

Capital Region Planning Commission

BYLAWS



BYLAWS OR RULES OF PROCEDURE
of the
CAPITAL REGION PLANNING COMMISSION
Article I
NAME AND PURPOSE

These rules of procedure have been adopted to provide for the orderly and efficient functioning of the Capital Region Planning Commission, an organization established in accordance with Louisiana Revised Statutes 33:131 et seq., as amended, and created by identical ordinances of two parishes, to wit: Ordinance No. 2536 of East Baton Rouge Parish, adopted the 28th day of June, 1967; and an Ordinance of West Baton Rouge Parish, adopted the 12th day of July, 1967. The organization is hereinafter referred to as the Commission.

Article II

PLANNING

The Commission shall perform comprehensive planning for the Capital Region as provided in Section 1 of Louisiana Revised Statutes 33:131 et seq. and local ordinances.

Article III

MEMBERSHIP

Membership of the Commission shall consist of the parishes and municipalities in the Capital Region of Louisiana with representation constituted thusly:

- A. From the Parish of East Baton Rouge and the City of Baton Rouge:
 - 1. Eleven (11) commissioners constituted thusly:
 - b. The Mayor-President - (1)

 - b. Elected officials residing within the Parish (but excluding Baker and Zachary, which are eligible under Paragraph C of this Article); five selected by the Metro-Council - (5)
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c. Citizens residing within the Parish; five selected by the Mayor-President and the Metro-Council - (5)

B. From each succeeding Parish:

1. Commissioners constituted thusly:

- a. The Police Jury President - (1)
- b. A Police Jury member, selected by the Police Jury - (1)
- c. Two other members either jurors, private citizens or a combination of one each - (2)
- d. For each 10,000 of population, or fraction thereof in excess of 30,000, one (1) additional member

C. From each municipality (other than the City of Baton Rouge):

1. Commissioners constituted thusly:

- a. The Mayor or his designee from the elected officials of his or her municipality - (1)
- b. For each 5,000 of population, or fraction thereof in excess of 10,000, one additional commissioner selected by the Council, such commissioner to be a public official of the municipality - (1)

D. In addition to the above constituted commission, the Capital Region Planning Commission, when necessary, shall add commissioners to insure compliance with the *Civil Rights Guidelines of the U.S. Department of Commerce*.

Article IV

COMMITTEES

The Commission shall establish committees with specific functions, as the need arises, for the orderly and efficient implementation of its planning function.

Article V OFFICERS

- A. **Officers:** The officers of the Commission shall consist of a *Chairman* and a *Vice-Chairman* who shall be elected by the Commission from the membership of the Commission. The Chairman shall sign all official instruments and contracts of the Commission. Other powers and duties of the officers are as follows:
1. **Chairman:** The Chairman shall preside at all meetings of the Commission and shall be the chief officer of the Commission. The Chairman must join in the signing of all official instruments and contracts of the Commission. The Chairman shall be authorized to sign checks, necessary contracts, or documents of the Commission whenever necessary.
 2. **Vice-Chairperson:** The Vice-Chairman shall exercise the functions of the Chairman in the absence, incapacity, or unavailability of the Chairman. The Vice-Chairman may join in the signing of all official instruments or contracts of the Commission.
- B. **Executive Director:** The executive business of the Commission shall be managed by an Executive Director appointed by the Commission or, when there is no Executive Director, by the Chairman of the Commission. The Executive Director may be authorized, empowered, and directed to expend funds only when such expenditures are included in the officially adopted annual budget, to enter into contracts, and to execute official instruments in accordance with the policies and limitations of authority prescribed by the Commission in official resolutions. All contracts and official instruments must be approved by resolution of the Commission prior to payment and/or signing with the exception of items included in the annual budget. The Executive Director's salary shall be fixed by the Commission.
- C. **Journal of Proceedings:** The Executive Director shall be the custodian of all records, papers, and minutes of the Commission. He shall keep a journal of the proceedings of the Commission and shall record the results of all votes taken.

