PART I –
CHARTER [1]

Footnotes:

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Editor's note— *Printed herein is the Charter of Caddo Parish, Louisiana, which was approved by the voters on January 15, 1983, effective January 9, 1984. Amendments are indicated by parenthetical history notes following amended provisions. The absence of a history note indicates that the provision remains unchanged from the original. In addition, any provisions regarding the repealer, jurat, affidavit or notice of publication, publication date, or the adoption or effective date of the ordinance or Act have been omitted. Obvious misspellings and punctuation errors have been corrected without notation. The style used for headings has been made uniform and consistent with those appearing in the Code. The same system of capitalization has been used as it appears in the Code of Ordinances. Additions made for clarity, such as consistent state statute citations and catch line modifications, are indicated by brackets.*

State Law reference— *Parish charters, La. Const. art. VI, § 5; parish charters, R.S. 33:1391.*

ARTICLE I. –
DECLARATION OF RIGHTS

Sec. 1-01. - Origin and purpose of government.

All government, of right, originates with the people. It is founded on their will alone and instituted to protect the rights of the individual. Its legitimate functions are to secure justice for all, preserve peace, protect the rights and promote the happiness and general welfare of the people. The rights enumerated in this article are inalienable by the parish and shall be preserved inviolate.

Sec. 1-02. - Due process of law.

No person shall be deprived of liberty or property except by due process of law. No law shall be enacted which provides as a penalty imprisonment or a fine in excess of two hundred dollars ($200.00), unless the same shall have been passed by a two-thirds vote of the voting membership of the parish commission.

Sec. 1-03. - Right to individual dignity.

No person shall be denied the equal protection of the law. No law shall discriminate against a person because of race, or religious ideas, beliefs or affiliations. In access to public areas, accommodations and facilities, every person shall be free from discrimination based on race, religion or national ancestry. No individual will be denied the opportunity to own, receive a license, and operate a lawful business or trade because of race, color, creed, sex or national origin. Equal protection under the law will be provided all persons for the granting of licenses to operate legitimate businesses consistent with laws of the state.

Sec. 1-04. - Right to property.

Every person has the right to acquire, own, control, use, enjoy, protect and dispose of private property. Property shall not be taken or damaged by the parish except for public purposes and with just compensation paid to the owner. In such proceedings, whether the purpose is public and necessary shall be a judicial question. In every expropriation, a party has a right to trial by jury to determine compensation, and the owner shall be compensated to the full extent of his loss.

Sec. 1-05. - Freedom of religion.

No law shall be enacted respecting an establishment of religion or prohibiting the free exercise thereof.

Sec. 1-06. - Right of assembly and petition.

No law shall impair the right of any person to assemble peaceably or to petition parish government for a redress of grievances.

Sec. 1-07. - Tax elections.

No tax which is voted on by the people and rejected shall thereafter be proposed in a special election, unless such special election is held at the same time as a regular election scheduled according to the timetable for elections established by general state law. When a tax increase is for other than general purposes, the proposition shall state the specific purpose or purposes for which the tax is to be levied and the length of time the tax is to remain in effect. All proceeds of the tax shall be used solely for the purpose or purposes set forth in the proposition.

Sec. 1-08. - Unenumerated rights.
The enumeration in this Charter of certain rights shall not deny or disparage other rights retained by the individual citizens.

ARTICLE II. –
INCORPORATION; FORM OF GOVERNMENT; BOUNDARIES; POWERS

Sec. 2-01. - Home Rule Charter.
The Caddo Parish Home Rule Charter Commission has proposed and the electors have adopted this, their Home Rule Charter, under the authority of article VI, section 5 of the Louisiana Constitution of 1974, hereinafter referred to as "constitution." The Parish of Caddo is therefore a local governmental subdivision which operates under a Home Rule Charter and, subject to said charter, is authorized as hereinafter provided to exercise any power and perform any function necessary, requisite or proper for the management of its local affairs.

Sec. 2-02. - Form of government.
The plan of government provided by this Home Rule Charter for Caddo Parish shall be known as the "commission-administrator" form of government. It shall consist of an elected commission which shall be called the Caddo Parish Commission and shall constitute the legislative branch of the parish government, and a parish administrator who shall be the chief executive officer and head of the executive branch of the parish government.

Sec. 2-03. - Boundaries.
The boundaries of the parish shall be those in effect as of the effective date of this Charter and shall be subject to change thereafter as provided by law.

Sec. 2-04. - General powers.
Except as otherwise provided by this Charter, the parish shall continue to have all the powers, rights, privileges, immunities and authority heretofore possessed by Caddo Parish under the laws of the state. The parish government shall have and exercise such other powers, rights, privileges, immunities, authority and functions not inconsistent with this Charter as may be conferred on or granted to a local governmental subdivision by the constitution and general laws of the state, and more specifically, the parish government shall have and is hereby granted the right and authority to exercise any power and perform any function necessary, requisite or proper for the management of its affairs, not denied by this Charter, or by general law, and which is not inconsistent with the constitution.

Sec. 2-05. - Special powers.
The parish government shall have the right, power and authority to pass all ordinances requisite or necessary to promote, protect and preserve the general welfare, safety, health, peace and good order of the parish, including, but not by way of limitation, the right, power and authority to pass ordinances on all subject matters necessary, requisite or proper for the management of parish affairs, and all other subject matter without exception, subject only to the limitation that the same shall not be inconsistent with the constitution or expressly denied by general law applicable to the parish.

Sec. 2-06. - Joint service agreement.
The parish government is authorized, as provided by state law, to enter into joint service agreements or cooperative efforts with other governmental agencies and political subdivisions.

Sec. 2-07. - Definitions.

A. As used in this Charter, "state" means the State of Louisiana, "parish" means Caddo Parish, and "parish government" means all governmental departments, agencies or functions provided under this Charter or other applicable law for Caddo Parish and all such governmental departments, agencies or functions shall be under the jurisdiction of the Caddo Parish Commission.

B. No provision of this Charter shall affect the Caddo Parish School Board or the offices of the district court, juvenile court, district attorney, sheriff, assessor, clerk of the district court, coroner or registrar of voters, in a manner inconsistent with the constitution or laws of the state.

(Election of 11-20-1999, Prop. 1)

ARTICLE III. – PARISH COMMISSION

Sec. 3-01. - Composition, qualifications and election.

A. The legislative power of the parish government shall be vested in a commission consisting of members who shall be called commissioners and who shall be elected for four-year terms from districts enumerated in section 9-01, one from and by the qualified electors in each district. Beginning with the 1991 elections, the commissioners shall be limited to three (3) consecutive elected terms, provided that terms for which commissioners were elected prior to 1991 shall not be considered in computing such limitation.

B. A commissioner shall be a qualified elector of the parish and shall have resided and been legally domiciled in the district from which elected at least one year prior to the time of qualification.

C. A commissioner shall continue to be legally domiciled and to actually reside within the district from which elected during the term of office, unless such legal domicile or actual residence be changed by a reapportionment of the district. Should the legal domicile and/or actual residence of a commissioner change from the district from which elected, unless such domicile or residence be changed by reapportionment, the office shall automatically become vacant, which vacancy shall be filled as set out hereinafter.

(Election of 10-19-1991, Prop. 1)

Sec. 3-02. - Reapportionment.

A. By the end of the year following the year in which the population of the State of Louisiana is reported to the President of the United States for each decennial census, the parish commission by ordinance shall, if necessary, alter, change or rearrange commission district boundaries so as to provide for population equality among the districts as nearly as reasonably practicable. To the extent possible, commission districts shall be compact and be composted of contiguous territory.

B. If the Caddo Parish Commission is subject to the preclearance provisions of section 5 of the Voting Rights Acts of 1965, the Caddo Parish Commission shall submit the reapportionment plan to the Department of Justice no later than one hundred and twenty (120) days after the adoption of the reapportionment plan by the Caddo Parish Commission.

