

RESOLUTION NO. _____

A RESOLUTION ESTABLISHING THE RULES AND ORDER OF BUSINESS FOR THE THIBODAUX CITY COUNCIL FOR THE YEAR 2025

BE IT RESOLVED by the City Council of the City of Thibodaux, that:

WHEREAS, the City of Thibodaux Home Rule Charter (the “Charter”) provides, at Article III, Section 2 (G), that the City Council must establish its meeting dates, times and location, establish a voting order, establish its own rules and order of business, and select a President and Vice-President to serve each year; and

NOW, THEREFORE, BE IT RESOLVED by the Thibodaux City Council, that:

SECTION 1: Regular meetings of the City Council shall be conducted on the first and third Tuesday of every month, which shall commence at 5:00 o’clock p.m. in the City Council Chambers at Thibodaux City Hall, 310 West 2nd Street, Thibodaux, Louisiana.

SECTION 2: In no calendar month, shall there ever be less than two (2) meetings of the City Council in accordance with Article III, Section 2(G)(1) of the City Charter. Special meetings of the City Council may be held on the call of the President of the Council, or on the call of three or more members of the Council. Such special meetings shall be held at the regularly appointed place. An emergency meeting of the Council may be called by the President of the Council, three or more members of the Council, or by the Mayor. All meetings shall be open to the public, with such notice as required by state law. At all meetings of the City Council, the meetings shall operate from an agenda which shall have been published at least twenty-four (24) hours, excluding Saturdays, Sundays and holidays, prior to the meeting. Such notice shall include the agenda, date, time, and place of the meeting. The agenda for emergency meetings shall be made available to the public as soon as practical prior to the meeting with said notice including the agenda, date, time and place of the meeting.

SECTION 3: At the first regular meeting of a newly elected City Council, and annually thereafter, a President and Vice-President shall be elected from among the at-large members. The President of the Council shall preside at meetings of the Council, and carry out such other duties as may be authorized. In the absence of the President of the City Council, the Vice-President of the Council shall preside. If the President of the Council is temporarily exercising the powers, functions and duties of the Mayor as provided for in Article III, Section 3, Paragraph F, and Section 11, Paragraph C, of the City Charter, the election of Council officers shall not be held until the first regular meeting after the Mayor re-assumes his office, or until the vacancy for Office of the Mayor has been filled by election. The President for the Year 2025 shall be Councilman Mire, and the Vice-President shall be Councilman Naquin.

SECTION 4: All voting on matters coming before the City Council shall be by electronic vote or roll call, and the yeas and nays shall be recorded in the minutes of the Council by the individual vote of each Council member. In the case of a roll call vote, the voting order shall be Council District “A”, Council District “B”, Council District “C”, Council Vice-President, Council President. No less than a majority, three (3), of the authorized membership of the Council shall constitute a quorum to transact business. If quorum is not present, then less than a majority of the members of the Council shall call the meeting to order, and compel the attendance of the absent members.

SECTION 5: Amendments to any ordinance or resolution shall also require a separate vote by the Council. Public comments on the amendment shall also be heard with interested persons given the opportunity to submit a speaker card to the Council Administrator at the time the amendment is offered. However, if the proposed amendment materially alters the original ordinance or resolution, interested persons, who did not previously sign in to speak, will be allowed to submit a speaker card to speak on the ordinance as proposed to be amended. The speaker will be limited to a maximum of three (3) minutes of comment with the speaker receiving indication through a visible timer. No additional comment time is

allowed; thus, the speaker will not receive any additional time. Except as otherwise provided in the Charter, the affirmative vote of a majority of the authorized membership of the Council shall be necessary to adopt an ordinance or a resolution properly brought before the Council.

SECTION 6: The City Council hereby adopts the following rules, order of business, and procedures for interested persons to be heard at meetings:

All meetings of the Council, should be conducted in accordance with the rules set forth by the presiding officer, unless a preferential motion is made and seconded and voted affirmatively by a majority, three (3), of the members of the Council that Roberts Rules of Order be used, in which event Roberts Rules of Order shall be used to conduct the remainder of the meeting and any matter then under consideration.

The procedure is hereby established whereby interested parties shall be given the opportunity to be heard at meetings of the Council on the following issues:

Resolutions. Any interested persons wishing to address the Council concerning a resolution up for adoption shall execute a speaker card. The speaker card must be filled out completely. The speaker card will be given to the Council Administrator prior to the agenda item being read. All speaker cards will have a notation that any material that an individual wants to distribute to Council members will be given to the Council Administrator for distribution. The speaker will be limited to a maximum of three (3) minutes of comment with the speaker receiving indication through a visible timer. No additional comment time is allowed; thus, the speaker will not receive any additional time.

