officers shall assume their respective positions and responsibilities effective February 1st each year.

2. A Chair, Vice Chair, Secretary, and Treasurer shall be elected for the Coalition Policy Committee.
  - a. The Chair shall be elected by majority vote of the Coalition Policy Committee.
  - b. The Vice Chair shall be elected by majority vote of the Coalition Policy Committee.
  - c. The Secretary shall be elected by majority vote of the Coalition Policy Committee.
  - d. The Treasurer shall be elected by majority vote of the Coalition Policy Committee.
  - e. Said officers shall serve a term of one year.
  - f. Officers shall be recognized and formally confirmed for the new calendar year.
  - g. Newly elected officers shall assume their respective positions and responsibilities effective February 1st each year.
- C. The Coalition Policy Committee's first Resolution of the year shall be to review, identify and confirm membership on the Technical Advisory Group until other appointments can be considered and acted upon when deemed necessary.
- D. The Coalition Policy Committee shall review and approve meeting Minutes of the Coalition.
- E. The Coalition Policy Committee shall review and approve proposed plans, infrastructure projects and programs affecting the Region 4 Watershed.
- F. The Coalition Policy Committee's second Resolution of the year shall be to establish the Order of Business for Coalition Policy Committee Meeting Agendas.
- G. The Coalition Policy Committee shall review and approve all financial initiatives (i.e., grants, donations, revenues, funding mechanisms, expenditures, and budgets) prior to formal actions by the Southwest Louisiana Regional Planning Commission (SWLA-RPC) acting in an administrative capacity for Louisiana Watershed Region 4.
- II. Membership Vacancies
  - A. There shall be no permanent representation on the Watershed Region 4 Technical Advisory Group. Appointments, seats, and representation on TAG are monitored and adjusted by the Coalition Policy Committee (CPC) when and as deemed necessary.
  - B. Vacancies on the Coalition Policy Committee shall be filled by the appointing authority.
- III. Membership Terms
  - A. Members of the Technical Advisory Group (TAG) may serve indefinitely and as specifically limited by the Coalition Policy Committee.
  - B. Members of the Coalition Policy Committee may serve indefinitely and at the discretion of their appointing authority unless subject to rotation or limitation as noted in these Bylaws.
- IV. Meeting Quorum
  - A. Quorum requirements for a meeting of the Technical Advisory Group shall be a current majority, but no less than five (5) members.
  - B. Quorum requirements for a formal business meeting of the fifteen (15) member Coalition Policy Committee shall be eight (8) members.
- V. Meeting Notices

- A. All meetings of the Coalition Policy Committee shall be posted and distributed with meeting agenda five calendar days prior to meeting date as follows:
  - 1. Front door of building where meeting is to be held,
  - 2. Website of the Louisiana Watershed Initiative (LWI) Region 4, and
  - 3. Distributed electronically as follows:
    - a. Coalition Policy Committee Members (agenda with attachments)
    - b. Local Media (agenda)
    - c. Public (as requested)
  
- VI. Public Statements Responsibilities
  - A. The LWI Region 4 Watershed Coalition Policy Committee Chair shall be the official voice of the Coalition Policy Committee or in his/her absence, the Vice Chair.
  
  - B. Members of the Coalition Policy Committee may make personal public statements related to the Region 4 tasks and responsibilities but shall not represent themselves as speaking on behalf of Region 4 or the Coalition Policy Committee.
  
- VII. Voting Requirements
  - A. No action of the Region 4 Watershed Coordinator or Coalition Policy Committee shall be authorized unless approved by a majority vote of quorum achieved meeting members present and open to the public.
  
  - B. Proxy votes are not allowed at either TAG or CPC meetings.
  
- VIII. Watershed Coordinator
  - A. Employment of a Watershed Coordinator for administration and management of the Region 4 (LWI) is at the sole discretion of the Imperial Calcasieu Regional Planning & Development Commission (dba Southwest Louisiana Regional Planning Commission).
  
- IX. Responsibilities
  - A. The Technical Advisory Group shall report directly to the Coalition Policy Committee.
  
