

C O N S T I T U T I O N

O F T H E

L O U I S I A N A

M U N I C I P A L A S S O C I A T I O N

Adopted by the Convention, May 17, 1949, at the Virginia Hotel, Monroe, Louisiana.

Amended by the Convention on March 25, 1961, at the Francis Hotel, Monroe, Louisiana; March 30, 1963, at the Lafayette Municipal Auditorium, Lafayette, Louisiana; May 6, 1967, at the Roosevelt Hotel, New Orleans, Louisiana; April 6, 1974, at the Bentley Hotel, Alexandria, Louisiana; August 20, 1979, at the Alexandria Convention Center, Alexandria, Louisiana; August 14, 1982, at the Lafayette Municipal Auditorium, Lafayette, Louisiana; August 12, 1989, at the Hotel Bentley, Alexandria, Louisiana; August 15, 1992, at the Exposition Hall, Shreveport, Louisiana; August 12, 1995, at the Monroe Civic Center, Monroe, Louisiana; August 9, 1997, at the Cajundome, Lafayette, Louisiana; August 13, 2005, at the Exposition Hall, Shreveport, Louisiana; August 9, 2008, at the Cajundome, Lafayette, Louisiana; and, August 4, 2012, at the Lake Charles Civic Center, Lake Charles, Louisiana.

Constitution of the Louisiana Municipal Association

Article

1

The name of this body shall be the Louisiana Municipal Association. It shall have its domicile or main office in Baton Rouge.

Article

2

The objects of this Association are to promote and to protect the rights and interests of the cities, towns, and villages of the State of Louisiana; to promote the welfare of the citizens of said municipalities; to improve the administration of public municipal affairs; to assist in solving problems that are common to municipalities; to cooperate in securing the enactment of proper laws by the legislature for the general good of municipalities.

Article

3

The officers of the Association shall be a President, a First Vice-President, and a Second Vice-President. The President, First Vice-President, and Second Vice-President shall be elected municipal officials of the State of Louisiana, and shall be elected at the annual convention of the Association by a majority vote of the member corporations present and voting. The method of voting may be either by secret ballot or such other method as the convention may adopt.

All individuals who intend to run for Executive Officers (President, First Vice President, and Second Vice President) of the LMA must provide a written Letter of Notification to the LMA Executive Director by May 1 of the year in which they are running. (must be postmarked by May 1) Published reminders of “Notice of Office Seeking” with the specified May 1 qualifying date will be broadcast to the LMA membership via three sources: email, the *Louisiana Municipal Review*, and also by general mailout beginning in March/April of each year. A copy of each qualifying letter received will be published within the July issue of the *Louisiana Municipal Review*. All said individuals are strongly encouraged to attend at least 7 of the 10 LMA District Meetings in that year. Any individual who will not be attending any specific LMA District Meeting is asked to place a courtesy call to the LMA President and hosting District Vice President in order to allow for appropriate accommodations at that meeting.

After May 1, no nominations from the floor will be allowed at the Annual Business Meeting except under extreme circumstances and specific criteria including but not limited to:

- Death
 - Resignation
 - Non-Re-election
 - Health Issues
 - Vacancy of the Office
- Legal Matters:
 - Pending Indictments
 - On-Going Investigations
 - Criminal Activity

In the event an officer or candidate should find themselves or be found to be in a questionable position regarding their eligibility as the Annual Convention approaches, the LMA Active Past Presidents will approach said officer or candidate to discuss their situation. The LMA Active Past Presidents shall then report to the LMA Executive Board at its meeting at the Annual Convention (prior to the Annual Business Meeting) if nominations from the floor will be opened or not for that given year.

If more than two individuals run for a position and one does not receive more than 50 percent of the vote for that office, then there shall be a run-off between the two top candidates with the most votes.