(Election of 10-19-1991, Prop. 2; Election of 11-20-1999, Prop. 3)

Sec. 3-03. - Suspension and forfeiture of office.

A. A commissioner shall forfeit the office if such commissioner during the term of office (1) lacks any qualification for the office prescribed by this Charter, (2) is convicted by final judgment of a felony under Louisiana or United States law, or of a crime in any other jurisdiction which would be a felony if committed in this state, or (3) fails to take office within thirty (30) days after the term commences.

B. The procedures for suspension and removal of public officers for the conviction of a felony set forth in Louisiana Revised Statutes Title 42, sections 1411 and 1412 [R.S. 42:1411, 42:1412], and any other statutes amending or superseding said sections as to the subject matter, shall be applicable and controlling in the event of the conviction of a commissioner of a felony.

(Election of 10-19-1991, Prop. 3)

Sec. 3-04. - Vacancies.

A. The office of a commissioner shall become vacant upon the death or resignation of the commissioner or upon his removal from office in any manner prescribed by law, or upon forfeiture of the office.

B. To fill any vacancy or vacancies by appointment, and solely for the purpose of filling any vacancy or vacancies by appointment, a majority of the membership of the commission shall be a majority of the remaining commissioners. For the purpose(s) of this section, Vacancy(ies) shall mean the death, resignation, removal or forfeiture of office of any commissioner. If one year or less of the unexpired term remains when the vacancy occurs, the appointee shall serve out the remainder of the term. If the vacancy occurs more than one year prior to the expiration of the term, the appointee shall serve until the office is filled by the vote of the qualified electors voting in a special election called by the commission for that purpose. The election shall be held according to the timetable and procedures established by state law generally for the filling of vacancies in elected local offices. All appointees shall have the same qualifications necessary for the position established in section 3-01 of this Charter.

(Election of 11-20-1999, Prop. 4)

Sec. 3-05. - Compensation.

A. The salary of a commissioner shall be established in accordance with this Charter. The president of the commission shall receive an additional one hundred dollars ($100.00) per month, unless and until changed in accordance with this Charter.

B. The parish commission may periodically review the compensation paid the commissioners and may change same by ordinance which must be approved by a two-thirds vote of the entire membership of the commission, provided that no ordinance changing such salary shall be passed during the last year of a term and further provided that a salary change shall not become effective during the current term of the parish commissioners adopting the ordinance.

C. Compensation for mileage for road inspection or travel to and from the courthouse or any similar purpose will not be paid.

D. No commissioner shall receive any additional compensation, benefit or privilege, direct or indirect, because of his office.

(Election of 11-20-2008, Prop. 1)

Sec. 3-06. - Prohibitions.

A. A commissioner shall hold no other elected public office. A commissioner shall not be a compensated official or employee of the parish government or any of its political subdivisions during the term for which elected to the commission, except that should a commissioner resign or otherwise vacate the seat, the former commissioner may hold an office as an employee or compensated official of the parish government after the expiration of one year following the date of his leaving the office of commissioner. Nothing in this section shall prohibit a commissioner from serving as a member of a charter commission, constitutional convention or political party committee, or as an ex officio member of any board or commission.

B. The commission, and its members, shall deal with the executive branch solely through the administrator, or his designated representative, and shall not give instructions to any personnel thereof, or intervene or interfere in any of the operations thereof, publicly or privately, except in the exercise of the authority granted in section 3-08.

Sec. 3-07. - Commission meetings and rules.

A. The commission shall meet regularly at least once in every month at such times and places as the commission may prescribe. Special meetings may be held on the call of the president of the commission or in the absence of the president, the vice-president, or a majority of the membership of the commission with such notice as may be required by state law. To meet a public emergency affecting life, health, property or public safety, the commission may meet upon call of the parish administrator, the president of the commission or in the absence of the president, the vice-president, or a majority of the commissioners at whatever notice it shall be convenient to give. The call convening a special or emergency meeting of the commission shall state the objects of the meeting. The power of the commission to act at a special or emergency meeting shall be limited, under penalty of nullity, to the objects specifically enumerated in the call.

B. The commission shall fix rules governing attendance of commissioners at meetings and shall provide a penalty for failure to comply with such rules, provided that any such penalty shall not exceed the monthly salary of the commissioner for each such violation.

C. All meetings of the commission and its committees shall be open to the public in accordance with the provisions of general state law.

D. The commission shall determine by resolution its own rules and order of business and shall provide for keeping a journal of its minutes and proceedings. This journal shall be a public record. All official actions of the commission shall be published in the official journal within fifteen (15) days of the action taken.

E. The commission shall give written public notice of each of its regular and special meetings as provided for in state law. Such written public notice shall include the agenda, date, time, and place of the meeting.

F. The commission shall provide by resolution a procedure whereby interested persons shall be given an opportunity to be heard at commission meetings on any matter relating to parish government.

G. At the first regular meeting of a newly elected commission and annually thereafter, a president and vice-president shall be elected by the commission from among its members. Said officers shall be elected for a one-year term. No person may serve more than two (2) consecutive terms as president. The president shall preside at meetings of the commission, and in the absence or disqualification of the president, the vice-president shall preside. In the absence or disqualification of both the president and vice-president, the commission shall designate one of its members as temporary presiding officer. The president, vice-president and temporary presiding officer shall be voting members of the commission.

H. The president shall be the head of the parish government for ceremonial purposes and for purposes of military law, but shall have no administrative duties with regard to the parish administration.

I. Voting shall be by electronic, roll call or voice roll call on ordinances or upon motion of two (2) or more commissioners, and the ayes and nays shall be recorded in the minutes of the commission by the individual vote of each commissioner. Not less than a majority of the membership of the commission shall constitute a quorum to transact business, but if a quorum is lost during a meeting, a smaller number may recess from time to time and compel the attendance of absent commissioners in the manner and subject to the penalties prescribed by commission rules.

(Election of 11-20-1999, Prop. 5; Election of 11-20-2008, Prop. 2; Election of 12-10-2016, Prop. 1)

Sec. 3-08. - Investigations.

The parish commission may make investigations into the affairs of the parish government and the conduct of any official, officer, employee, department, office, or agency under its jurisdiction and for this purpose may subpoena witnesses, administer oaths, take testimony and require the production of evidence. Investigations shall be for a specified purpose and may be undertaken only by the affirmative vote of a majority of the commissioners at a regular meeting of the commission. Any person who fails or refuses to obey any lawful order of the commission shall be guilty of a misdemeanor and shall be punished in such manner as the commission shall fix by ordinance. No commissioner shall vote on any matter under investigation in which said commissioner has a conflict of interest.

Sec. 3-09. - Independent audit.

The commission shall provide for an annual independent post-audit, and such additional audits as it deems necessary, of the accounts and other evidence of financial transactions of the parish government, including those of all parish government departments, offices or agencies. Audits may be by the State of Louisiana or the commission may designate a private auditor to make such audits. The private auditor shall be without personal interest in the affairs subject to audit and shall be a certified public accountant or firm of such accountants. The post-audit shall be completed as soon as possible, but in no event shall it extend beyond six (6) months following the close of the fiscal year. The audit shall be submitted to the commission at one of its regularly scheduled meetings and shall be a public record, and a summary thereof shall be published at least once in the official journal.

Sec. 3-10. - Commission clerk.

A. The commission shall appoint a clerk of the commission who shall serve at the pleasure of a majority of the entire commission. The clerk shall give notice of commission meetings to its members and the public, keep the journal of its proceedings, be official secretary of the commission and perform such other duties as are assigned to the position by this Charter or by the commission. The clerk shall select such staff as deemed necessary, subject to the approval of the commission.

B. The commission shall, by ordinance, fix the salary of the clerk.

(Election of 10-19-1991, Prop. 5; Election of 11-20-2008, Prop. 3)

Sec. 3-11. - Action requiring an ordinance.

