

**PARKWOOD TERRACE CRIME PREVENTION AND
NEIGHBORHOOD IMPROVEMENT DISTRICT
BYLAWS**

ARTICLE I: NAME AND AUTHORITY

The name of this organization shall be **PARKWOOD TERRACE CRIME PREVENTION AND NEIGHBORHOOD IMPROVEMENT DISTRICT** (hereafter the **DISTRICT**) and shall be governed by a Board of Commissioners (hereafter the **BOARD**). The organization was created by Act No. 610 of the 2016 regular session of the Louisiana Legislature and is political subdivision of the State of Louisiana.

ARTICLE II: PURPOSE

Section 1: The purpose of the **DISTRICT** shall be to promote and encourage security in the area including the beautification and overall betterment of the **DISTRICT**. The **BOARD** shall function to carry out this purpose for the residents of the **DISTRICT**.

Section 2: The **DISTRICT** shall have the powers and duties conferred upon it pursuant to La. R.S. 33:9097.29.

Section 3: No individual may receive funds for providing security patrols to the **DISTRICT** unless they are commissioned law enforcement officers. Equipment used by those providing security patrols to the **DISTRICT** must be the property of that agency or individual.

Section 4 "The District may accept grants or donations to achieve the purposes of the District Set forth in La.R.S.33:9097.29 provided such grant or donation is consistent with applicable laws"

ARTICLE III: GOVERNANCE

Section 1: The governance of the Board shall be determined by the method outlined in Section 1. R.S. 33:9097.29. The **DISTRICT** shall be governed by a board of commissioners, referred to in this section as the **BOARD**, consisting of seven members, as follows:

- A. The president of the Parkwood Terrace Improvement Association shall be an ex officio member.
- B. The board of directors of the Parkwood Terrace Improvement Association or its successor shall appoint one member.
- C. The member of the Louisiana House of Representatives who represents District 63 shall appoint one member.

- D. The member of the Louisiana Senate who represents District 15 shall appoint one member.
- E. The assessor for East Baton Rouge Parish shall appoint one member.
- F. The mayor-president of East Baton Rouge shall appoint one member.
- G. One member shall be appointed by the member or members of the governing authority of the parish of East Baton Rouge who represent the district.

Section 2: All members of the Board shall be residents and qualified voters within the DISTRICT.

Section 3: Members of the Board appointed pursuant to Governance **Section 1: A-G** shall serve four-year terms ~~after initial terms as follows:~~ two members shall serve an initial term of one year; two members shall serve two years; one member shall serve three years; and one member shall serve four years, as determined by lot at the first meeting of the board.

On receipt of a commission or commission certificate, a public officer has 30 days to take an Oath of Office and file: 1) Original Oath of Office with the Secretary of State, and 2) Duplicate Original Oath of Office with the parish Clerk of Court. Oaths of Office must be taken and filed appropriately. If not, the Commission is invalid.

Section 4: Vacancies resulting from the expiration of a term, or any other reason shall be filled for the remainder of the term in the manner of the original appointment. Members are eligible for reappointment.

At the expiration of their terms, Board members shall continue to serve in their capacity until either they are reappointed, or a successor is appointed by the applicable governing authority (i.e., Assessor, Mayor-President, LA House of Representative District 63, etc.).

If the vacancy is caused by the resignation, death, or dismissal of a Board member and the applicable replacement authority fails to fill a vacancy within thirty days, the remaining members of the board may appoint an interim successor to serve until the position is filled by the appointing authority.

The Board shall announce commissioner vacancies to the residents of the community via email and flyers. Residents will have an opportunity to nominate themselves to fill the vacancy. A deadline will be given for submissions. The Board will take a vote on the nominations and will submit two (2) names from the nomination list to the appropriate appointing authority for consideration. Once the appointing authority fills that vacancy, the newly appointed commissioner must follow protocols stipulated in the Louisiana Code of Governmental Ethics R.S. 42:1162, and file their Oath of Office.

Section 5: Members of the board shall select from among themselves a President and such other officers as they deem appropriate.

Section 6: The members of the Board shall serve without compensation and shall not receive reimbursement for expenses.

Section 7: The DISTRICT, acting through its board of commissioners shall have the following powers and duties:

- A. To sue and be sued.
- B. To adopt, use and alter at will a corporate seal.
- C. To receive and expend funds collected from parcel fees.
- D. To enter into contracts with individuals or entities, private or public, for the provision of security patrols in the district.
- E. To purchase items and supplies which the board deems instrumental to achieving the purpose of the district.
- F. To perform or have performed any other function or activity necessary for the achievement of the purpose of the district.

ARTICLE IV: OFFICERS

Section 1: The Board shall elect from among its members the following officers: President, Vice President, Secretary, Treasurer and such other officers as it may deem necessary.

Section 2: Officers shall serve for a term of one year until their successors are elected. Officers shall be elected at the last meeting of each calendar year (September 30), by a majority vote of the members present and voting. Officers serving at the time of adoption of these bylaws shall serve until the first meeting of the Board of the next calendar year (October 1).

