

**RESOLUTION NO. 182 OF 2024**

**A RESOLUTION AMENDING PORTIONS OF SECTION 6 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of Procedure Section 11, sub-section 11.1 the City Council Rules of Procedure may be amended, altered, supplemented, or repealed in whole or in part only by two-thirds vote of the council taken at a regular meeting or at a special meeting called pursuant to legal notice; and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 6 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 6. – Clerk of Council**

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6.5 *Office of the clerk of council.* The clerk shall plan and assign work and exercise general supervision over the employees of the city council. Provided that the clerk shall only exercise administrative supervision of the internal auditor and his or her staff and the clerk shall not instruct, direct, or otherwise supervise the internal auditor regarding audits, reports, or other duties and responsibilities assigned the internal auditor by section 4.25 of the city Charter.

“General supervision over the employees of the city council” shall include the responsibilities listed herein below, which, for the internal audit staff, shall be performed by the internal auditor:

- (1) To hire, train, promote and terminate of the office staff;
- (2) To approve requests for leave;
- (3) To carry out periodic performance reviews;
- (4) To discipline council staff and to report such discipline to the chair of the council;
  - a. In the case of the absence of the chair, the clerk shall report his or her findings to the vice-chair of the council;
- (5) To issue an increase in salary, pursuant to a performance review, not to exceed 4% of the previous year's salary if the employee remains in the same position;
- (6) To administer the budget of the Council Office;
- (7) To designate an interim clerk in the case of the absence of the clerk.

6.6 *Compensation.* Subsection 6.5(5) notwithstanding, pursuant to Article 4 of the Charter of the City of Shreveport, any member of the council may move to fix the salary and issue an increase in salary of any member of the council office staff. The motion must be seconded by any member of the council and requires a majority vote of those members present and voting, a quorum being present.

The clerk of council may make recommendations concerning any increase in salary that exceeds the 4% allowed in subsection 6.5(5) for employees who remain in the same position, subject to the vote of the council at a lawful meeting where a quorum is present.

6.7 *Termination.* Any member of the council may move to terminate any member of the council office staff. The motion must be seconded by any member of the council and requires a majority vote of those members present and voting, a quorum being present.

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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