A. An act of the commission having the force of law shall be by ordinance. An act requiring an ordinance shall include but not be limited to those which:

(1) Adopt or amend an administrative code.
(2) Provide a fine or other penalty or establish a rule or regulation for violation of which a fine or other penalty may be imposed.
(3) Levy taxes or assessments as provided by law in accordance with section 3-16.
(4) Appropriate funds and/or adopt the operating budget and capital improvement budget for the parish government.
(5) Grant, renew or extend a franchise.
(6) Provide for raising revenue.
(7) Regulate the rate or other charges for services by the parish government.
(8) Authorize the borrowing of money.
(9) Incur debt in any manner authorized by law.
(10) Abandon any property owned by the parish government.
(11) Convey or lease or authorize the conveyance or lease of any lands or property of the parish government.
(12) Authorize acquisition of real property on behalf of the parish.
(13) Adopt or modify the official parish map.
(14) Adopt or modify regulations for review and approval of plats.
(15) Adopt or modify subdivision controls or regulations.
(16) Adopt or modify the zoning plan, maps and regulations.
(17) Amend or repeal any ordinance previously adopted.
(18) Propose amendments to this Charter.

B. All parish ordinances shall be codified in accordance with article VI, section 10 of the constitution of the state.

C. A resolution may be used by the commission for the purpose of expressing an opinion as to some given matter or thing and shall not have the force of law.

D. All ordinances and resolutions shall be passed by the favorable vote of at least a majority of the entire membership of the commission except as otherwise provided in this Charter.

Sec. 3-12. - Ordinances in general.

A. All proposed ordinances shall be introduced in writing and in the form required for adoption and, except for codifications, the operating budget and capital improvement budget, shall be confined to one subject, expressed clearly in the title.

B. All proposed ordinances shall be read by title when introduced and published in full, in summary, or by title within three (3) days after introduction, except that ordinances proposing amendments to the Charter shall be published in full. Except as otherwise provided in section 3-13, no ordinance shall be considered for final passage until at least two (2) weeks from date of introduction and a public hearing has been held on the ordinance.

C. With the final approval of ordinances by the commission, such enacted ordinances shall be published in full in the official journal by the clerk of the commission within fifteen

(15) days thereafter, provided, however, that ordinances adopting codes of technical regulations or adopting or amending the operating budget or capital improvement budget may be published in full or in summary at the commission's discretion. Every enacted ordinance, unless it shall specify another date, shall become effective at the expiration of ten (10) days after publication by the commission.

Sec. 3-13. - Emergency ordinances.

A. To meet a public emergency affecting life, health, property or public safety, the commission, by the favorable vote of a majority of its entire membership, may adopt an emergency ordinance at the meeting at which it is introduced, provided that no such ordinance may be used to levy taxes or special assessments; grant or extend a franchise; incur debt, except as provided in section 6-04B; adopt or amend an official map, platting or subdivision controls or zoning regulations; or propose amendments to this Charter. Each emergency ordinance shall contain a specific statement of the emergency claimed. After adoption, the ordinance shall be printed and published as prescribed for other approved ordinances.

B. Emergency ordinances shall be effective for no longer than thirty (30) days after final approval. The commission, upon a two-thirds vote of its members, may extend the life of an emergency ordinance for an additional thirty (30) days, but no such ordinance may be extended beyond that period.

Sec. 3-14. - Codes of technical regulations.

The commission, by ordinance, may adopt any standard code of technical regulations by reference. The procedure and requirements governing the adopting of such ordinances shall be as prescribed for ordinances generally, except that a period of thirty (30) days shall be allowed between the time of introduction and final passage of the ordinance. During this interim, copies of any proposed code shall be available for public review. A copy of each adopted code of technical regulations as well as the adopting ordinance shall be authenticated and recorded by the clerk of the commission in the official records of the parish government. Such adopted codes of technical regulations shall be published at least by title or by reference in the official journal by the clerk as soon as practical following such final adoption.

Sec. 3-15. - Authentication and recording of ordinances and resolutions; printing and distribution.

A. All finally enacted ordinances and resolutions shall be authenticated, numbered and recorded by the clerk of the commission. All ordinances shall be indexed and codified in a book or books kept for this purpose. All ordinances of a general nature shall be codified and all special ordinances shall be indexed as to date with a brief description of the subject matter thereof. All resolutions shall be indexed and recorded in the minutes of the commission meeting at which the resolution was approved.

B. The commission shall cause each ordinance and each amendment to this Charter to be printed or otherwise reproduced promptly following enactment, and such printed or reproduced amendments and ordinances, including codes of technical regulations adopted by reference pursuant to section 3-14, shall be distributed or sold to the public at cost.

C. Any ordinance of a general nature shall be null and void if same is not included in the codification of ordinances prior to the latter of the following dates: (1) one year following the effective date of this Charter, or (2) one year following passage of the ordinance in question.

Sec. 3-16. - Power to levy taxes.

A. The power to perform any service or provide any facility granted to the parish government by this Charter or by the constitution and general laws of the state shall in all cases carry with it the power to levy taxes and to borrow money within the limits and in accordance with procedures prescribed by the constitution and general laws of the state. The commission shall have, and is hereby granted, all of the authority to levy and collect taxes, to incur debt, and issue bonds and other evidences of indebtedness, as is now or hereafter conferred on governing authorities of parishes by the constitution and general laws of the state, or as may be hereafter specially conferred by the electors of the parish.

B. Any tax being levied by Caddo Parish on the effective date of this Charter is continued in effect for the term for which same was authorized prior to ratification of this Charter.

C. All proposals to levy property taxes in excess of that authorized by the constitution to be levied without a vote of the people shall be submitted to the voters for approval in accordance with the election laws of the state.

D. All proposals to levy a new or increase an existing sales and/or use tax shall be submitted to the voters for approval in accordance with the election laws of the state.

Sec. 3-17. - Powers of enforcement.

For the purpose of carrying out the powers and duties generally or specially conferred on the parish government, the commission shall have the power to grant franchises, to issue and revoke, subject to reasonable requirements, licenses and permits and fix the fees to be paid therefor, to regulate and supervise any such licensee or permittee, to charge compensation for any privilege or franchise granted or service rendered, and to provide penalties for the violation of any ordinance or regulation, as provided by law.

ARTICLE IV. –
PARISH ADMINISTRATOR

Sec. 4-01. - Appointment; removal; suspension; qualifications; compensation.

A. The parish administrator shall be appointed by the commission and shall serve at its pleasure, unless otherwise removed from office by a two-thirds (2/3) vote of the entire membership of the commission. The administrator shall automatically be suspended from office in accordance with the provisions of La. R.S. 42:1411. The administrator shall be appointed solely on the basis of executive and administrative qualifications, training and experience to perform the duties assigned to him by this Charter. No one shall be appointed or approved as the administrator who does not possess the requisite executive and administrative qualifications. The administrator's compensation shall be fixed by the commission.

B. Should the position of parish administrator be vacant, the commission shall designate a person as acting parish administrator.

(Election of 11-20-1999, Prop. 6)

Sec. 4-02. - Removal.

The commission may remove the parish administrator from office in accordance with the following procedures:

(1) The commission shall adopt by affirmative vote of two thirds of the entire membership of the commission a preliminary resolution which must state the reasons for removal and may suspend the

administrator from duty for a period not to exceed forty-five (45) days. A copy of the resolution shall be delivered promptly to the administrator.

(2) Within five (5) days after a copy of the resolution is delivered to the administrator, he may file with the commission a written request for a public hearing in accordance with procedures established by the commission. This hearing shall be held at a commission meeting not earlier than fifteen (15) days nor later than thirty (30) days after the request is filed. The administrator shall file with the commission a written reply no later than five (5) days prior to the hearing.

(3) The commission may adopt a final resolution of removal, which may be made effective immediately, by affirmative vote of two thirds of its entire membership at any time after five (5) days from the date when a copy of the preliminary resolution was delivered to the administrator, if the administrator has not requested a public hearing, or at any time after the public hearing if the administrator has requested one. The administrator shall continue to receive his salary until the effective date of a final resolution of removal.

