

Long-Term Recovery Subcommittee

State of Louisiana

JOHN BEL EDWARDS
GOVERNOR



JAMES B. WASKOM
Co-CHAIRMAN

PAT FORBES
Co-CHAIRMAN

BY LAWS OF THE Long-Term Recovery Subcommittee

Article 1. Name, Purpose and Authority

- 1.1 Name. The name of this subcommittee shall be the Long-Term Recovery Subcommittee, hereinafter sometimes referred to as the "LTRS" for the state of Louisiana.
- 1.2 Purpose. The LTRS's primary purpose including roles, duties and activities included but are not limited to:
 - 1.2.1 Developing long-term recovery planning and advising on opportunities that will achieve sustainability efforts within affected localities
 - 1.2.2 Establishing advisory subcommittees for specific issues.
 - 1.2.3 Submitting an annual report to the governor and to the UCG by January first of each year.
- 1.3 Authority. LTRS is created pursuant to Louisiana Revised Statute 29:725.6(d)(i).

Article 2. Offices

- 2.1 Office. The principal office of the LTRS hereinafter is located at 7667 Independence Boulevard, Baton Rouge, Louisiana 70806 in the parish of East Baton Rouge. The mailing address of the LTRS is 7667 Independence Boulevard, Baton Rouge, Louisiana 70806 in the parish of East Baton Rouge.

Article 3. Members

For purposes of this Article, the term "member" unless otherwise specified, refers to voting members.

- 3.1 Number and Qualification. The appointed members of the LTRS shall be determined by Louisiana Revised Statute 29:725.6(d)(i). The designated representative of an appointed member shall have the same rights and powers of the appointed member who the designee is representing. A member or his designee may not represent more than one appointed member at a meeting.

- 3.2 Suspension and Removal of Member. A member may be suspended or removed for cause by vote of a majority of the LTRS with a vote and in concurrence with the Office of the Governor for the state of Louisiana. Members will have reasonable notice an opportunity to be heard. Cause includes, but is not limited to, failure to attend fifty percent (50%) of the meetings held in a calendar year.
- 3.3 Meetings. Meetings of the LTRS shall be held at such places and at such times as called by either or both Co Chairs, or in case of death, absence, incapacity, by any other officer or, upon written application of two or more members.
- 3.4 Call and Notice. The LTRS shall give written public notice of any regular, special or rescheduled meeting no later than twenty-four hours before the meeting. Notice shall include the agenda, dates, times and places of such meetings, provided that upon approval of two-thirds of the members present at a meeting, the LTRS may take up a matter not on the agenda. Written public notice shall include, but need not be limited to:
 - 3.4.1 Posting a copy of the notice at the principal office of the LTRS and at the building in which the meeting is to be held.
 - 3.4.2 Mailing a copy of the notice to any member of the news media who requests notice of such meetings; any such member of the news media shall be given notice of all meetings in the same manner as is given to members of the LTRS.
 - 3.4.3 It shall be reasonable and sufficient notice to send a member notice by mail, e-mail, facsimile or by telephone at least seven (7) calendar days before a meeting, addressed to such member at his or her usual or last known business address, e-mail, fax number or telephone number.
- 3.5 Quorum. At each meeting of the LTRS, at least one officer and a majority of the members shall be present in order to constitute a quorum for the transaction of business.
- 3.6 Rules of Order. All meetings of the LTRS shall be conducted in accordance with Robert's Rules of Order Newly Revised 10th Edition, unless otherwise provided herein.
- 3.7 Action by Vote. At any meeting of the LTRS at which a quorum is present, a majority of the votes properly cast by the members of the LTRS present shall decide any question, including election of any office, unless otherwise provided by law, Louisiana Revised Statue. 29:725.6, or these bylaws. Every member of the LTRS present shall be entitled to one (1) vote on any question before it.
- 3.8 Designees. Voting members may vote either in person or by written designation dated not more than 24 hours before the meeting named therein, which designations shall be filed before being noted with the Secretary or other person responsible for recording the proceedings of the meeting. Unless otherwise specifically limited by their terms, such designations shall entitle the holders thereof to vote at any adjournment of the meeting. The designation shall terminate after the final adjournment of such meeting.
- 3.9 Order of Business. The order of business for all meetings shall be as follows:

- 3.9.1 Roll Call
 - 3.9.2 Reading of minutes of preceding meeting
 - 3.9.3 Reports of Officers, if required
 - 3.9.4 Reports of Subcommittees, if required
 - 3.9.5 Unfinished Business, if required
 - 3.9.6 New Business
 - 3.9.7 Public Comment
- 3.10 Minutes and Public Record. The LTRS shall keep written minutes of all their meetings. The minutes shall be public records and shall be available within a reasonable time after the meeting, except where such disclosures would be inconsistent with Louisiana Revised Statute 42:16 and Louisiana Revised Statute 42:17. The minutes shall include but need not be limited to:
- 3.10.1 The date, time and place meeting.
 - 3.10.2 The members of the LTRS recorded as either present or absent.
 - 3.10.3 The substance of all matters decided, and at the request of any member, a record, by individual member, of any votes taken.
 - 3.10.4 Any other information that the LTRS requests be included or reflected in the minutes.

Article 4. Officers

- 4.1 Officers and Qualifications. The officers of the LTRS shall be both Co-Chairs. Both Co-Chairs may select further officers such as a Secretary or Parliamentarian as he shall deem necessary, who shall hold their office for such time as specified by both Co-Chairs or the terms of their appointment to the LTRS, and shall perform such duties as shall be determined by both Co-Chairs.
- 4.2 Chair. The LTRS will be co-chaired by two lead agencies. Each Co-Chair of the LTRS shall be appointed by the director of the Governor's Office of Homeland Security and Emergency Preparedness and by the executive director of the office of community development disaster recovery unit. Each Co-Chair will serve as an ex officio member of all standing committees, and will have exactly the same rights and privileges as do all other members, including the right to vote. However, as an ex-officio member, each Co-Chair will not be counted in determining the number required for a quorum or in determining whether or not a quorum is present.

- 4.3 Compensation of Officers. Members of the LTRS shall be entitled to be reimbursed for actual expenses for travel consistent with allowances for state classified employees and approved by both Co-Chairs of the LTRS, if funding is available.
- 4.4 Resignation. An officer may resign by delivering written notice to both Co-Chairs or to a meeting of the LTRS. Such resignation shall be effective upon receipt (unless specified to be effective at some other time), and acceptance thereof shall not be necessary to make it effective unless it so states.

Article 5. Advisory Subcommittees

- 5.1 All LTRS advisory subcommittee Chairs and its members shall be appointed by both LTRS Co-Chairs and their term of office shall be for a period of one year or less if sooner terminated by the action of the LTRS. Each Chair or members of the advisory subcommittees shall be representative members of the agency or association. Each advisory subcommittee may consist of no less than seven members including the Chair of that committee. Temporary topic based subcommittees may be appointed by the LTRS Co-chairs as needed. The permanent advisory committees shall be:
 - 5.1.1 Training & Communications Outreach Committee is responsible for the following:
 - 5.1.1.1 Integrating resilience planning activities across disciplines, the private sector, non-profit organizations, faith-based and community organizations, and all levels of government, with the goal of maximizing coordination, leveraging any funding opportunities and reducing duplication of effort;
 - 5.1.1.2 Creating a cohesive planning network that builds and implements outreach initiatives and/or mission specific training based upon identified areas of need within local communities;
 - 5.1.1.3 Build and sustain a communications platform;
 - 5.1.2 Policy and Planning Committee is responsible for the following:
 - 5.1.2.1 Define and recommend amendments to state and federal law that slow or inhibit recovery efforts following a disaster
 - 5.1.2.2 Build upon policies, plans, and/or memorandums of understanding at the state level in order to create sustainable systems to support long term recovery
 - 5.1.3 Community Planning and Capacity Building Recovery Committee is responsible for the following:
 - 5.1.3.1 Collaborate with Governor appointed Councils and/or Committees;
 - 5.1.3.2 Create guidance to educate local communities and their constituents to self-assess risk exposure, identify measures that can be taken to mitigate potential risk, empower communities with a platform of resources that can be used for specific needs and issues following a disaster, and serve as a forum to coordinate federal, nongovernmental, Academia, Professional Associations, and private sector resources into public sector recovery planning;

