

**LOUISIANA ASSESSORS' ASSOCIATION  
BYLAWS AS AMENDED OCTOBER 28, 2015**

ARTICLE I. ORGANIZATION

SECTION 1. This organization shall be known as the Louisiana Assessors' Association and is and shall remain a quasi-governmental entity, non-profit, tax exempt corporation. (Chartered on September 23, 1950)

SECTION 2. The object and purpose of this corporation are as follows:

To improve the standards of assessment practices, to promote uniformity in The State of Louisiana with regard to assessment practices, to receive and distribute information regarding the assessor's office assessment practices, to promote and facilitate educational seminars relating to the assessor's office and assessment practices, to educate the public on the relevance and importance of the assessment process, to sponsor legislation conducive to our objective, to cooperate with other public and private agencies interested in improving tax administration, to promote justice and equity in the distribution of the tax burden, to provide for a retirement plan for the assessors and assessors' employees, and generally to promote the education, health and welfare of the assessors and their employees throughout the State of Louisiana.

ARTICLE II. MEMBERSHIP

SECTION 1. Membership shall be limited to all duly elected or appointed assessors in every parish in the State of Louisiana. All assessors who elect to become members of the Louisiana Assessors' Association shall pay annual dues as set by the Board of Directors of the said organization, which dues shall be paid in full by February 15 of each year. If an assessor's dues or fees are not paid by February 15 of each year, it will result in an automatic suspension from the Louisiana Assessors' Association until such dues and delinquent fees are paid.

SECTION 2. Voting Rights. Each duly elected or appointed assessor shall have one vote in the association. There shall be no proxy votes.

SECTION 3. Dues shall be set by the Board of Directors and approved by the Louisiana Assessors' Association not later than December 15 of each year for the following year.

ARTICLE III. OFFICERS

SECTION 1. Election of Officers. At a general meeting to be held prior to December 15 of each year, there shall be elected a president, vice-president and treasurer who shall take office January 1 of the following year for a one year term.

SECTION 2. The president shall serve as chairman of the Board of Directors, Louisiana Assessors' Retirement Board, or Board of Trustees, and Louisiana Assessors' Insurance Board, or Insurance Committee, and shall preside at all meetings of regular members held for the purpose of transacting Association business. The president shall appoint all committee members and chairmen, **except as specified in Article IV of these bylaws,** and perform such other duties that may be assigned to him from time to time by the Board of Directors.

The president shall serve as an ex officio member of all boards and committees. The president shall be ineligible to vote on boards and committees except in the case of a tie. **Any President who is not a member of the Louisiana Assessors' Insurance Fund must abstain from voting on any Insurance Fund matters in the event of a tie.** The president shall be ineligible to serve as chairman of any board or committee except those specified in this section.

SECTION 3. The vice-president shall exercise all the powers and duties of the president in the president's absence or inability to act and shall perform other duties as may be assigned by the president or, in the president's absence, the Board of Directors. The vice-president shall serve as an ex officio member of all boards and committees with no voting rights.

SECTION 4. The treasurer shall be **responsible for review of all funds collected and distributed by the Louisiana Assessors' Association, the Louisiana Assessors' Insurance Fund, the Louisiana Assessors' Retirement Fund and the Louisiana Assessors' Excess Benefits Fund.** The **staff accountant** shall make a financial report at all regularly called meetings of the Association. The **Executive Director** shall ascertain **and report to the Treasurer** that all dues and fees of the Association as prescribed by the Association and the Board of Directors are collected. The treasurer shall serve as an ex officio member of all boards and committees with no voting rights.

SECTION 5. Vacancy in office. When a vacancy occurs in the office of president, the vice-president shall immediately succeed thereto. If there is a vacancy in the office of vice-president or treasurer, the Board of Directors shall call a meeting and appoint a person from the executive board who shall serve for the remainder of the term of office for that position. The appointment by the Board of Directors shall be ratified by **a majority vote of the Louisiana Assessors' Association** at the next regularly called meeting.

SECTION 6. The Board of Directors shall make nominations for each office of the Louisiana Assessors' Association and the said officers shall be elected at a general meeting of the Louisiana Assessors' Association which shall be held before December 15 of each year. The offices shall be rotated as follows:

<u>District</u>	<u>Year</u>
1 and 8	2003
6 and 7	2004
2 and 3	2005
4 and 5	2006

All new officers shall start with the position of treasurer. In the succeeding years the rotation shall continue as outlined above with each officer moving up from treasurer to vice-president to president to past-president. **An**

**Assessor**

**may serve through this officer progression more than once if properly nominated and elected to do so.**

Nominations for officers may also be received from the floor at the meeting held in December of each year.