(Election of 11-20-2008, Prop. 4)

Sec. 4-03. - Acting parish administrator.

By letter filed with the commission clerk, the administrator shall designate, subject to approval of the commission, a person to exercise the powers and perform the duties of administrator during his temporary absence or disability. In the event of the failure or inability of the administrator to make such a designation, the commission may appoint a person to perform the duties of the administrator until he shall return or his disability shall cease.
(Election of 11-20-1999, Props. 8, 9)

Sec. 4-04. - Administrator's absence or disability.

A. Whenever the administrator transmits to the clerk of the commission a written declaration stating inability to discharge the powers and duties of the office, and until the administrator transmits to the clerk of the commission a written declaration to the contrary, the office of administrator shall be filled in the same manner as in subsection 4-03A.

B. Whenever a panel of three (3) qualified medical experts, designated by resolution adopted by the favorable vote of at least two-thirds of the entire membership of the commission, transmits to the clerk of the commission its written declaration that the administrator is unable to discharge the powers and duties of the office, the office of administrator shall be filled in the same manner as in subsection 4-03A. The person filling the office shall serve until a panel of three (3) qualified medical experts, designated by resolution adopted by the favorable vote of at least two-thirds of the entire membership of the commission, transmits to the clerk of the commission its written declaration that the administrator's inability has ended. The medical experts shall review the administrator's disability at least once every three (3) months until such time as it has been determined that the disability has ended.

C. If the administrator is absent or unable to discharge the powers and duties of the office for a period exceeding six (6) consecutive months, the commission shall have the authority upon the favorable vote of at least two-thirds (2/3) of its entire membership to declare the office of administrator vacant due to the administrator's absence or disability.

(Election of 11-20-1999, Prop. 10)

Sec. 4-05. - Powers and duties of the parish administrator.

A. The administrator, as chief executive officer of the parish government, shall have the following powers and duties:

(1) See that all laws, provisions of this Charter and acts of the commission, subject to enforcement by the administrator or by officers subject to the administrator's direction and supervision, are faithfully executed.

(2) Appoint and suspend or remove for just cause all parish government employees and appointive administrative officers provided for by or under this Charter, except as otherwise provided by law. The administrator may authorize any administrative officer who is subject to the administrator's direction and supervision to exercise these powers with respect to subordinates in the officer's department, office or agency.

(3) Direct and supervise the administration of all departments, offices and agencies of the parish government, except as otherwise provided by this Charter.

(4) Prepare and submit the annual budget and five-year capital budget to the commission.

(5) Submit to the commission and make available to the public, within sixty (60) days after the end of the fiscal year, a complete report on the finances and administrative activities of the parish as of the end of each fiscal year.

(6) Make such other reports as the commission may reasonably request to enable the commission to conduct its functions.

(7) Attend commission meetings and furnish such information as may be requested by any commissioner.

(8) Provide and establish a system of internal audit of the affairs of the parish, subject to approval by the commission.

(9) Keep the commission advised as to the financial condition and future needs of the parish and make recommendations to the commission concerning the affairs of the parish.

(10) Perform such other duties as are specified in this Charter or may be required by the commission, not inconsistent with this Charter.

(11) Perform or supervise all executive and administrative functions of parish government.

ARTICLE V. – ADMINISTRATION

Sec. 5-01. - General provisions.

A. Except as otherwise provided by this Charter, all departments, offices and agencies of the parish government and all employees thereof shall be under the direction and supervision of the administrator, and the heads of all departments created by or under this Charter shall be appointed by the administrator, subject to approval by the commission, and shall serve at the pleasure of the administrator.

B. The salaries of the directors of the departments appointed by the administrator shall be set by the administrator subject to approval by the commission.

Sec. 5-02. - Department of finance.

A. The head of the department of finance shall be the director of finance and ex officio parish treasurer.

B. The director of finance shall direct and be responsible for the following duties:

(1) Collection (except where specifically otherwise provided for by law) and custody of all monies of the parish government from whatever source.

(2) Assistance to the administrator in the preparation of the annual operating budget and capital improvement budget.

(3) Maintenance of a record of indebtedness and the payment of the principal and interest of such indebtedness.
(4) Ascertaining that funds are available for payment of all contracts, purchase orders and any other documents which incur a financial obligation for the parish government, and that such documents are in accordance with established procedures.
(5) Disbursement of all funds from the parish treasury.
(6) Administration of a uniform central accounting system for all parish government departments, offices and agencies, using nationally accepted standards where applicable.
(7) Preparation of a monthly statement of revenues and expenditures which shall be completed not later than twenty (20) days after the end of each month.
(8) Procurement of all real and personal property, materials, supplies and services required by the parish government under a central purchasing system for all departments, offices and agencies in accordance with applicable state law, commission policy and administrative requirements.
(9) Maintenance of an inventory of all property, real and personal. All such property shall be clearly identified and marked, except that the commission may make exceptions for specific purposes.
(10) Invest idle funds, as permitted by law. Any such investments shall be made, in the order of priority, to maintain the maximum safety of principal, maintain liquidity to meet cash flow needs and provide the highest investment returns.
(11) Provide data processing administration.
(12) Provide general administrative services.
(13) Other activities as may be directed by the administrator.

(Election of 11-20-1999, Prop. 11)

Sec. 5-03. - Public works department.

A. The head of the public works department shall be the director of public works.

B. The director of public works shall direct and be responsible for the following activities:
(1) Engineering services for all parish government departments and agencies.
(2) Supervision of all contract construction work.
(3) Mapping and surveying.
(4) Construction and maintenance performed by the parish government of roads, sidewalks, bridges and drainage facilities.
(5) Inspections, licensing and permit issuance in conjunction with the enforcement of any zoning ordinances and building, housing and other technical codes.
(6) Garbage and trash collection and disposal.
(7) Operation of a central facility for the repair and maintenance of parish government vehicles and equipment.
(8) Other such activities as may be directed by the administrator.

Sec. 5-04. - Parks and recreation department.

A. The parks and recreation department shall be headed by the director of parks and recreation.

B. The director of parks and recreation shall direct and be responsible for:
(1) Parks, pools and playgrounds.
(2) Recreational activities.
(3) Cultural activities and facilities.
(4) Other leisure-time activities.
(5) Other such activities as may be directed by the administrator.

(Election of 11-20-1999, Prop. 12)

Sec. 5-05. - Facilities and maintenance department.

A. The head of the facilities and maintenance department shall be the director of facilities and maintenance department.

B. The director of facilities and maintenance department shall direct and be responsible for the following activities:

(1) Coordinate with architects and engineers on the construction and renovations of parish buildings.

(2) Prepare detailed specification and engineering data for the upkeep and maintenance of parish buildings.

(3) Supervise and maintenance of all parish-owned buildings.

(4) Coordinate with the Caddo Parish Sheriff's Detention Facility Superintendent the maintenance of the parish jails. Supervise an on-site maintenance crew at the detention facility for all the maintenance including jail/security equipment.

(5) Operations of a central facility for repairs, renovations and maintenance of all parish buildings/grounds ad other related equipment.

(6) Operations of a central supply facility for janitorial supplies and other supply items for parish buildings and the Caddo Sheriff's Detention Facility.

(7) Operations of a parish energy conservation program for all parish buildings. This includes an energy audit of each building with precise monthly records of energy consumption and necessary recommendations and changes to conserve energy.

(8) Operate and maintain a parish excess property/storage warehouse for redistribution or yearly surplus auction.

(9) Other activities as may be directed by the administrator.

(Election of 11-20-2008, Prop. 5)

Sec. 5-05.1. - Department of animal services and mosquito control.

A. The head of the animal services and mosquito control [department] shall be the director of animal services and mosquito control.