Ordinances for final adoption. Any interested persons wishing to address the Council concerning an ordinance up for final adoption shall execute a speaker card. The speaker card must be filled out completely. The speaker card will be given to the Council Administrator prior to the agenda item being read. All speaker cards will have a notation that any material that an individual wants to distribute to Council members will be given to the Council Administrator for distribution. The speaker will be limited to a maximum of three (3) minutes of comment with the speaker receiving indication through a visible timer. No additional comment time is allowed; thus, the speaker will not receive any additional time.

Discussion items. Any interested persons wishing to address the Council concerning a discussion item shall execute a speaker card. The speaker card must be filled out completely. The speaker card will be given to the Council Administrator prior to the agenda item being read. All speaker cards will have a notation that any material that an individual wants to distribute to Council members will be given to the Council Administrator for distribution. The speaker will be limited to a maximum of three (3) minutes of comment with the speaker receiving indication through a visible timer. No additional comment time is allowed; thus, the speaker will not receive any additional time.

Comments from the public:

Any interested person wishing to address the City Council on any matter related to the City Government that is within the legislative power of the City Council, not on any agenda for that date, will be allowed to do so at the third Tuesday of the month meeting of the City Council in that portion of the agenda known as "Comments from the Public." Once a person has had a comment on a certain subject heard and answered by the City Council, that subject cannot be brought back to the City Council at another meeting under this Section. Any interested persons wishing to address the City Council shall execute a speaker card. The speaker card must be filled out completely and given to the Council Administrator prior to the agenda item being read. All speaker cards will have a notation that any material that an individual wants to distribute to City Council members will be given to the Council Administrator for distribution. The speaker will be limited to a maximum of three (3) minutes of comment with the speaker receiving indication through a visible timer. No additional comment time is allowed. The speaker will not receive any additional time.

Notwithstanding the foregoing, the Chair, in his/her discretion, may grant additional time to a speaker in order to extend reasonable accommodation to such speaker in accordance with applicable law. A person who completes a speaker's card may only speak in his or her own right, and no person may yield or assign all or any portion of his/her time to another person for any purpose.

Any citizen who has a question on any agenda item should submit that question in writing to the Council Administrator at least 24 hours before the meeting at which the agenda item will be discussed and the Council will make every effort to provide a response to the question at the Council meeting during which the agenda item will be discussed.

In accordance with Act No. 393 of the 2023 Regular Session of the Louisiana legislature (amending the Louisiana Open Meetings Law found at La. R.S. 42:1, *et. seq.*), **Exhibit A** attached hereto and made a part hereof is hereby adopted (Disability Accomodations).

All proclamations and recognitions shall be presented outside of Council Meetings.

SECTION 7: The Council Administrator shall keep a record of the minutes and proceedings of all meetings. All official actions shall be published in the official journal in accordance with the Charter and State law.

SECTION 8: All items submitted for the agenda of a Council meeting shall be submitted on an Agenda Request Form and forwarded to the Council Administrator in accordance with the time lines established by the Council Administrator. The Agenda Item Request Form will state the action requested and will list all pertinent information including the author of the agenda item. For a matter to be placed on the agenda, it must be authored or sponsored by a City Council Member, the Council Administrator, the Mayor, or a Department Head.

SECTION 9: The Council rules and order of business set forth in this resolution will become effective immediately upon an affirmative vote of a majority, three (3), of the Council and thereafter unless and until amended and/or repealed by further action of the Council.

The above resolution having been submitted to a vote, the vote thereon was as follows:

YEAS:

NAYS:

ABSTAINED:

ABSENT:

And the above resolution was declared adopted this ___ day of _____ 2025.

Jennifer Morvant, Council Adm.

Mike Naquin, President

EXHIBIT A

Policy for Participation in Public Meetings via Electronic Means

Section 1. Disability Accommodations

Although an open meeting may be scheduled as in-person, the Thibodaux City Council is obligated to provide for participation via electronic means on by people with disabilities. The City of Thibodaux utilizes Facebook Live for the streaming of the Council meetings, and the video is posted to the City website at www.ci.thibodaux.la.us after the meeting is concluded.

People with disabilities are defined as any of the following:

A member of the public with a disability recognized by the Americans with Disabilities Act (ADA); a designated caregiver of such a person; or a participant member of the Thibodaux City Council with an ADA-qualifying disability.

The Council Administrator shall ensure that the written public notice for an open meeting, as required by R.S. 42:19, includes the name, telephone number and email address of the designated representative to whom a disability accommodation may be submitted.

Upon receipt of an accommodation request, the designated representative is only permitted to ask if the requestor has an ADA-qualifying disability or is a caregiver of such a person (yes or no). The requestor shall not be required to complete a medical inquiry form or disclose the actual impairment or medical condition to support a disability accommodation request.

The designated representative shall provide the requestor with the accommodation, including the teleconference and/or video conference link, for participation via electronic means as soon as possible following receipt of the request, but no later than the start of the scheduled meeting.

Participation via electronic means shall count for purposes of establishing quorum and voting.