Article VI QUALIFICATIONS and TERMS of OFFICE - ELECTIONS

- A. The officers shall be qualified and active commissioners.
- B. The term of each officer, other than the Executive Director, shall be one (1) calendar year, from January 1 through December 31, or until his successor is elected and installed.
- C. Officers shall be elected by majority vote of the commissioners present and voting at the first regular meeting in January of every calendar year.

- D. A vacancy occurring in any office, for any reason, shall be filled by a majority vote of the Commission. Such appointment shall be for the remaining portion of the unexpired term.
- E. The Executive Director shall be a paid employee of the Commission and shall hold no commission thereon. His attendance at Commission meetings and the tenure of his appointment shall be at the pleasure of the Commission.
- F. Members of the Capital Region Planning Commission who hold other public offices, appointive or elective, or their designated representative shall serve terms coextensive with the terms of their other public office. Members of the Capital Region Planning Commission who do not hold any other appointive or elective public office shall be appointed for a term of five years. If a vacancy occurs other than by expiration of term it shall be filled by appointment for the unexpired term. Such appointment shall be made by the original appointing authority.

Article VII
REGULAR and SPECIAL MEETINGS

- A. The Commission shall meet regularly, not less than four (4) times per year, and at such additional times as may be called by the Chairman.
- B. Special meetings of the Commission may be called by the Chairman when necessary. Notice of special meetings shall be in writing at least forty-eight (48) hours before the meeting and shall state the purpose for which the meeting is being called. The business conducted at special meetings shall be confined to the purposes expressed in the call for the meeting.
- C. The Executive Director shall advise as to place where meeting is to be held and shall make all needful and proper arrangements. The Executive Director shall transmit to each commissioner a notice of each meeting of the Commission, together with the proposed agenda and a copy of the minutes of the preceding meeting within a reasonable time before each meeting. The agenda for each meeting shall be prepared by the Executive Director at the direction of the Chairman. Any commissioner may, by written request, direct the Executive Director to include any item on the agenda for any meeting of the Commission.

Article VIII
GENERAL PROCEDURAL PROVISIONS

- A. **Order of Business:** The order of business at regular meetings and at special meetings of the Commission, unless otherwise required by the notice or call of any special meeting, shall be as follows:
 - 1. Call of meeting to order;

2. Roll call, statement of the Chairman as to the existence or lack of quorum for transaction of business;
3. Proof of notice of meeting;
4. Approval of minutes of previous meeting (not required at special meetings);
5. Financial report;
6. Reports of committees;
7. Unfinished business (not required at special meetings);
8. Action on matters specified on agenda for the particular meeting or in the notice of call for a special meeting;
9. Other business (not required at special meetings);
10. Discussion relative to future business to be included on future agenda (not required at special meetings);
11. Adjournment.

- B. **Quorum:** A quorum shall consist of not less than ten (10) commissioners or alternates representing not less than a majority of the member parishes. For the purpose of establishing a quorum, a commissioner or alternate from a member municipality shall count as representing the parish wherein such member municipality is located.
- C. **Voting:** Each commissioner shall have one (1) vote. A majority of the votes cast, ignoring abstentions, is required for the adoption of any motion or resolution. The Chairman shall vote as a commissioner. A resolution or motion shall fail in the event of a tie vote.
- D. **Alternates:** Each commissioner is authorized to appoint one (1) alternate who may attend all meetings of the Commission and participate in all discussions. Alternates are empowered to vote on matters coming before the Commission in the absence of the commissioner for whom he is the alternate. Each commissioner must inform the Executive Director in writing of the name, address, and phone number of his alternate so that the said alternate may be given notices of meetings. The term of an alternate shall coincide with that of the commissioner by whom he is appointed or until said commissioner appoints a successor. Alternates may not hold office in the Commission.
- E. **Rules of Order:** Except as otherwise required by these rules of procedure, the rules of order shall be in accordance with the latest edition of *Robert's Rules of Order, Revised*.

