

LOUISIANA 2-1-1 COORDINATING COUNCIL
OPERATING GUIDELINES

1. Background and Mission Statement

The LA 2-1-1 Coordinating Council (“CC”) is an advisory board or division of the Louisiana Association of United Ways (“LAUW”). Created in the fall of 2006, the CC’s mission is to link people and resources for a stronger Louisiana. The CC is an advisory to LAUW in effort to build a stronger statewide 2-1-1 system and it is a way for the LAUW to work collaboratively with its partners.

2. Annual Evaluations

In order to ensure that the CC meets its goals, the CC shall perform an objective evaluation of its performance annually.

3. Membership

Organizational membership categories in the CC were initially established by the Louisiana Alliance for Information and Referral Systems (“LA AIRS”). Those membership categories are subject to change only upon a vote of the CC along with the agreement of LA AIRS. Member categories include one representative (unless indicated otherwise) from LA AIRS (3 representatives), LAUW (2 representatives), Louisiana Department of Social Service, Louisiana Department of Health and Hospitals, Governor’s Office of Homeland Security and Emergency Preparedness, Louisiana Association of Non Profits, Louisiana Public Service Commission, and the Louisiana Volunteer Centers Association.

If a member voluntarily resigns or forfeits his/her seat pursuant to number eight below, it is up to the sponsoring organization to designate another representative. At no time during the member’s term, however, will any other person be allowed to represent the sponsoring organization.

4. Term Lengths

Each member’s first term will be one, two, or three years, based upon a random draw of the CC members at the March regular meeting. At the end of the designated terms, each original member may serve one additional term of three years.

No member will serve more than two consecutive three-year terms.

5. Meetings

The CC will hold no more than 6 regularly scheduled meetings annually. Proposed dates will be circulated no later than February of each year. Regular and special meetings shall be conducted in person. *Note: Special meetings need to be in person or else we lose transparency inherent in open meetings law.*

6. Special Meetings

In addition to the regularly scheduled meetings, “special”, or non-regularly scheduled meetings, may be called at any time and place for any purpose or purposes by the chair or by the majority of the CC. An absence at a special meeting will not count against a member’s mandatory attendance requirement. Notice of special meetings will be given to each member by email or by phone at least two days before the day on which the special meeting is to be held. Every such notice shall state the time and place of the meeting and the purpose thereof.

7. Agenda

Any CC member can place an item on the agenda of a regular meeting if that request is received by the chair at least one day prior to the agenda being posted on the website. A minimum of seven days notice of any action items will be provided to the Coordinating Council. The first item of business at each regular meeting will be to review and approve the agenda.

8. Attendance

Each member must attend at least 50% of the CC’s regularly scheduled meetings. Designees are not permitted. Members who do not fulfill attendance requirements will forfeit their membership on the Council.

9. Voting

Pursuant to Robert’s Rules, *“all business should be brought before the assembly by a motion of a member or by the presentation of a communication (by the member) to the assembly. In many cases in the ordinary routine of business, however, it is not usual to make a motion. Instead the chair specifies an action and announces that if there is no objection, the action will be considered adopted. If no member objects; the chair says there will be no objection, the action is adopted. If a member objects, a motion to take such action becomes necessary. The procedure for deciding on an action without a motion processed all the way through a vote is called general or unanimous consent”*. An action/recommendation becomes official when the chair has given all members an opportunity to vote and a majority has voted.

A quorum of the CC is 33% of its members.

10. Chairperson

The chairperson shall be elected by the CC at the first regularly scheduled meeting of the year via nominations from the floor. The chair will serve as an ex-officio member of the LAUW board (if they are not already a LAUW board member) and will assume the duties and responsibilities associated with that position. A vice-chair will also be elected in the same manner to conduct CC meetings in the absence of the chairperson. In subsequent years, a slate will be prepared by the Steering Committee and submitted to the CC for its approval. Nominations may also be submitted by CC members from the floor.

11. Steering Committee

The steering committee will consist of the Council Chair, Council Vice Chair, and each of the Sub-Committee Chairs. The Steering Committee will help to frame a work plan, provide input to the Director and Council members on the pertinent issues from their sub-committees and help with agenda planning. The statewide coordinator shall serve as an ex-officio member of this committee.

12. Minutes

Minutes will be taken at each regular or special meeting of the CC by an LAUW staff person and submitted to CC members by email at least seven days prior to the next regular meeting. Minutes will be posted on the website once approved by the CC members at a regular or special meeting.

13. Sub-Committees

All CC committees will be referred to as sub-committees. The creation of subcommittees, their rosters and work products must be approved by a vote of the CC at a regular or special meeting. Subcommittees shall have no more than seven (7) members, including the subcommittee chairperson, but excluding the statewide coordinator, who is an *ex officio* member of all CC sub-committees and is not counted as one of the subcommittee members. Sub-committee meetings may be conducted via telephone, video cast, or electronic means per notice given.

14. Governing Rules

In default of a specific rule or procedure herein, Robert's Rules will be applicable.

15. Open Meetings

The meetings of the CC will follow procedures associated with the Open Meetings Law as outlined below:

- a. The regular meeting schedule for each year will be posted on the LAUW website.

- b. Any special meeting dates and its subject matter will be posted on the LAUW website at the time notice is given to CC members.
- c. The agenda for an upcoming regular meeting will be posted on the LAUW website by 3:00 p.m. seven days in advance of the regular meeting date.
- d. Any person may attend the meetings of the CC to observe and as such will do so in a manner that does not disrupt or distract CC members from conducting the business at hand.
- e. If a person wishes to address the CC during a meeting, they may do so pursuant to the procedures noted herein. Everyone who wishes to speak before the council shall comport himself with proper dignity, courtesy and respect for the Council, the Chairperson, and all other persons in attendance. Disorderly conduct will not be tolerated. Any person may be excluded upon a majority vote of the CC from any meeting for such period and upon such conditions as are just for violation of this rule.
- f. Persons who wish to speak will sign in on the sheet provided, give the identifying information requested and note the agenda item(s) on which they want to comment.
- g. Comments by the public when recognized by the chair are limited to 2 minutes per agenda item per person. The chair may, at his/her discretion, extend a person's comment time by 2 additional minutes.
- h. If a speaker's comments are not germane to the agenda item or topic under consideration, any council member may move to terminate the speaker's time allotment.