- 5.1.3.3 Create and or assist in the delivery of capacity building training in the form of workshops, webinars and/or technical support to support local communities developing their own community specific resilience plans;
- 5.1.4 Economic and Business Recovery Committee is responsible for the following:
 - 5.1.4.1 Work towards developing business continuity models that are adaptable to operate in a disaster event;
 - 5.1.4.2 Develop and participate in networks to strengthen coordination between businesses, government entities, community organizations, planning commissions and/or districts, universities, and other stakeholders that are mutually beneficial during steady state and in terms of a disaster event;
- 5.1.5 Health and Social Services Recovery Committee is responsible for the following:
 - 5.1.5.1 Advocate health and welfare impacts to support families to overcome the disadvantage of disasters in order to rebuild the resources that support mental and physical health and family living;
 - 5.1.5.2 After a disaster occurs, coordinate emotional, spiritual care, case management expertise and training for individuals and communities as necessary, as well as care givers;
 - 5.1.5.3 Provide support for relief aid, recovery resources and/or support services to vulnerable and underserved groups of individuals and communities as necessary, including support for access and functional needs groups to maintain independence;
- 5.1.6 Housing Recovery Committee is responsible for the following:
 - 5.1.6.1 Consult with the Louisiana Disaster Housing Taskforce (LDHTF) in order to identify and provide long term housing solutions that are safe, sanitary, decent, affordable, and accessible;
 - 5.1.6.2 Coordinate with NGO's to directly supplement where government authority and resources cannot be applied to meet obligations that otherwise cannot be met due to legal limitations of public funding, resources, and authority;
 - 5.1.6.3 Before a disaster event, work to build relationships with stakeholders at the local, state, and federal level that have active roles and/or funding in the recovery process;
 - 5.1.6.4 Identify data sets and methodology to determine housing needs and strategies to implement solutions;
 - 5.1.6.5 Identify state law or local ordinances that may affect shelters & housing recovery;
- 5.1.7 Infrastructure Systems Recovery Committee is responsible for the following:
 - 5.1.7.1 Educate and incentivize systemic measures to reduce or eliminate the incidence of flooding;
 - 5.1.7.2 Provide guidance and relevant useful information to influence smart mitigation measures, as well as, make available quantifiable risk within infrastructure systems through appropriate maps, models, and alternate electronic data;

- 5.1.8 Natural and Cultural Resources Recovery Committee is responsible for the following:
- 5.1.8.1 Protect and build capacity of Louisiana cultural resource institutions and historic properties.

Article 6. Executive Committee

- 6.1 The LTRS Executive Committee membership is comprised of the LTRS Co-Chair, Co-Chair and each subcommittee Chair.
- 6.2 The LTRS Executive Committee is authorized such powers, and perform such duties as determined by the LTRS.

Article 7. Amendments

- 7.1 These bylaws may be altered, amended or repealed and new bylaws may be adopted by a vote of the members at any meeting or at any special meeting when the proposed amendment has been set out in the notice of such meeting.

These bylaws consisting of six pages including this page were adopted by the LTRS this 21st day of February, 2019.

/s/ James B. Wasom
Co-Chair, James B. Waskom, Director

/s/ Pat Forbes
Co-Chair, Pat Forbes, Executive Director