B. The director of animal services and mosquito control shall direct and be responsible for the following activities:

(1) Compliance with animal services and mosquito control policies established by the Caddo Parish Commission;

(2) Implementation of an effective animal services and mosquito and rodent control program;

(3) Providing public health protection by strict adherence to state and federal environmental laws, regulations and policies;

(4) Providing direct supervision to animal services and mosquito control employees;

(5) Other such activities as may be directed by the administrator.

(Election of 11-20-2008, Prop. 6)

Sec. 5-05.2. - Department of fleet services.

A. The head of fleet services shall be the director of fleet services.

B. The director of the department of fleet services shall direct and be responsible for the following activities:

(1) Operation of a central facility for the repair and maintenance of parish government vehicles and equipment.
(2) Operation of a central signage facility for the creation, repair and maintenance of parish government signs.
(3) Other such activities as may be directed by the administrator.

(Election of 11-20-2008, Prop. 7)

Sec. 5-05.3. - Department of juvenile services.

A. The head of juvenile services shall be the director of juvenile services.

B. The director of the department of juvenile services shall direct and be responsible for the following activities:
(1) Operate the Caddo Parish Juvenile Detention Facility and any other residential facilities that may be developed.
(2) Develop and operate a multi-disciplinary juvenile assessment center on the site of the juvenile detention facility, in cooperation with other governmental officers and agencies.
(3) Organize all existing and/or prospective components of community supervision to ensure there exists an appropriate continuum of services and sanctions for juvenile offenders and families in need of services.
(4) Coordinate planning, research, evaluation, and funding as they pertain to juvenile services.
(5) Coordinate and manage all programs involving care and rehabilitation of juveniles, including but not necessarily limited to those responsible for juvenile detention, juvenile probation officers and all employees involved in the evaluation of, and providing of services for, juveniles.
(6) Perform such other duties and functions as may be directed by the Parish Administrator.

(Election of 11-20-2008, Prop. 8)

Sec. 5-06. - Department of corrections.

Caddo Parish may operate a correctional institution which shall be headed by a superintendent appointed by the parish administrator subject to the approval of the commission. The superintendent shall be responsible for the administration of all facilities of the correctional program and for any other activities as directed by the administrator.

Sec. 5-07. - Parish legal advisor.

The district attorney of the judicial district serving Caddo Parish shall serve as the legal advisor to the commission and all parish government departments, offices and agencies, except as otherwise provided by the commission. The commission may create the office of parish attorney and provide for its organization and function. In special matters, the commission may retain special attorneys to represent the parish or perform certain duties subject to the restrictions imposed by the statutes of this state.

Sec. 5-08. - Personnel system.

A. There is hereby established a classified personnel service in which all appointments and promotions shall be made on the basis of merit and fitness. The classified service shall include all officers and employees of the parish government except the following: commissioners; the commission clerk; the parish administrator, his secretary and his assistants; the directors of departments and one principal assistant for each such director; the parish engineer; and the personnel officer.

B. The parish administrator shall serve as personnel officer until such time as he appoints, subject to approval of the commission, another person to the office. The personnel officer shall:

(1) Prepare and administer such personnel rules and regulations governing the classified service as may be necessary or desirable for carrying out the provisions of this Charter.

(2) Prepare, install and maintain a uniform classification and pay plan for all positions in the classified service.

(3) Perform such other duties and functions as may be directed by the administrator.

B. The administration of the classified service, including the classification and pay plans, of the parish government shall be governed by written rules and regulations to be known as personnel policies. The personnel officer shall prepare such policies and recommend their adoption to the administrator. Upon approval by the administrator, the personnel policies shall be presented to the commission for adoption. The commission shall act within thirty (30) days upon such proposed personnel policies. Such policies shall become effective upon approval by a favorable vote of a majority vote of the entire membership of the commission. Thereafter, the personnel officer shall recommend additions to, modifications of, or deletions from such policies to the administrator for presentation to the commission in the same manner used for adoption of the original policies. All personnel policies adopted by the commission shall have the force and effect of law.

C. Any person holding a full-time position subject to this section when this Charter takes effect, who served in that position at the time the Charter was adopted by the electors of the parish, and at least one year prior thereto, shall continue in that position without competitive test or other method approved by the commission, but shall be subject in all other respects to this section.

(Election of 11-20-1999, Prop. 13)

Sec. 5-09. - Other departments.

Except as otherwise provided by this Charter, all parish government departments, offices, agencies and functions in existence on the effective date of this Charter shall continue in existence as organized on that date until reorganized in accordance with section 5-10.

Sec. 5-10. - Administrative reorganization.

A. The administrator may propose to the commission the creation, change, alteration, consolidation and abolition of parish government departments, offices and agencies and/or the reallocation of the functions, powers, duties and responsibilities of such departments, offices or agencies, including those provided for in this Charter. All actions effecting any such change shall be by ordinance.

B. The organization plan submitted by the administrator shall be in writing and shall become effective if the commission fails to act on the proposed reorganization within sixty (60) days of its submission to the commission.

ARTICLE VI. – FINANCIAL PROCEDURES

Sec. 6-01. - Fiscal year.

The fiscal year of the parish government shall be January 1 through December 31, subject to change by ordinance by the commission.

Sec. 6-02. - Operating budget preparation and adoption.

A. At least sixty (60) days prior to the beginning of each fiscal year, the administrator shall submit to the commission a proposed operating budget in the form required by this Charter. At the meeting of the commission at which the operating budget is submitted, the commission shall order a public hearing on it and shall publish in the official journal, at least ten (10) days prior to the date of such hearing, the time and place of the hearing, a general summary of the proposed budget and the times and places where copies of the proposed budget are available for public inspection. At the time and place so advertised, the commission shall hold a public hearing on the budget as submitted. Changes in the proposed operating budget by the commission shall be by the favorable vote of at least a majority of the members of the commission. The budget shall be finally adopted not later than the twenty-seventh day of the last month of the current fiscal year. Upon final adoption, the budget shall be in effect for the budget year and copies shall be filed with the clerk of the commission. The budget as finally adopted shall be reproduced and sufficient copies shall be made available for use by all offices, departments and agencies of the parish government. Copies shall be available for public use in the office of the clerk and additional copies may be purchased at cost.

B. Upon failure of the commission to adopt a budget prior to the end of any fiscal year, fifty (50) percent of the amount appropriated for the prior fiscal year shall be considered to have been reappropriated for the new fiscal year and shall be in effect until such time as a new budget is adopted.

Sec. 6-03. - The operating budget document.

The operating budget for the parish government shall present a complete financial plan for the ensuing fiscal year and shall consist of at least three (3) parts as follows:

A. Part I shall contain: (1) a budget message, prepared by the administrator, which shall outline the proposed fiscal plan for the parish government and describe significant features of the budget for the forthcoming fiscal period; and (2) a general budget summary which, with supporting schedules, shall show the relationship between total proposed expenditures and total anticipated revenues for the forthcoming fiscal period and which shall compare these figures with corresponding actual figures for the last completed fiscal year and estimated figures for the year in progress.

B. Part II shall contain: (1) detailed estimates of all proposed expenditures, showing the corresponding estimated expenditures for each item for the current fiscal year and actual figures for the last preceding fiscal year with explanations of increases or decreases recommended related to performance standards or workload measurements, to the extent of availability of such information; (2) manning or organizational tables for each of the departments, agencies or programs; (3) detailed estimates of all anticipated revenues and other income, showing the corresponding estimated revenue or income for each item for the current fiscal year and actual figures for the last preceding fiscal year with explanations of increases or decreases; (4) delinquent taxes for current and preceding years, with the estimated percentage collectible; (5) statement of the indebtedness of the parish government, showing debt redemption and interest requirements, debt authorized and unissued, and conditions of the sinking funds; and (6) such other information as may be requested by the commission. The total of proposed expenditures shall not exceed the total of estimated revenues.

C. Part III shall contain a proposed complete draft of the appropriation ordinance. All appropriations shall be by department and/or program.