No present officer shall be removed if the district does not coincide with the present rotation, but the rotation shall continue in the same order as if not breached.

ARTICLE IV. BOARDS AND COMMITTEES

SECTION 1. The governing body of the Association shall be the Board of Directors which shall have the authority and duty to pass any resolution or rule, it deems necessary, **except for the authority to amend the Association bylaws**, to facilitate the operation of the Association and to accomplish the purpose of the Association which is not in conflict with other provisions of these By-Laws. **Any amendment to the Bylaws must be ratified by a 2/3 vote of the Association, as stated in Article VII.** All motions passed by a majority vote of the Board of Directors shall be implemented unless overturned by a majority vote, **or 2/3 vote in the case of amendments to the Bylaws**, of those present and voting at the next general meeting of the Association.

SECTION 2. The Board of Directors of the Louisiana Assessors' Association shall be charged with the responsibility to establish policies and procedures for the effective operation of the administrative office in Baton Rouge. The office supervisor shall report to the Board of Directors and the Board of Directors will handle administrative problems. The Board shall have the power to purchase all necessary items to effectively operate the administrative office, however, any purchase exceeding \$10,000 must first be approved by the general membership of the Louisiana Assessors' Association.

The Board of Directors shall have full power, right and authority to employ all personnel necessary, in its opinion, for the operation of the corporation's affairs and business, and shall fix all salaries, fix the term of such employees, and have full power to discharge any and all employees whose services have not proven satisfactory or who, in its opinion, are not necessary for the conduct of the affairs of this corporation.

The Board of Directors shall make recommendations to the whole of the Louisiana Assessors' Association when deemed appropriate. The Board will also handle any other business matters referred to it from the general membership of the Louisiana Assessors' Association. The **Executive Director** is responsible for preparing a budget for **approval by the Louisiana Assessors' Association Board of Directors at the December meeting** each year. The budget shall be presented to the general membership for ratification at the meeting held in December. The membership may amend the proposed budget prior to ratification.

The Board of Directors shall be prohibited from making final decisions on the following items:

1. Expenditures in excess of \$10,000 on any one item
2. Actions which mandate expenses for assessors' offices
3. Employment of consultants

SECTION 3. The Board of Directors shall consist of eight (8) regular members, each elected from the eight (8) districts established by the Louisiana Assessors' Association. A Board of Director shall be elected by the members of each district for a two (2) year staggered term. A member of the Board of Directors shall be elected by the even numbered districts in even numbered years and by odd numbered districts in odd numbered years. Each district electing a member of the Board of Directors shall **notify the Executive Director by mail or email no later than October 15 of each year** indicating the district held a meeting and the name of the person elected to represent the district. Board of Directors members shall be elected for the

year 2003 and thereafter according to the rules stated above.

SECTION 4.

The Louisiana Assessors' Retirement Board or Board of Trustees shall consist of eight (8) regular members, each elected from the eight (8) districts established by the Louisiana Assessors' Association. A board member shall be elected by the members of each district for a two (2) year staggered term. A member of the Board of Trustees shall be elected by even numbered districts in even numbered years and by odd numbered districts in odd numbered years. Each district electing a member of the Board of Trustees shall **notify the Executive Directory by mail or email no later than October 15 of each year** indicating the district held a meeting and the name of the person elected to represent the district. In addition to the district members, the retired persons shall elect by ballot every two (2) years, two (2) members who shall be drawing retirement benefits.

Two (2) assessor employee representatives who are members of the Louisiana Assessors' Retirement Fund shall be elected by ballot every two (2) years by assessor employees who are members of the Fund. Board of Trustees members shall be elected for the year 2003 and thereafter according to the rules stated above.

Nominations for election of representatives of retired persons and assessor employees shall be made by the Board of Trustees.

Members who are currently serving on the Insurance Committee, or who are currently nominated to serve on the Insurance Committee, are ineligible for nomination to serve on the Board of Trustees. An employee or retiree whose election would result in a parish having more than one (1) representative on the Board of Trustees is ineligible for nomination. An assessor is ineligible to serve as district representative on the Board of Trustees if the parish is represented by an employee or a retiree.

SECTION 5.

The Louisiana Assessors' Insurance Committee of the Assessors' Insurance Fund shall consist of eight (8) regular members, each elected from the eight (8) districts established by the Louisiana Assessors' Association. A board member shall be elected by the members of each district for a two (2) year staggered term. A member of the Insurance Committee shall be elected by the even numbered districts in even numbered years and by odd numbered districts in odd numbered years. Each district electing a member of the Insurance Committee shall **notify the Executive Director by mail or email no later than October 15 of each year** indicating the district held a meeting and the name of the person elected to represent the district. In addition to the district members, the retired members of the Louisiana Assessors' Insurance Fund shall elect by ballot every two (2) years, two (2) members who shall be retired members of the Insurance Fund. Two (2) assessor employee representatives who are members of the Insurance Fund shall be elected by ballot every two (2) years by the employees who are members of the Insurance Fund. Insurance Committee members shall be elected for the year 2003 and thereafter according to the rules stated above.