- F. **Mail Ballots:** When a regular or special meeting has been called but not held because of the absence of a quorum, action may be taken in the following manner upon any item of an administrative nature which appears upon the agenda for such meeting:
1. The Executive Director shall, with two (2) legal days after the time for such meeting, mail a written ballot covering each matter submitted for action. Each commissioner shall mark the ballot and sign his or her name thereto. All ballots must be delivered to the office of the Commission within ten (10) calendar days after the time for such meeting, and ballots received subsequent to that time shall not be counted. The Executive Director shall tabulate the ballots, and the result of such balloting shall constitute the action of the Commission as to each matter upon which a ballot was mailed. The action shall be effective upon the eleventh (11th) calendar day after the time for such meeting.
 2. At the next regular meeting or special meeting, the Executive Director shall inform the Commission of the result of the mail ballot and such result shall be incorporated in the minutes of that meeting.

Article IX ADOPTION and AMENDMENT of ARTICLES

- A. These articles shall become effective upon their adoption by the Commission.
- B. These articles may be amended at any regular or special meeting of the Commission by an affirmative vote of a majority of the commissioners, provided that at least one (1) week's notice in writing be given to all commissioners setting forth such amendment.

Article X FINANCE

Budget: The Executive Director shall cause to be prepared and presented to the Commission, in June of each calendar year for the next fiscal period which shall be from July 1 to June 30 of each year, a proposed annual budget, fiscal, which shall show monies anticipated to be received and expended. From time to time, special budgets may be prepared in connection with Federal or other planning contracts within the framework for the annual budget. The annual budget may be revised by the same procedure as originally adopted. It is expressly understood that the participating governing bodies do not hereby expressly or impliedly contract to appropriate money, and the Commission shall not have authority to authorize any contract or do anything to bind or to impose upon the said governing bodies any liability to pay money, unless and until a definite amount of money shall have been appropriated by the said governing bodies for such purpose.

Article XI
AUDIT

The Commission shall arrange for a systematic and continuous recordation of its financial affairs and transactions. The Commission shall also obtain an annual audit of its financial transactions and expenditures.

Article XII
REGISTERED OFFICE - REGISTERED AGENTS

- A. **Registered Office:** The registered office of the Commission shall be Post Office Box 3355, Baton Rouge, Louisiana 70821.
- B. **Registered Agents:** The registered agents of the Commission shall be the Chairman and the Executive Director of the Commission.

Article XIII
PUBLIC HEARING RULES

- A. The following rules are hereby established by the Commission governing the procedure to be followed at public hearings:
 - 1. Each speaker, before speaking on a proposal, shall give his or her name and address and state whom he or she is representing.
 - 2. The proponents will present their case, and they will be allowed twenty-five (25) minutes for all speakers.
 - 3. The opponents will present their view after the proponents, and they will be allowed twenty-five (25) minutes for all speakers.
 - 4. The arguments on both sides must be confined to essential points bearing on the desirability of the proposal or opposing it.
 - 5. No personalities shall be indulged in by either side, and such procedure shall be sufficient cause for stopping the speaker from further argument.
 - 6. No questions shall be directed to the speaker without the consent of the Chairman.
 - 7. No applause will be permitted.

- B. Additional documents or maps or other data relating to a proposal will be received and considered when filed within three (3) working days, exclusive of Saturdays, Sundays, and holidays, following the date of the public hearing. Sufficient copies of such documents or maps must be filed to provide each commissioner with a copy.
- C. The public hearing shall be recorded in multiple form so that all commissioners may have these available before voting on the proposal.
- D. The hearing records will be kept in the Commission office for examination upon written application.