Sec. 6-04. - Amendments to operating budget.

A. Supplemental appropriations: If during the fiscal year the administrator certifies that there are available for appropriation revenues in excess of those estimated in the operating budget, the administrator may present a supplemental budget for the disposition of such revenues, and the commission by ordinance may make supplemental appropriations for the year up to the amount of such excess in the same manner required for adoption of the budget.

B. Emergency appropriations: To meet a public emergency affecting life, health, property or the public peace, the commission may make emergency appropriations. Such appropriations shall be made by emergency ordinance in accordance with the provisions of this Charter. To the extent that there are no available unappropriated revenues to meet such appropriations, the commission may by such emergency ordinance borrow money in sums necessary to meet the emergency. The repayment of such sums shall be a fixed charge upon the revenues of the fiscal year next following the fiscal year in which the sums are borrowed.

C. Reduction of appropriations: If at any time during the fiscal year it appears to the administrator that the revenues will be insufficient to meet the amount appropriated, the administrator shall report to the commission without delay, indicating the estimated amount of the deficit, any remedial action taken and recommendations as to any other steps to be taken. The commission shall then take such further action as it deems necessary to prevent a deficit.

D. Subject to the limitations in Subsection F of this section, the commission may, by ordinance, reduce any appropriation at any time.

E. Transfer of appropriations: At any time during the fiscal year the administrator may transfer part or all of any unencumbered appropriation within programs or functions. An unencumbered appropriation balance may be transferred from one department, office or agency to another or from one program or function to another only upon commission action by ordinance.

F. Limitations: No appropriation for debt service may be reduced or transferred and no appropriation may be reduced below any amount required by law to be appropriated or by more than the amount of the unencumbered balance thereof.

Sec. 6-05. - Capital improvement budget.

A. Each year, no later than the time of submission of the operating budget for the ensuing fiscal year, the administrator shall prepare and submit to the commission a capital improvement budget covering a period of at least five (5) years. The amount indicated to be spent during the first year of the capital improvement budget shall be the capital budget for that year.

B. The capital budget shall include:

(1) A clear general summary of its contents.

(2) A list of all capital improvements and acquisitions which are proposed to be undertaken for at least the five (5) fiscal years next ensuing with appropriate supporting information as to the necessity for such improvements and acquisitions.

(3) Cost estimates, method of financing and recommended time schedules for each such improvement or acquisition.

(4) The estimated annual cost of operating and maintaining the capital improvement to be constructed or acquired.

The information shall be revised and extended each year with regard to capital improvements still pending or in process of construction or acquisition.

B. At the meeting of the commission at which the capital improvement budget is submitted, the commission shall order a public hearing on such capital improvement budget and shall publish in the official journal, at least ten (10) days prior to the date of the hearing, a general summary of the proposed capital improvement budget and the times and places where copies of the proposed capital improvement budget are available for public inspection. At the time and place so advertised, the commission shall hold a public hearing on the capital improvement budget as submitted. Changes in the proposed capital improvement budget by the commission shall be by the favorable vote of at least a majority of the membership of the commission. The capital improvement budget shall be finally adopted not later than the twenty-seventh day of the last month of the current fiscal year. The capital improvement budget as finally adopted shall be reproduced and sufficient copies shall be made available for use by all offices, departments and agencies of the parish government. Copies shall be available for public use in the office of the clerk of the commission and additional copies may be purchased at cost.

D. Amendments to the finally adopted capital improvement budget shall be by ordinance in accordance with provisions of this Charter relative to ordinances.

Sec. 6-06. - Administration of operating and capital budgets.

A. No payment shall be made or obligation incurred against any allotment or appropriation except in accordance with the approved operating and capital budgets and appropriations duly made and unless the administrator or the administrator's designee first certifies that there is a sufficient unencumbered balance in such allotment or appropriation and that sufficient funds therefrom are or will be available to cover the claim or meet the obligation when it becomes due and payable. However, this provision shall not limit the authority to borrow funds in anticipation of revenues as provided in the general laws of the state. Any authorization of payment or incurring of obligation in violation of the provisions of this Charter shall be void and any payment so made illegal; such action shall be cause for removal of any official, officer or employee who knowingly authorized or made such payment or incurred such obligation or who caused such payment to be authorized or made or obligation to be incurred. Such persons shall also be liable to the parish government for any amount so paid.

B. Nothing in this Charter shall be construed so as to prevent the making or authorizing of payments or making of contracts for capital improvements to be financed wholly or partly by the issuance of bonds or to prevent the making of any contract or lease providing for payments beyond the end of the fiscal year, provided that such action is authorized by ordinance.

C. Deficit spending is prohibited except for emergencies as provided in section 6-04B.

Sec. 6-07. - Lapse of appropriations.

Every appropriation, except an appropriation for a capital expenditure, shall lapse at the close of the fiscal year to the extent that it has not been expended or encumbered. An appropriation for a capital expenditure shall continue in force until the purpose for which it was made has been accomplished or abandoned; the purpose of any such appropriation shall be deemed abandoned if three (3) years pass without any disbursement from or encumbrance of the appropriation.

Sec. 6-08. - Bonded debt.

The parish government is empowered to incur bonded debt in accordance with this Charter and the constitution and laws of the state. When voter approval is required, no resolution shall be passed calling for a referendum to incur a bonded debt until an engineering and economic feasibility report shall have been made to the commission and a summary thereof published in the official journal at least sixty (60) days prior to the proposed date of the election, unless the commission is required to call such an election pursuant to a petition as provided for under the general laws of this state.

Sec. 6-09. - Expenditures by commissioners prohibited.
It is the declared public policy of Caddo Parish that public funds be expended for the priority needs of the parish without limitations based on commission district lines or other arbitrary geographical criteria. No ordinance or resolution shall delegate control of the expenditure of appropriated monies to any commissioner or combination of commission members. Any ordinance or resolution adopted in contravention of the provisions of this paragraph shall be null and void.

Sec. 6-10. - Facsimile signatures.
Facsimile signatures and electronic signatures are authorized for negotiable instruments and multiple certificates of indebtedness in those cases where an official is required by law to sign, and where applicable state and federal laws authorize such signatures.

(Election of 12-10-2016, Prop. 3)

ARTICLE VII. –
INITIATIVE, REFERENDUM, RECALL AND REMOVAL BY SUIT

Sec. 7-01. - Initiative and referendum.

A. The electors of the parish shall have the power, except as herein restricted, to propose to the commission passage or repeal of ordinances and to vote on the question if the commission refuses action. This power shall not extend to the proposing or repealing of ordinances making or reducing the appropriation of money, authorizing the repeal or reduction of the levy of any taxes or changing the salaries of parish government officers or employees. The initiative power shall be exercised in the following manner:

(1) The person or persons proposing the exercise of this power shall submit the proposal to the commission which shall specify within thirty (30) days a form of petition for circulation in one or multiple copies as the proposer may desire. The petition shall contain the full text of the proposed ordinance.

(2) Within sixty (60) days after the form of the petition shall have been specified, the person or persons circulating the petition shall obtain the signatures of at least ten (10) percent of the total registered voters of the parish. There shall be noted after each signature on the petition the date signed and the address of the signer. Each person circulating a copy of the petition shall attach a sworn affidavit to it stating the number of signers and the fact that each signature was made in the presence of the circulator of the petition.

(3) The signed petition shall be filed with the commission within sixty (60) days of the specification of the form of the petition and upon filing, the commission shall within thirty (30) days order a canvass of the signatures through the office of the parish registrar of voters to determine their sufficiency and authenticity. The canvass shall be completed within thirty (30) days. If the number of signatures is insufficient or the petition is deficient as to form or compliance with this section, the commission shall notify the person or persons filing the petition of such sufficiency or deficiency and allow thirty (30) days for filing of additional papers, at the end of which time the sufficiency and correctness of the petition shall be determined finally.