Nominations for representatives of retired persons and assessor employees shall be made by the Insurance Committee.

Members who are currently serving on the Board of Trustees, or who are currently nominated to serve on the Board of Trustees, are ineligible for nomination to serve on the Insurance Committee. An employee or retiree whose election would result in a parish having more than one (1) representative on the Insurance Committee is ineligible for nomination. An assessor is ineligible to serve as district representative on the Insurance

Committee if the parish is represented by an employee or a retiree.

ARTICLE V. MEETINGS

SECTION 1. All Association meetings, as well as meetings of the Board of Directors, Retirement Board, Insurance Board and Education Committee shall have an agenda which shall be mailed **or emailed** to every member of the association at least (5) working days prior to the meeting, except in Legislative matters and/or emergencies unanimously called by the Officers, at which time a notice and agenda will be emailed at least (24) hours prior to the meeting to the general membership at the email address of each assessor's office on record with the Association. All other committees shall send out notices advising the general membership of meetings called by the respective committees.

SECTION 2. Items may be added to the agenda with the unanimous approval of the members present and voting with the following exclusions:

1. Employment or termination of personnel
2. Expenditures in excess of \$10,000 on any one item
3. Actions which mandate expenses for assessors' offices
4. Employment of consultants
5. Amendments to the By-Laws

SECTION 3. The minutes of all meetings of the Louisiana Assessors' Association, as well as the above mentioned Boards, shall be mailed **or emailed** to all Association members within **30 days** of each meeting.

SECTION 4. A quorum for any Association meeting shall consist of fifty (50) percent, plus one, of the members of the Association.

SECTION 5. The following procedure shall be followed to endorse candidates:

1. Must be on the agenda with five (5) days' notice to the entire Association
2. Endorsement is to be made after qualifying has closed
3. Special meeting will be called
4. Endorsement has to be approved by 2/3 of the statewide assessors, which will be 43 members

ARTICLE VI DISTRICTS

SECTION 1. The Louisiana Assessors' Association shall establish eight (8) districts from which board members shall be elected. The Association hereby adopts the following districts:

DISTRICT 1

DISTRICT 2

DISTRICT 3

Jefferson

East Feliciana

Avoyelles

Lafourche

Livingston

Orleans	Iberia
	St. Helena
Plaquemines	Lafayette
	St. Tammany
St. Bernard	Pointe Coupee
	Tangipahoa
St. Charles	St. Landry
	Washington
Terrebonne	St. Martin
	West Feliciana
	St. Mary

DISTRICT 4

Acadia  
 Allen  
 Beauregard  
 Calcasieu  
 Cameron  
 Evangeline  
 Jefferson Davis  
 Vermilion

Catahoula  
 Concordia  
 Grant  
 LaSalle  
 Natchitoches  
 Rapides  
 Sabine  
 Vernon  
 Winn

DISTRICT 5

DISTRICT 6

Caldwell  
 East Carroll  
 Franklin  
 Lincoln  
 Madison  
 Morehouse  
 Ouachita  
 Richland  
 Tensas  
 West Carroll

DISTRICT 7

Bienville  
 Bossier  
 Caddo  
 Claiborne  
 De Soto  
 Jackson  
 Red River  
 Union  
 Webster

DISTRICT 8

Ascension  
 Assumption  
 East Baton Rouge  
 Iberville  
 St. James  
 St. John the Baptist  
 West Baton Rouge

ARTICLE VII.

AMENDMENTS TO BY-LAWS AND  
 ARTICLES OF INCORPORATION

The By-Laws of this Association may not be amended except by a two-thirds vote\_of a quorum at a duly called meeting of the Association. All amendments must be introduced at least five (5) working days prior to the meeting.

ARTICLE VIII.

TRANSITION: These By-Laws have been enacted by a majority vote of the Louisiana Assessors' Association and shall become effective immediately. Those changes that require legislative approval such as the changes in the Retirement Board of Trustees and the Insurance Committee shall be enacted as soon as possible. Members elected to the Retirement Board of Trustees and the Insurance Committee shall be treated as other members but in a non-voting capacity until legislation is enacted. Any member who is presently serving on the above named board or committee shall remain in that position as a representative of the district until or unless replaced by a vote of the district.