  - B. The function of the Technical Advisory Group (TAG) shall include, but not be limited to the following:
    - 1. To review and recommend to the Coalition Policy Committee (CPC) on technical plans, infrastructure, and programs submitted and requested by the CPC.
    - 2. To monitor implementation of specific plans, projects and programs designated by the CPC.
    - 3. To provide technical evaluations of various watershed studies, plans, programs, or public information documents and advise the Coalition Policy Committee thereof.
    - 4. To make priority recommendations to the Coalition Policy Committee for watershed plans and program implementation based on needs as determined by technical studies.
  
  - C. The Coalition Policy Committee, in addition to required actions necessary for policy making decisions, shall specifically review and approve the following:
    - 1. Review and approval of all financial initiatives (i.e., grants, donations, revenues, funding mechanisms, expenditures, and budgets) prior to formal actions by the Southwest Louisiana Regional Planning Commission (SWLA-RPC) acting in an administrative capacity for Louisiana Watershed Region 4.
    - 2. Annual review and approval of Coalition Policy Committee Bylaws.

3. Review and approve all Watershed Region 4 purposed contracts, agreements, cooperative endeavors, and memorandums of understanding among and between local governments.
4. The Louisiana Watershed Initiative Region 4 (LWI) funding indebtedness, Letters of Credit, and other financial commitments.

#### **Article VII. Responsibilities of Officers**

- I. Officers are elected in January of each year to serve a term of twelve months beginning February 1 and ending January 31. Members may be consecutively elected to any officer position once.
  - A. The Chair of the Region 4 Technical Advisory Group shall set and approve all meetings both scheduled and special call and shall approve all meeting agenda items.
  - B. The Chair of the Region 4 Coalition Policy Committee shall set and approve all meetings both scheduled and special call and shall approve all meeting agenda items.
  - C. The Vice Chair of the Region 4 Technical Advisory Group shall fulfill responsibilities of Chair when the Chair is absent and unable. The Vice Chair shall review and submit to the Chair all formal recommendations received from the Technical Advisory Group for action deem appropriate.
  - D. The Vice Chair of the Region 4 Coalition Policy Committee shall fulfill the responsibilities of Chair when the Chair is absent and unable. The Vice Chair shall review and submit to the Chair all formal recommendations received from the Technical Advisory Group for action deem appropriate.
  - E. The Treasurer of the Region 4 Coalition Policy Committee shall review all financial reports and financial documents for submittal to the Coalition Policy Committee for action.
  - F. The Region 4 Watershed Coordinator shall maintain communication by and between the Coalition Policy Committee members, the Technical Advisory Group members and Louisiana Watershed Initiative state administrators, draft TAG and CPC meeting agendas, minutes and determine level and type of staffing to assist in carrying out the Louisiana Watershed Region 4 mission.

#### **Article VIII. Administrative Services Support**

LWI Region 4 may request and may provide coordination and administrative responsibilities for a variety of functions not directly regulated or responsible to the Coalition Policy Committee. An example is the Metropolitan Planning Organization (MPO) which functions independently of the Southwest Louisiana Regional Planning Commission but is provided management, administrative, staff and contractual capacities.

#### **Article IX. General**

- I. Officers and members of the Technical Advisory Group and Coalition Policy Committee shall serve without compensation.
- II. The Watershed Coordinator shall be responsible for management of LWI Region 4 staff and execution of approved and adopted instruments by the Coalition Policy Committee.

- III. Region 4 (LWI) and its Coalition Policy Committee meetings shall be conducted through these Bylaws adopted by the Coalition Policy Committee as amended.
- IV. Amendments to these Bylaws shall be made by a quorum vote of members present at a meeting of the Coalition Policy Committee.
- V. The fiscal year of LWI Region 4 is July 1st through June 30th.
- VI. Financial accounting records of the LWI Region 4 shall be professionally audited each year.
- VII. "Robert's Rules of Order" as amended shall be parliamentary authority for all matters of procedures not covered by the Bylaws and Rules of Policy and Procedure adopted by the Coalition Policy Committee.