TITLE OF ACT

Title of Act: An Act providing for the creation and establishment of regional planning commissions, defining their functions, powers, duties, and responsibilities. Authorizing the acceptance of grants from Federal, state, and local government agencies. *Acts 1956, No. 239.*

131. Creation of Regional Planning Areas

The legislative bodies of any municipality and a surrounding or contiguous parish; or any two or more contiguous municipalities; or of any one or more municipalities and one or more parishes all forming a single, urbanized or suburbanized area; or of any one or more municipalities and one or more parishes all forming a single urbanized area of more than fifty thousand (50,000) population and including municipalities and parishes contiguous thereto, hereinafter referred to as *urbanized areas*, are hereby authorized to create a regional planning area out of their combined territories, and the Police Jury of any parish may likewise join with one or more counties in an adjoining state forming a single area for a like purpose. *Such regional planning areas shall be created by identical ordinances which shall be adopted by each of the local legislative bodies desiring to cooperate in regional planning.*

Each such ordinance creating such regional planning area *shall establish the boundaries of the regional planning area by reference to a map which shall be filed with the clerk and recorder of each affected parish and of the parish within which each affected municipality is located.*

Such ordinance shall also provide for the creation of a regional planning commission. *Acts 1956, No. 239,1, as amended; Acts 1964, No. 343; Acts 1966, No. 114,1.*

132. Regional Planning Commission; Alternatives of Membership and Appointment; Tenure

A regional planning commission shall consist of not less than five (5) members, nor more than nine (9) members, at the discretion of the local legislative bodies, all to be appointed by the chief executives of said municipalities and the governing bodies of said parishes, who may remove any member of the commission, after public hearing, for inefficiency, neglect of duty, or malfeasance in office.

Members of a commission shall serve without compensation and shall hold no other public office. Of the members of the commission first appointed, one shall hold office for a term of one year, one for a term of two years, one for a term of three years, one for a term of four years, and one for a term of five years. If a regional planning commission consists of more than five members, then the sixth member shall hold office for a term of six years, the seventh member for a term of seven years, the eighth member for a term of eight years, and the ninth member for a term of nine years.

The successors of the members of a regional planning commission shall be appointed for a term of five years from and after the expiration of the term of their predecessors in office.

If a vacancy occurs other than by an expiration of term, it shall be filled by appointment for the unexpired term. Such appointment shall be made by the original appointing authority.

Alternatively, and solely in "urbanized areas" of more than fifty thousand population as hereinabove defined, a regional planning commission may consist of not less than nine (9) members, nor more than twenty-one (21) members at the discretion of the local legislative bodies.

If such alternative is exercised, the members of such commission shall serve without compensation and they may hold other appointive or elected public office, provided same is not otherwise prohibited by law. The membership of such commission may be composed of a simple majority of appointed or elected public officials holding office in the municipalities and/or parishes represented in the "urbanized area", and only in the event of such composition of majority membership shall the chief of the executive branch, if there be any such officer, any of such parish governing body or municipality, and the chief of the legislative branch if there be any such officer of such parish governing body or municipality, serve as members thereof.

The Director of the Louisiana Department of Highways may serve as a member of such a regional planning commission.

The remaining members need not hold other public office, and they shall be appointed by the chief executives of the respective municipalities if municipalities form the whole or a part of a commission, or the governing bodies of the respective parishes if only parishes constitute the membership of a commission.

In a membership parish in which any municipalities are situated but which municipalities are not otherwise members of a commission, the governing body of said parish may designate as one of its appointees to the commission the Mayor of any of the municipalities therein situated, who shall represent said municipalities of that parish.

Of the members of such a regional planning commission first appointed, those not holding any other elected or appointive public office shall hold office therein as follows: One shall hold office for a term of one year, one for a term of two years, one for a term of three years, one for a term of four years, one for a term of five years. If such regional planning commission consists of more than five members not otherwise holding appointive or elected public office, then the sixth member shall hold office for a term of six years, the seventh for a term of seven years, the eighth for a term of eight years, and the ninth for a term of nine years.

Members of such regional planning commissions who hold other public offices, appointive or elected, including the Director of the Louisiana Department of Highways, shall serve terms coextensive with the terms of their other public office.

