

Sec. 2-9. - Highway steering committee.

The highway steering committee of the Natchitoches Parish Police Jury is hereby created as follows:

- (1) *Membership:* The president of the Natchitoches Parish Police Jury shall appoint no less than five (5), nor more than eleven (11) members of the Natchitoches Parish Police Jury to serve on the highway steering committee, and shall designate one of the members so appointed to serve as chairman of the committee. The secretary of the police jury shall serve as secretary for the committee. The chairman shall be entitled to vote.
- (2) *Meetings:*
 - a. The highway steering committee shall regularly meet on the first (1st) Monday of each month. The chairman of the committee may, at his discretion, call special meetings of the committee, and shall call a special meeting when requested to do so by a majority of the members of the committee.
 - b. All meetings of the highway steering committee shall be called and conducted in accordance with the provisions of the Louisiana Open Meetings Law.
- (3) *Duties and responsibilities:*
 - a. The highway steering committee shall study any issue, matter or proposal relating to the operation of the parish highway department and/or the parish road system prior to same being acted upon by the police jury as a corporate body. The highway steering committee shall also study any other matter referred to it by the police jury as a corporate body.
 - b. It is the intent of this section that no action shall be taken by the police jury, as a corporate body, on any issue, matter, or proposal relating to the parish highway department or the parish road system without the highway steering committee first having studied same and recommending a course of action to the police jury.
 - c. In regard to adding roads to, or deleting roads from, the parish road system, the committee shall comply with the provisions and procedures mandated by section 15-6 (adding and deleting roads) of the Natchitoches Parish Code of Ordinances.
- (4) *Authority:* The authority of the highway steering committee shall be limited to:
 - a. Recommending a course of action to the Natchitoches Parish Police Jury, as a corporate body, on any issue, matter, or proposal relative to the Natchitoches Parish Highway Department, the parish road system, or any matter referred to it by the police jury, except as otherwise provided herein;
 - b. Approval for employment of persons recommended by the director of public works to be hired by the parish highway department prior to the employment of same;
 - c. Approval for reclassification of any employee of the parish highway department,

as recommended by the director of public works, prior to said employee being reclassified.

- (5) *Limitations on authority:* The highway steering committee shall not use the authority granted above in subsection (4)b and c to usurp the authority of the director of public works in regard to the selection of personnel for the parish highway department.
- a. The highway steering committee shall base its approval, or disapproval, of persons recommended by the director of public works for employment or reclassification solely upon that person's qualifications, without bias in regard to age, sex, race, religion, political affiliations, etc.
 - b. The intent of the Natchitoches Parish Police Jury, in regard to requiring approval of the highway steering committee for the employment, or reclassification of employees, is to assure that:
 1. The police jury be informed of employment, or reclassification of employees, by the parish highway department;
 2. That persons so recommended have been selected in accordance with approved procedures;
 3. Pressure is not exerted on the director by a police juror, or police jurors, relative to the selection of personnel for the parish highway department.
- (6) *Appeal:* Disapproval of the recommendation of the director of public works relative to employment, or reclassification of an employee, by the highway steering committee may, at the discretion of the director, be appealed to the police jury as a corporate body.
- (7) *Procedure:* The highway steering committee shall:
- a. Determine whether it has complete factual information in regard to any issue, matter, or proposal presented to the committee for study. In the event it does not have complete factual information available for study it shall postpone action and request the appropriate employees or officials to secure such factual information prior to the next meeting of the committee.
 - b. If complete factual information on any issue, matter, or proposal has been presented to the members of the committee, then the committee shall proceed to review, study, and discuss the issue, matter, or proposal and determine the majority opinion of the committee on same.
 - c. When a majority opinion of the committee has been determined on any issue, matter, or proposal the committee shall adopt a resolution providing for recommending a course of action to the police jury, as a corporate body.
 - d. In the event that two (2) or more members of the highway steering committee disagree with the majority opinion, then they may, if they so desire, draft a

minority opinion to be submitted to the police jury along with the committee recommendation.

- e. The secretary shall then forward a copy of the committee recommendation to each member of the Natchitoches Parish Police Jury, along with copies of the complete factual information presented to the highway steering committee, and a copy of the minority opinion, if any. The secretary shall forward this information to each member of the police jury at least seven (7) days prior to said issue, matter, or proposal being considered by the police jury as a corporate body.
- (8) *Subcommittees:* To assist the highway steering committee in fulfilling its duties and responsibilities the committee may establish subcommittees to study, review, and make recommendations on issues, matters, or proposals relative to a particular subfunction of the highway steering committee. Such subcommittees shall be established as follows:
- a. Subcommittees shall be composed of three (3) members of the highway steering committee;
 - b. The chairman and two (2) subcommittee members shall be elected by a majority vote of the highway steering committee; the chairman of the subcommittee shall be entitled to vote;
 - c. A subcommittee shall be given a name which indicates the subfunction of the highway steering committee for which the subcommittee is created (example: Employment subcommittee of the highway steering committee);
 - d. The authority of the subcommittees of the highway steering committee shall be limited to recommending a course of action to the highway steering committee, as a corporate body, on any issue, matter, or proposal relative to its subfunction;
 - e. All subcommittee meetings shall be held and conducted in accordance with the provisions of the Louisiana Open Meetings Law;
 - f. All subcommittees shall follow the same procedures as are prescribed in subsection (7) for the highway steering committee.

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