(4) Within thirty (30) days after a petition shall have been certified as sufficient and correct by the commission, the commission shall cause the proposed

ordinance, and a summary thereof, to be published in the official journal of the parish government at least once together with a notice of the date, time and place when and where it will be given a public hearing and be considered for a passage, which notice shall appear at least one week prior to the time advertised for the hearing. At the time and place so advertised, the commission shall hold a public hearing. Subsequent to such hearing, the commission shall either:

(a) Adopt the proposed ordinance submitted in an initiative petition, without substantive amendments, or effect the repeal referred to by such petition; or

(b) Determine to submit the proposal to the electors.

(5) If the commission adopts an ordinance following the submission of an initiatory petition as provided above, it shall not amend or repeal the ordinance by its own action within one year following the date of submission of the petition proposing the ordinance, but it may submit proposals amending or repealing such ordinances to a vote of the electors. After the expiration of one year, the ordinance may be amended or repealed as any other ordinance.

(6) If an initiative ordinance is submitted to a vote of the electors as provided in subsection 7-01A(4), the election shall take place at the first election already scheduled for other purposes otherwise in a special election called by the commission. No election may be held during the first thirty (30) days after the public hearing on the proposed ordinance. The results shall be determined by a majority vote of the electors voting on the proposal.

(7) If a majority of the qualified electors voting on a proposed initiative ordinance vote in its favor, it shall be considered adopted upon certification of the election results. If conflicting ordinances are approved at the same election, the one receiving the greatest number of affirmative votes shall prevail to the extent of such conflict.

(8) An ordinance adopted by the electorate through the initiative process shall not be amended or repealed by commission action for a period of one year after the election at which it was adopted, but thereafter it may be amended or repealed by a three-fourths vote of the entire membership of the commission.

(9) Ordinances adopted through the initiative process shall become effective ten (10) days after promulgation of election results.

B. Upon rejection by the voters of an ordinance proposed under this section, at least one year shall lapse before the same or similar ordinances on the same issue can again be submitted to the voters.

Sec. 7-02. - Recall.

A. Any commissioner may be removed from office by the electors of the affected district through a recall process. The recall procedure shall be the same as is provided in the general laws of the state.

B. If, in a recall election, the majority of those voting vote for recall, the official named in the recall petition shall be removed ipso facto from office upon official promulgation of the election results, and the vacancy thereby created shall be filled as in the case of ordinary vacancies in accordance with this Charter.

(Election of 11-20-2008, Prop. 9)

Sec. 7-03. - Removal by suit.

Any commissioner may be removed from office by court suit as provided in the constitution and general laws of the state.

ARTICLE VIII. –
GENERAL PROVISIONS

Sec. 8-01. - Legal process.
Legal process against the parish shall be served upon the parish administrator or upon the assistant administrator, or in their absence, on the president of the commission.
(Election of 11-20-2008, Prop. 10)

Sec. 8-02. - Code of ethics.
All officers, officials and employees of the parish government shall comply with the provisions of the state code of ethics pertaining to local governments.

Sec. 8-03. - Amending or repealing the Charter.

A. Proposals to amend or repeal this Charter may be made by a two-thirds vote of the entire membership of the commission or by petition signed by not less than fifteen (15) percent of the total number of registered voters of the parish. A petition shall contain the full text of the proposed amendment or amendments. The procedures and time limits for filing such a petition shall be the same as for an initiative ordinance as provided in subsections 7-01A(1), (2) and (3).

B. Within thirty (30) days after a petition shall have been certified as sufficient and correct by the commission, the commission shall cause the amendment or amendments being proposed, and summaries thereof, to be published in the official journal of the parish.

C. Proposals by commissioners to amend or repeal this Charter shall be by ordinance. Such proposed ordinances shall follow the same procedure as required by section 3-12, except that the affirmative vote of two-thirds of the commission membership shall be required for passage of an ordinance proposing to amend or repeal the Charter.

D. Proposals to amend or repeal this Charter shall be submitted for ratification to the qualified electors of the parish not less than sixty (60) days after the commission adopts the ordinance or the commission receives a properly certified petition, at the first election already authorized for other purposes or at a special election called for the purpose of considering proposed charter amendments. If a special election is called, it shall be held at the next available election date after the commission adopts the ordinance or receives a properly certified petition. The results shall be determined by a majority vote of the electors voting on any particular proposal.

E. Proposals by the commission and by petition may be submitted to the voters at the same election and voters may, at their option, accept or reject any or all such proposals. Should conflicting proposals be approved at the same election, the one receiving the greater number of affirmative votes shall prevail to the extent of such conflict.

F. Within thirty (30) days after timely promulgation of election results, the clerk of the commission shall file duly authenticated copies of said amendment with the offices of the Secretary of State of Louisiana and the Clerk of Court of Caddo Parish.

G. Unless specified to the contrary in the amendment, all approved amendments shall become effective sixty (60) days after said filing.

H. Upon passage or rejection of a proposal by the voters, at least one year shall lapse before the same issue can again be submitted to the voters.

I. Except as provided in section 9-08 and section 9-09, no proposal to amend or repeal this Charter shall be submitted during the first one year after this Charter becomes effective. No amendment or repeal shall shorten the term for which any incumbent official was elected or reduce the salary of office for that term.

J. Any proposal to repeal this Charter shall be void unless same includes a proposed successor form of government.

(Election of 12-10-2016, Prop. 4)

Sec. 8-04. - Bonding of officers.

The director of finance and such other parish government officers or employees as the commission may designate shall give bond in the amount and with the surety prescribed by the commission. The premiums on such bonds shall be paid by the parish government.

Sec. 8-05. - Oaths of office.

All elected officials of the parish government shall take an oath of office to be administered by the clerk of court or a judge of the district court serving Caddo Parish.

Sec. 8-06. - Boards and commissions.

A. The commission, by resolution, and the administrator may appoint advisory boards and commissions to provide advice regarding the operations of parish services or other activities. No such board or commission shall exercise any administrative or legislative responsibility.

B. A member of an advisory board or commission shall receive no compensation for service and shall serve at the pleasure of the appointing authority.

C. Members of all existing boards and commissions shall complete their terms of office, except as may be provided by this Charter or by action of the commission.

D. All meetings of advisory boards and commissions shall be held in accordance with the state public meetings law.

E. This section shall not apply to a board or commission created by ordinance or in accordance with general state law.

Sec. 8-07. - Reconstitution of government.

In the event of war or public disaster that incapacitates the administrator and/or a majority of the commission, the remaining commissioners may act on an emergency basis and shall appoint such other officials as are necessary to reconstitute the parish government. It is the intent of this section that these emergency powers shall subsist only so long as an emergency exists and that regularly constituted elections shall be held as soon as it is determined that conditions permit their being held.

Sec. 8-08. - Control over local agencies and special districts.

A. The commission shall have general power over any agency heretofore created by the governing authority of Caddo Parish or hereafter created by the commission including, without limitation, the power to abolish the agency and require prior approval of any charge or tax levied or bond issued by the agency.

B. The parish government may consolidate and merge into itself any special district or local public agency situated and having jurisdiction entirely within the boundaries of the

parish. Upon the consolidation and merger, the parish government shall succeed to and be vested with all of the rights, revenues, resources, jurisdiction, authority, responsibilities and powers of the special district or local public agency. A consolidation and merger shall become effective only if approved by a majority of the electors voting thereon in the parish as a whole and by a majority of the electors voting thereon in the affected special district. A local public agency shall be consolidated and merged only if approved by a majority of the electors voting thereon in the parish as a whole.

C. If the special district or local public agency which is consolidated and merged has outstanding indebtedness, the authority provided by this section shall not be exercised unless provision is made for the retirement or assumption of the indebtedness.

ARTICLE IX. –
TRANSITIONAL PROVISIONS

Sec. 9-01. - Commission districts.