The successors of the regional planning commission members first appointed, who do not hold any other appointed or elected public office, shall be appointed for a term of five years from and after the expiration of the terms of their predecessors in office.

133. Organization; Meetings; Rules

A regional planning commission shall elect a chairman from its membership and create and fill such other offices as it may determine necessary. The term of the chairman shall be one (1) year, with eligibility for reelection. A commission shall hold at least one (1) meeting in each month. It shall adopt rules for transaction of business and shall keep records of its resolutions, transactions, findings, and determinations, which records shall be public. Acts 1956, No. 239,3.

134. Staff and Finances

A commission may appoint such employees as it may deem necessary for its work, whose appointment, promotion, demotion, and removal shall be subject to the same general provisions as govern other corresponding civil employees of the parishes and municipalities cooperating to engage in regional planning. A commission may also contract with planning experts, engineers, architects, and other consultants for such services as it may require. The expenditures of a commission, exclusive of those made from funds received by gift or grants of Federal, state, and other such agencies, shall be within the amounts appropriated for the purpose by the cooperating local legislative bodies which shall provide the funds, equipment, and accommodations necessary for a commission's work. Acts 1956, No. 239,4.

135. General Powers And Duties

A regional planning commission shall:

1. Prepare and, from time to time, revise, amend, extend, or add to plan or plans for the development of the regional planning area, *which plan or plans collectively shall be known as the regional development plan.* Such plan shall be based on studies of physical, social, economic, and governmental conditions and trends and shall aim at the coordinated development of the regional planning area in order to promote the general welfare and prosperity of its people. In preparing the regional development plan, the planning commission shall *take account of and shall seek to harmonize the planning activities of Federal, state, parish, municipal, or other local agencies within the area.* In preparing such plan, or any part thereof, and in preparing, from time to time, revisions, amendments, extensions, or additions, the regional planning commission may seek the cooperation and advice of the state Department of Public Works and of other appropriate departments, agencies, and instrumentalities of Federal, state, and

local government, of other regional planning commissions, educational institutions and research organizations, and of civic groups and private persons and organizations. The regional development plan shall embody the policy recommendations of the regional planning commission in regard to the physical development of the regional planning area and shall contain:

- a. A statement of the objectives, standards, and principles sought to be expressed in the regional development plan;
- b. Recommendations for the most desirable pattern of land use within the regional planning area, in the light of the best available information concerning topography, climate, soil, and underground conditions, water courses and bodies of water, and other natural or environmental factors, as well as in the light of the best available information concerning the present and prospective economic bases of the regional planning area, trends of industrial, population, or other developments, the habits and standards of life of the people of the regional planning area, and the relation of land use within the regional planning area to land use in adjoining areas. Such recommendations shall, insofar as appropriate, indicate areas for residential uses and maximum recommended densities therein; areas for farming and forestry, mining, and other extractive industries; areas for manufacturing and industrial uses, with classification of such areas in accordance with their compatibility with land use in adjoining areas; areas for the concentration of wholesale, retail, business, and other commercial uses; areas for recreational uses, and for open spaces and areas for mixed uses;
- c. The circulation pattern recommended for the regional planning area, including routes and terminals of transit, transportation and communication facilities, whether used for movement within the regional planning area or for movement from adjoining areas;
- d. Recommendations concerning the need for and the proposed general location of public and private works and facilities, such as utilities, flood control works, water reservoirs, and pollution control facilities, military or defense installations, which works or facilities, by reason of their function, size, extent or for any other causes are of regional or metropolitan concern as distinguished from purely local concern, or which for any other cause are appropriate subjects for inclusion in the regional development plan;
- e. Such other recommendations of the regional planning commission concerning current and impending problems as may affect the regional planning area as a whole.