Article

4

There shall be ten (10) District Vice Presidents, one from each Association district in the State. They shall be elected by a majority vote at their respective district's annual meeting, and then ratified at the annual convention by a majority vote of the member corporations present. The election at the district meetings shall be conducted based upon one vote for each eligible member city that is current with its dues and present.

Article

5

Each District Vice President is authorized to appoint a Parish Chairman for each of the parishes in his district, and to hold District meetings when necessary and upon request of the President of the Association. Each Parish Chairman is authorized to appoint a Parish Committee to be composed of one or more municipal officials from each city, town, or village in his parish.

It shall be the duty of Parish Chairmen to hold meetings of Parish Committees when requested to do so by the District Vice President.

Article

6

The President, First Vice President, and Second Vice President shall be elected as provided in Article III hereof and shall serve until the next annual convention

of the Association following their election, or until their successors shall have been elected and qualified. Officers of the Association are eligible to succeed themselves, except that the President of the Association shall not be eligible as his own immediate successor.

Article

7

There shall be an Executive Board which shall consist of the President, the First Vice President, the Second Vice President, the ten District Vice Presidents, and former Presidents of the Association who are still holding elective municipal offices. In addition to said members, the President of the Association may appoint not more than five members who are elected municipal officials of a member corporation. One (1) member representing a municipality whose population does not exceed 1,000; One (1) member representing a municipality whose population is above 1,000, but does not exceed 2,500; One (1) member representing a municipality whose population is above 2,500, but does not exceed 5,000; and two (2) members representing municipalities at large. If so appointed, these appointees shall be Vice Presidents at Large. The members of the Executive Board shall serve for a period of one year or until their successors has been selected and except for the President, shall be eligible to succeed themselves.

The Executive Board shall also include the presiding officer, or his designee, of any association or organization, consisting of non-elected municipal officers, employees, or professionals, that may be recognized by the Executive Board as eligible for affiliation with the Louisiana Municipal Association. To be eligible for recognition as an affiliate organization, such association or organization must meet the following criteria:

- (1) A substantial number of persons qualified for membership in such association or organization must be members thereof, as determined by the Executive Board.
- (2) The association or organization shall hold at least one (1) general membership meeting per year, which meeting shall not be held at the same time and place as the annual convention of the Louisiana Municipal Association.
- (3) The association or organization shall hold at least four (4) board meetings per calendar year.
- (4) The President of the Louisiana Municipal Association, or his designee, shall serve as a member of the executive board of such association or organization.

The Executive Board shall also include a member or designee of the Board of the Municipal Employees' Retirement System, said member or designee to be designated by the Board of the Municipal Employees' Retirement System.

Article

8

The Executive Board shall supervise and control the affairs of the Association between the annual conventions and shall have full authority to direct its operations and activities in all matters, including the authority to employ anyone, subject only to such restrictions as are contained in this constitutions. In the event of a vacancy on the Executive Board, or in the office of the President, First Vice President, or Second Vice President, the Executive Board is authorized to fill such vacancy for the remainder of the term.

The Executive Board by two-thirds vote of its membership may remove any officers or member of the Executive Board for just cause, as defined by the Executive Board.

The Executive Board shall meet at the written call of the President, the First Vice President, the Second Vice President, or any two members of the Board. The Board shall adopt rules of procedure which shall include the manner and method of giving notice of meetings, the number of meetings to be held each year, and the date, time, and place of such meetings. For the purpose of determining a quorum, 70% of the elected officials are necessary (the Executive Officers, the ten District Vice Presidents, the five Vice Presidents at Large, and the past Presidents) shall constitute the basis upon which the majority necessary for a quorum is to be computed. After a quorum has been established, the affiliate members shall have a right to vote. A majority of the members present is necessary to approve an item unless otherwise stated in other Articles of the Constitution.

Article

9

Membership in is the Association shall be limited to the municipal corporations of the State of Louisiana approved by the Executive Board of the Association and such other appointed or elected public officials as the Executive Board may designate for membership.