The commission shall consist of twelve (12) members elected from single member districts as described in Appendix A [to this Charter], which districts shall subsequently be modified in accordance with the provisions of reapportionment ordinances enacted pursuant to section 3-02.
(Election of 10-19-1991, Prop. 6)

Sec. 9-02. - Continuation of actions.

A. All writs, actions, suits, proceedings, civil or criminal liabilities, prosecutions, judgments, sentences, contracts, franchises, debt or other obligations due by Caddo Parish, together with all rights or causes of action, claims, demands, titles and rights existing on the effective date of this Charter and belonging or accruing to Caddo Parish shall continue unaffected by the adoption of this Charter. All sentences for punishment for ordinance violations or for crime shall be executed according to their terms.

B. All actions, ordinances, and administrative rules and regulations of Caddo Parish in force on the day preceding the effective date of this Charter shall, insofar as they are not inconsistent with this Charter, remain in full force and effect until amended or repealed by the commission or until they expire by their own limitation, subject to the limitations of subsection 3-15C.

Sec. 9-03. - Special districts.

Any special district heretofore established and existing in Caddo Parish shall continue to exist to effectuate the purpose for which it was created, to complete any works begun or authorized therein, to pay the debts of the district and to levy taxes and other charges as may have been or may be legally authorized in the district.

Sec. 9-04. - Fees, charges and tax levies.

A. Constitutional limitations on the maximum property tax millages that can be levied without voter approval shall continue to be applicable to the parish.

B. All fees, charges and taxes levied by Caddo Parish shall continue to be levied by the parish government until changed by the commission by ordinance or by a vote of the people when a vote is required.

C. Receipts from fees, charges, rentals, and royalties, taxes, federal and state grants, and shared revenues and taxes applicable to special districts which are less than parishwide geographically shall be used only for services to be rendered in those geographic areas.

D. The levy of property tax millages above the constitutional maximum previously approved by the voters of a special district shall continue to be levied by the parish

government and used only for the approved purposes. Such levies may be renewed upon the favorable vote of the electors within the geographical area involved.

Sec. 9-05. - Special legislative acts.
All special legislative acts pertaining to Caddo Parish, insofar as they are in conflict with the provisions of this Charter, shall henceforth be inoperative and of no effect, to the extent permitted by the constitution and general laws of the state.

Sec. 9-06. - Parish retirement systems.
No pension or retirement systems of the parish government in existence at the time the Charter is approved shall be affected in any way by this Charter and shall remain in full force and effect and shall be carried out and regulated in accordance with applicable laws and procedures.

Sec. 9-07. - Declaration of intent.
This Charter shall be liberally construed in aid of its declared intent which is to establish for the people of Caddo Parish effective home rule free from legislative interference as to the structure and organization of its local government, and with the power and authority to manage its affairs, all as contemplated and intended by the provisions of article VI, section 5 of the constitution of this state.

Sec. 9-08. - Severability.
If any provision of this Charter is declared invalid for any reason, such invalidity shall not affect any other provision of this Charter.

Sec. 9-09. - Violation of Voting Rights Act.
In the event the Civil Rights Division of the United States Department of Justice or any court of competent jurisdiction declares any part of this Charter to be in violation of the Voting Rights Act prior to the date the Charter becomes effective, the Caddo Parish Home Rule Charter Commission shall reconvene for a period not to exceed sixty (60) days for the purpose of drafting and proposing amendments to the charter to the electors of Caddo Parish.

Sec. 9-10. - Reserved.
Editor's note— Ordinance No. 4787, which passed at referendum on the election of November 20, 2008, deleted section 9-10 which pertained to schedule of transition.

Sec. 9-11. - Election of officials.

A. Notwithstanding any other provision of this Charter, the first election for officials provided for by this Charter shall take place on the first legally available primary and general election dates provided by state law which allow sufficient time for proper completion of all necessary legal actions and occur subsequent to final preclearance or approval in accordance with 42 U.S.C. 1973c and 28 C.F.R. 51.9 and approval by the electors of Caddo Parish of all amendments to this Charter submitted to said electors at the time the amendment including this language is approved. Persons elected in such elections shall serve for a term beginning at noon on the fifth Monday after the general election and ending upon the induction into office of their respective successors in office. The next election of officials provided for by this Charter shall coincide with the 1987 election for governor of the state, and subsequent elections shall be held on corresponding dates every fourth year thereafter. Persons elected in the 1987 and subsequent elections shall take office at noon on the second Monday in January next following their election.

(Ord. No. 2137, § 1, 4-11-1984; Election of 11-20-2008, Prop. 12)

Editor's note— Ordinance No. 4787, which passed at referendum on the election of November 20, 2008, deleted subsection B of this section.

Sec. 9-12. - Review of the Charter.
The parish commission shall provide for the automatic review of this Charter by the appointment of a charter study review commission six (6) years from the date of the taking of office of the first commission elected under this Charter and by such like appointment every four (4) years thereafter. Such a charter review commission shall consist of the president of the commission, the parish administrator, the parish legal adviser and six (6) citizens of the parish appointed by the commission.

Sec. 9-13. - Required approval by electors.
The Charter shall become effective only if approved by a majority of those voting on the Charter.

APPENDIX A - DISTRICTS FOR TWELVE-MEMBER COMMISSION

District 1 shall consist of Ward 1, Ward 2, Ward 9 and Ward 3.

District 2 shall consist of Ward 3 (Precincts 3 and 4) and Ward 4 (Precincts 1, 39, 57, 71 and 73).

District 3 shall consist of Ward 3 (Precinct 5) and Ward 4 (Precincts 5, 28, 29, 40, 65, 66 and 67).

District 4 shall consist of Ward 4 (Precincts 6, 7, 8, 9, 14, 15, 17, 18, 19, 20, 47 and 64).

District 5 shall consist of Ward 4 (Precincts 30, 31, 41, 42, 44, 45, 54 and 55). (Ord. No. 2137, § 2, 4-11-1984)

District 6 shall consist of Ward 4 (Precincts 25, 26, 27, 32, 33, 34, 37, 43, 46 and 58). (Ord. No. 2137, § 2, 4-11-1984)

District 7 shall consist of Ward 4 (Precincts 3, 36, 38, 53, 60 and 61). (Ord. No. 2137, § 2, 4-11-1984)

District 8 shall consist of Ward 4 (Precincts 10, 11, 12, 13, 16, 21, 22, 23, 24, 48, 49, 62 and 63).

District 9 shall consist of Ward 8 and Ward 4 (Precincts 50, 51, 56, 68 and 72).

District 10 shall consist of Ward 7 (Precincts 2 and 6) and Ward 4 (Precincts 4, 35, 52, 59, 69 and 70).

District 11 shall consist of Ward 7 (Precincts 1, 3, 4, 5 and 7).

District 12 shall consist of Ward 5, Ward 6 and Ward 4 (Precinct 2).

CHARTER COMPARATIVE TABLE
The original Charter, Sections 1-01 through Appendix A, is set out as adopted on January 15, 1983. The following table shows the disposition of amendments adopted at subsequent elections.

Date of Election	Proposition	Section Amended
10-19-1991	1	3-01.A
	2	3-02
	3	3-03(title),
		3-03.B

	5	3-10.A
	6	9-01
11-20-1999	1	2-07.B
	3	3-02
	4	3-04.B
	5	3-07.H
	6	4-01.A
	8	4-03.A
	9 Rpld	4-03.B
	10	4-04.C
	11	5-02.B(10)
	12	5-04.B(1)
	13	5-08.A
11-20-2008	1	3-05.A
	2	3-07.E
	3	3-10.A
	4	4-02(1), (3)
	5	5-05.A, B
	6—8 Added	5-05.1—5-05.3
	9	7-02.A
	10	8-01
	11 Dltd	9-10

	12 Dltd	9-11.B
12-10-2016	1	3-07.I
	3	6-10
	4	8-03.D

SUPPLEMENT HISTORY TABLEPART II - CODE OF ORDINANCES