2. Make or assist in studies and investigations, insofar as may be relevant to regional or metropolitan planning, of the resources of the regional planning area and of existing and emerging problems of agriculture, industry, commerce, transportation, population, housing, public service, local government, and of allied matters affecting the development of the regional planning area, and in making such studies to seek the cooperation and collaboration of the state Department of Public Works and of appropriate departments, agencies, and instrumentalities of Federal, state, and local government, educational institutions and research organizations, whether public or private, and of civic groups and private persons and organizations.
3. Prepare and, from time to time, revise inventory listings of the region's or metropolitan area's natural resources, and of major public and private works and facilities of all kinds which are deemed of importance to the development of the regional planning area as a whole.
4. Cooperate with and provide planning assistance, including but not limited to surveys, land use studies, urban renewal plans, technical services, and other planning work to parish, municipal or other local government, instrumentalities or planning agencies; coordinate its planning activities with the planning activities of the state, and of the parishes, municipalities or other local units within its regional planning area, and cooperate with and assist departments and other agencies or instrumentalities of Federal, state, and local government, as well as other regional planning commissions, in the execution of their planning functions with a view to harmonizing their planning activities with the regional development plan. The commission shall also cooperate and confer with and, upon request, supply information to Federal agencies and to local or regional agencies created pursuant to a Federal program or which receive Federal support, and shall cooperate and confer, as far as possible, with planning agencies of other states or of regional groups of states adjoining its area. Whenever cooperation or assistance under this subdivision includes the rendering of technical services, such services may be rendered free or in accordance with an agreement for reimbursement.
5. Advise and supply information, as far as available, to civic groups and private persons and organizations who may request such information or advice, and who study or otherwise concern themselves with the region's problems and development in the fields of agriculture, business and industry, labor, natural resources, urban growth, housing, and public service activities, such as public health and education, insofar as such problems and development may be relevant to regional or metropolitan planning.

6. Provide information to officials of departments, agencies, and instrumentalities of state and local government and to the public at large, in order to foster public awareness and understanding of the objectives of the regional development plan and of the functions of regional or metropolitan and local planning, and in order to stimulate public interest and participation in the orderly, integrated development of the region or metropolitan area.
7. *Accept and receive, in furtherance of its functions, funds, grants, and services from the Federal government or its agencies, from departments, agencies, and instrumentalities of state, parish, municipal, or local government, or from private and civic sources.*
8. *Hold public or private hearings and sponsor public forums in any part of its area whenever it deems it necessary or useful in the execution of its other functions.*
9. Cooperate, in the exercise of its planning functions, with Federal and state agencies in planning for civil defense.
10. Exercise all other powers necessary and proper for the discharge of its duties. *Acts 1956, No. 239,5.*

136. Regional Development Plan; Filing; Distribution

Upon the preparation of the regional development plan or of any phase or functional part thereof, or upon the preparation of an amendment or revision of the plan or of any part thereof, or upon the preparation of any extension of or addition to the plan, *the regional planning commission shall file such plan, part of a plan, amendment, revision, extension, or addition in the office of the state Director of Public Works, and shall transmit copies of the same to the chief administrative officers, the legislative bodies and to the planning agencies of the parishes, municipalities, or other local governments within its area, as well as to regional planning commissions established for adjoining areas. A regional planning commission shall make copies of the regional development plan or part of a plan available for general distribution or sale. Acts 1956, No. 239,6.*

137. Relationship of Commission to Municipal and Parish Planning Commission

No regional planning commission shall be authorized to exercise the functions of any municipal planning commission or parish planning commission where such are established within a regional planning area, except as hereinafter provided.

In any municipality or parish located in a regional planning area as herein above defined, the

legislative body of the municipality or parish may designate the regional planning commission as the municipal planning commission or the parish planning commission. Upon such designation, the regional planning commission shall have all the powers and functions relating to making, adopting, amending, and adding to the master plan of the municipality or parish as provided or granted by Revised Statutes 33:101 through 119 inclusive or by other laws to the planning commission of the municipality or parish; and the master plan, its parts, amendments, and additions made and adopted by the designated commission for the municipality or parish shall have the same force and effect in the municipality of parish as though made and adopted by a municipal planning commission appointed by the parish. In acting as the planning commission of the municipality or the parish, the designated regional planning commission shall follow the procedure specified by the provision of Revised Statutes 33:101 through 119 inclusive and other laws relating to municipal or parish planning commissions. Any municipality or parish so designating a regional planning commission as its planning commission shall pay to the designated commission that portion of the expenses of the designated commission which is properly chargeable to the planning service rendered to the municipality or parish.