For the purpose of this Constitution, the terms “municipal corporation” and “member corporation” shall mean an incorporated village, town, or city chartered under and in conformity with the laws of the State of Louisiana, and consolidated form of general local government functioning as such with a duly constituted governing body as authorized by the laws of the State and having a population, exclusive of the population located in the incorporated municipalities within the parish, of 250,000.

Article

10

Every municipal corporation of the State of Louisiana may, upon approval of the Executive Board, and after paying such dues or assessments as are hereinafter provided for, become a member of the Association. Nay such municipal corporation shall first apply to the Executive Board in writing for membership and upon approval of said application shall become a member in good standing with all the rights, privileges, and prerogatives of any other member of the Association.

Any municipal corporation failing to comply with or abide by the rules and regulations of the Association may be dropped from its rolls upon the direction of the Executive Board, with the right to appeal to the Association, and shall not participate in the advantages and privileges until reinstated by a vote of the Association or of the Executive Board.

Any municipal corporation may withdraw from membership in the Association provided such corporation shall have paid all dues and assessments for which it is liable.

Article

11

Every member corporation shall be entitled to one vote in the Association and all questions coming before the Association as a body for determination shall be decided by a majority vote of those present and voting.

The Mayor or Chief Executive Officer (Parish Presidents) shall be the official representative of the member corporation and shall cast its vote in accordance with the wishes of a majority of the governing body of said municipality who are present. In case of any even division among the members of the governing body the vote of the Mayor will prevail. If the Mayor or Chief Executive Officer of the member corporation is not present at any meeting of the Association at which a vote is taken, or if present, he fails or refuses to act in accordance with the wishes of the majority of the governing body as above provided, then the vote of the municipality shall be cast by any other official of the member corporation who has been designate to act in his stead by a majority of the governing body of said municipality.

Article

12

The Association shall hold an annual convention at such time and place as may be designated by the Executive Board and such Board shall have authority to fix convention fees, appoint committees, prepare the programs, and other activities and to supervise and direct all other matters connected with said convention.

Article

13

The Association shall always be non-partisan in its organization and in the conduct of its affairs. It shall be the duty of the presiding officer to suppress the discussion of the partisan politics and to suppress efforts to make a personal or political attack upon any public official or member of this Association.

Article

14

The Association shall maintain, upon supervision of the Executive Board, an official magazine or review published at periodic intervals and containing articles and items of information of general interest on municipal and other public affairs. The magazine shall always be non-partisan in its policy and shall publish no personal or political attack on any public official.

Article

15

(A) Effective January 1, 1990, each municipal corporation which is a member of this Association shall pay annual dues based upon its population according to the follow schedule:

Minimum Dues	\$125.00
First 5,000 population	0.1666 per capita
Next 5,000 population	0.15 per capita
Next 15,000 population	0.1333 per capita
Next 25,000 population	0.1166 per capita
Next 50,000 population	0.10 per capita
Next 150,000 population	0.0834 per capita
Next 250,000 population	0.0666 per capita
Maximum Dues	\$25,000.00

All fractions of dollars shall be rounded out in favor of the Association.

(B) The total annual dues payable by each municipal corporation which is a member of this Association shall be the total of the sums arrived at by the computation set forth in paragraph (a) above; provided, that the annual dues payable by an urban parish government shall be computed based upon the parish population less the dues paid by the incorporated municipalities located within the parish.

(C)

Article

16

The official and fiscal year of the Association shall be from January 1st to December 31st of each year. The dues herein shall be collected upon adoption of this constitution for the year 1949, and those for the subsequent years shall be payable hereafter during the month of January of each year. A municipal

corporation which fails to pay the dues provided for herein may be dropped from membership by the Executive Board.

Article

17

This Constitution may be amended at any meeting of the Association by a vote of at least two-thirds of the municipal corporations present, provided such amendment has been submitted in writing to the Executive Director at least thirty (30) days prior to the date of the meeting. It shall be the duty of that officer to immediately notify the members of the Board of the proposed amendment.

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