

## RESOLUTION NO. 181 OF 2024

### A RESOLUTION AMENDING PORTIONS OF SECTION 2 OF THE SHREVEPORT, LOUISIANA, CITY COUNCIL RULES OF PROCEDURE, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

**BY: COUNCILMEMBER DR. ALAN JACKSON, JR.**

**WHEREAS**, in accordance with the Shreveport City Charter Section 4.13 the Shreveport City Council shall adopt rules defining the duties of the chairman, vice chairman and the clerk of council, and governing its employees, organization of any of its committees, the time, place and procedure of its meetings, including the procedure provided for in Section 4.30, and the transaction of its business; and

**WHEREAS**, said rules of procedure have been adopted and are codified in the City's online publications as Appendix "A" – City Council Rules of Procedure (to the Code of Ordinances, City of Shreveport, Louisiana); and

**WHEREAS**, in accordance with the City Council Rules of Procedure Section 11, sub-section 11.1 the City Council Rules of Procedure may be amended, altered, supplemented, or repealed in whole or in part only by two-thirds vote of the council taken at a regular meeting or at a special meeting called pursuant to legal notice; and

**WHEREAS**, pursuant to Shreveport City Charter Section 4.13 such City Council Rules of Procedure shall not become effective until entered into the book of rules (a public record) to be kept and indexed by the clerk of council.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Shreveport, Louisiana, in due, regular and legal session convened that Section 2 of the City Council Rules of Procedure be hereby amended to now read as follows:

#### **APPENDIX A CITY COUNCIL RULES OF PROCEDURE**

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#### **Section 2. – Chair and vice-chair**

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- 2.3 *Duties of the chair.* The chair shall preside at all council meetings and shall be responsible for the orderly conduct of meetings. He shall state each question coming before the council, shall have the right to limit debate, shall announce the decision of the council on all subjects, and shall decide all questions of order subject, however, to an appeal to the council. No person may address the council unless recognized by the chair. The chair shall serve as mayor pro tem. He shall sign all ordinances and resolutions adopted by the council during his presence. In the event of his absence, the presiding officer shall sign ordinances or resolutions as then adopted. The chair shall appoint the membership of special committees and their respective chairs. The chair shall also designate council representatives to other bodies with the consent of the council. The chair shall supervise all employees of the council.

The chair's supervisory authority over the employees of the council includes the following:

- (1) To designate council representatives to other bodies with the consent of the council;
- (2) To examine periodic performance reviews of council staff submitted by the clerk of council or the internal auditor;
- (3) To review disciplinary actions taken by the clerk of council or the internal auditor;
- (4) To perform annual council staff performance evaluations;
- (5) To review council staff leave documentation approved by the clerk or the internal auditor.

2.4 *Duties of the vice-chair.* In the absence of the chair, or while the chair is vested with the powers of the office of mayor, the vice-chair shall exercise all the duties of the office of the chair. He shall perform such other duties as are determined by the council. The vice-chair shall serve as mayor pro-tem during any period in which both the mayor and the chair are unable to perform the duties of mayor for the reason enumerated in Shreveport City Charter Section 5.04. The vice-chair shall provide support and assistance to the chair. The vice-chair shall perform duties as assigned by the chair, including to sign ordinances and resolutions in care of the chair.

In the event that both the chair and vice-chair of the council are absent from the city, the line of succession to chair the council shall be as designated by the chair. The designee as chosen by the chair shall be done in writing, signed by the chair, and filed with the clerk the same day the designation is made.

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**BE IT FURTHER RESOLVED** that if any provision or item of this Resolution or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications of this Resolution which can be given affect without the invalid provisions, items or applications and to this end the provisions of this Resolution are hereby declared severable.

**BE IT FURTHER RESOLVED** that all ordinances, resolutions or parts thereof in conflict herewith are hereby repealed.

**BE IT FURTHER RESOLVED** that this Resolution shall become effective in accordance with the provisions of Shreveport City Charter Section 4.23 and pursuant to Shreveport City Charter Section 4.13 whereby such City Council Rules of Procedure shall not become effective until entered into the book of rules (a public record) to be kept and indexed by the clerk of council.

**THUS DONE AND RESOLVED** by the City Council of the City of Shreveport, Louisiana.

**APPROVED AS TO LEGAL FORM:**

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City Attorney's Office