In cases where a municipality or a parish has a municipal or a parish planning commission functioning within a regional planning area, then the regional planning commission shall recommend measures for the coordination of plans and, if appropriate, recommend plans for adoption by the said municipal or parish planning commission. *Acts 1956, No. 239, 7.*

138. Local Governments and Planning Agencies; Filing of Plans and Reports;

To facilitate effective and harmonious planning of the region or metropolitan area, all parish and municipal legislative bodies, and all parish, municipal, or other local planning agencies, shall file with the appropriate regional planning commission, for its information, all parish or municipal plans, zoning ordinances, official maps, building codes, subdivision regulations, or amendments or revisions of any of them, as well as copies of their regular and special reports dealing in whole or in part with planning matters. Parish or municipal legislative bodies, or parish, municipal or other local planning agencies, may also submit proposals for such plans, ordinances, maps, codes, regulations, amendments, or revisions prior to their adoption, in order to afford an opportunity to the regional planning commission or its staff to study such proposals and to render advice thereon. Acts 1956, No. 239.8.

139. Federal, State, and Local Aid to Regional Planning Commissions

Regional planning commissions may request and accept grants of funds or services from the Federal government or any of its agencies, from the state government or any of its agencies, or from parish, municipal, or other local governments within their planning area, or from private sources. *Parishes and municipalities are hereby authorized to appropriate funds for the purposes of the*

regional planning commission established for all or parts of their area. The books and accounts of regional planning commissions shall be public records open for public inspection and shall show the amounts and sources of all receipts and the amounts of all disbursements. Acts 1956, No. 239,9.

140. Miscellaneous Powers and Duties of Regional Planning Commission

Members of a commission, when duly authorized by a commission, may attend planning conferences or meetings of planning institutes or hearings upon pending planning legislation, and a commission may, by resolution spread upon its minutes, pay the reasonable traveling expenses incident to such attendance. All public officials shall, upon request furnish to a commission within a reasonable time such available information as it may require for its work. A commission, its members, officers, and employees, in the performance of their functions, may enter upon any land and make examinations and surveys and place and maintain necessary monuments and marks thereon. In general, a commission shall have such powers as may be necessary to enable it to fulfill its functions, promote planning, and in all respects carry out the purposes of this Subpart. Acts 1956, No. 239,10.



**State of Louisiana
Executive Order No. 27**



STATE OF LOUISIANA
EXECUTIVE DEPARTMENT
BATON ROUGE

EXECUTIVE ORDER NO. 27

WHEREAS, a number of federal programs require or actively encourage the delineation and utilization of areawide districts for purposes of planning, developing and implementing programs on a regional basis; and

WHEREAS, the growing number and complexity of federal planning assistance programs to Louisiana and to regions within Louisiana requires that the state assure itself that these programs are fully coordinated; and

WHEREAS, the boundaries of existing multi-parish districts used by state agencies, federal agencies and locally-formulated regional organizations in Louisiana often overlap and conflict;

NOW, THEREFORE, in order to resolve this situation and to improve communication and coordination among the planning related efforts of state, federal and local governments in the State of Louisiana, I hereby delineate and designate a set of eight official and uniform State Planning Districts. These eight districts have been designed to represent natural, social and economic groupings of parishes which reflect a community of interests. The districts have been structured to encourage maximum local participation in the development and coordination of federal, state, regional and local programs in Louisiana. The primary overall objective is to implement these district boundaries in order to better coordinate state plans and programs with one another, as well as with programs in the federal, regional, local and private sectors.