Section 3. Vacancies resulting from the expiration of a term, or any other reason shall be filled for the remainder of the unexpired term in the manner of the original appointment. Members are eligible for reappointment.

Section 4: Officers shall be eligible for re-election.

ARTICLE V: DUTIES OF OFFICERS

Section 1: The President shall preside at meetings of the Board, shall serve as the spokesperson for the Board, and shall be responsible for seeing that the instructions and order of the Board are carried into effect.

Section 2: The Vice President shall serve as President in the absence of the President. In the absence of the Secretary or Treasurer, the duties of such office shall devolve upon the Vice President in their capacity as Assistant Secretary or Assistant Treasurer.

Section 3: The Secretary shall keep minutes of meetings of the Board and shall be the custodian

of those minutes and shall perform such other duties as are assigned by law or the Board, as well as those duties applicable to the office as prescribed by *Robert's Rules of Order Newly Revised*.

Section 4: The Treasurer shall be the custodian of the funds of the District and shall carry out the following responsibilities:

- A. Develop a proposed budget, including estimating revenue sources and proposed allocations of funds in accordance with the Board's directives. Present the proposed budget to the Board in compliance with the Louisiana Local Government Act, La.R.S. 39:1301 *et seq.* and any other applicable laws.
- B. Conduct long-term financial planning to ensure the District's financial sustainability and ability to fund ongoing crime prevention efforts.
- C. Identify and pursue opportunities for additional funding through grants, partnerships, donations or other sources as directed by the Board.
- D. Maintain accurate financial records and prepare and distribute regular financial reports to the Board and prepare any financial reports requested by any agency with oversight over the Board in compliance with any applicable laws.
- E. Monitor expenses to ensure funds are used efficiently and effectively in accordance with the Board's directives. Manage the District's cash flow through revenue collections, issuing payments and maintaining appropriate reserves.
- F. Manage the District's cash flow through revenue collections, issuing payments and maintaining appropriate reserves.
- G. Perform such other duties assigned by the Board.

Section 5: No contract or agreement shall be approved by the Board or its Officers without the approval of a majority of the Commissioners.

ARTICLE VI: MEETINGS

Section 1: Meetings of the Board shall be held not less than quarterly, at a time and location determined by the Board at the first meeting of each calendar year (October 1). Notice of the dates and locations of meetings shall be made available to the public as required by La. R.S. 42:19. Relative to the notice and conduct of meetings shall conform to applicable provisions of the Louisiana Open Meetings Law.

Section 2: For Disability Accommodations, ensure that the written public notice for an open meeting, as required by R.S. 42:19, includes the name, telephone number, and email address of the designated officer to whom the disability accommodation be submitted.

Section 3: Special meetings of the Board of Commissioners of the District may be called by the President or by written request of at least four (4) members. The call of any special meeting

shall be sent to members at least five (5) days in advance of the special meeting. Notice of a special meeting must be sent to the secretary at least ten (10) days in advance of special meeting.
Section 4: Public comments will be allowed for up to three (3) minutes per non-board member in attendance or via hybrid at an official Board meeting.

ARTICLE VII: COMMITTEES

Committees may be created by a two-thirds (2/3) majority vote at any regular meeting of the Board. Residents of the District may serve on assigned/appointed committees; however, at least one (1) Commissioner must serve as a member of that committee. The committee will determine its chairperson


ARTICLE VIII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Board in all cases to which they are applicable and in which they are consistent with these bylaws and any special rules of order the Board may adopt, and any statutes applicable to the District that do not authorize the provision of these bylaws to take precedence.


ARTICLEIX: AMENDMENT OF BYLAWS

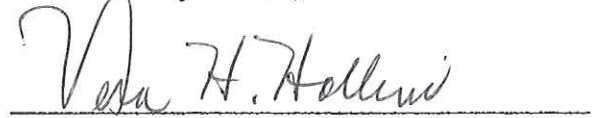
These Bylaws may be amended by a two-thirds(2/3) vote of those present at any regular meeting of the Board, provided that written notice of such proposed amendment has been delivered to members at least fifteen (15) days in advance of the meeting at which they are to be considered.

Adopted on this 21 day of
October 2025 by resolution of the Board of Commissioners of the Parkwood
Terrace Crime Prevention and Neighborhood Improvement District.

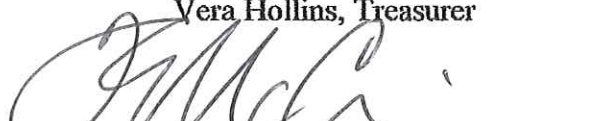

Jerrie Booker, President



Harry Horton, Vice President


Doze F. Butler, Secretary


Vera Hollins, Treasurer


Eddie Young-Commissioner


Tasha Elbert-McClain-Commissioner


Cynthia D Miller-Commissioner