FURTHERMORE, I do hereby direct the head of each principal department, agency and instrumentality of state government to recognize the boundaries of the uniform State Planning Districts as herewith delineated and to take immediate steps to plan programs, field services, data collection and dissemination activities so as to conform to the established district boundaries. Where fewer than eight districts are required for efficient program management, said boundaries have been so designed as to permit the coordination of one or more entire districts where necessary.

Existing planning and administrative programs being conducted by state departments, agencies and other instrumentalities of state government shall be so designed as to conform with the official State Planning Districts, except where in the judgment of the Governor there is clear justification for failure to conform to these districts. Within ninety days of the promulgation of this order by the Secretary of State, the heads of those instrumentalities of state government utilizing substate planning or administrative districts not in conformance with the official State Planning Districts shall file a report with the Governor enumerating said non-conforming

districts and justifying their departure from the boundaries set by the official State Planning Districts.

Before any new district or region assisted or to be assisted by the federal government or the State of Louisiana may be formed in the state, the proposed district shall be reviewed by the Governor. Approval shall be granted only if the district is in conformance with the official State Planning Districts, except where in the judgment of the Governor there is clear justification for failure to conform to these Districts.

The official State Planning Districts shall conform to the boundaries of parishes included in each district as follows:

DISTRICT 1.

Jefferson Parish
Orleans Parish
Plaquemines Parish
St. Bernard Parish
St. Tammany Parish

DISTRICT 2.

Ascension Parish
East Baton Rouge
Parish East Feliciana
Parish Iberville Parish
Livingston Parish Pointe
Coupee Parish
Tangipahoa Parish
Washington Parish
West Baton Rouge
Parish West Feliciana
Parish St. Helena
Parish

DISTRICT 3.

Assumption Parish
LaFourche Parish
St. Charles Parish
St. James Parish
St. John the Baptist
Parish Terrebonne
Parish

DISTRICT 4.

Acadia Parish
Evangeline Parish
Iberia Parish
Lafayette Parish
St. Landry Parish
St. Martin Parish
St. Mary Parish
Vermilion Parish

DISTRICT 5.

Allen Parish
Beauregard Parish
Calcasieu Parish
Cameron Parish
Jefferson Davis
Parish

DISTRICT 6.

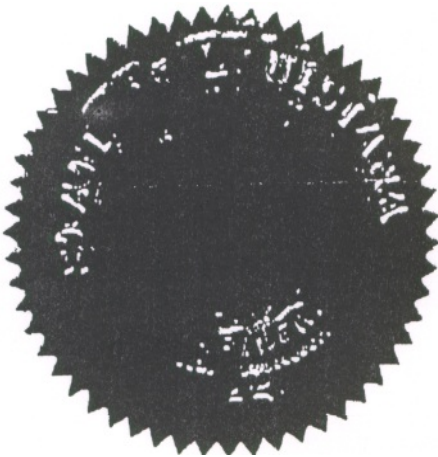
Avoyelles Parish
Catahoula Parish
Concordia Parish
Grant Parish
La Salle Parish
Rapides Parish
Vernon Parish Winn
Parish

DISTRICT 7.

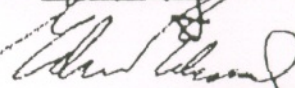
Bienville Parish
Bossier Parish
Caddo Parish
Claiborne Parish
DeSoto Parish
Lincoln Parish
Natchitoches Parish
Red River Parish
Sabine Parish
Webster Parish

DISTRICT 8.

Caldwell Parish
East Carroll Parish
Franklin Parish
Jackson Parish
Madison Parish
Morehouse Parish
Ouachita Parish
Richland Parish
Tensas Parish
Union Parish
West Carroll Parish



IN WITNESS WHEREOF, I have hereunto set my hand
officially and caused to be affixed the Great
Seal of the State of Louisiana, at the Capitol,
in the City of Baton Rouge, on this the 16th
day of February, A.D., 1973.



GOVERNOR OF LOUISIANA

ATTEST
BY THE GOVERNOR



SECRETARY OF STATE