

ACTIVE BOARDS & COMMISSIONS



The Honorable Tom Arceneaux MAYOR

This comprehensive list shows the committees and boards of the city, including meeting times, and other relevant information about their roles in government for the City of Shreveport. The Boards and Commissions involve residents of the City of Shreveport who volunteer their time and expertise for the benefit of the community.

Community service is a rewarding experience. If you are interested in an appointment by Mayor Arceneaux in an area where your expertise and commitment will make a difference, please review the listings below. You will find a brief description of each board and commission.

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City of Shreveport Active Boards and Commissions

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ARCHITECTURAL AND ENGINEERING SELECTION COMMITTEE (12 MEMBERS)
City of Shreveport Ord. Sec. 26-243

Purpose/Responsibilities: To assure that the city selects qualified firms to provide it with architectural, engineering, interior design, construction management, land surveying and landscape architectural services in an open and competitive manner and to provide that firms whose primary business address is in the Shreveport-Bossier metropolitan area are selected to provide these services when they are properly qualified and are experienced in the type of work needed by the city.

Normal Meeting Time and Frequency: The Committee meets as needed.

Appointing Authority: The committee consists of twelve (12) VOTING MEMBERS including:

- City Council Chair;
- City Council Vice-Chair;
- Director of Public Works/designee;
- Director of Water & Sewerage/design;
- Disadvantaged Business Enterprise (DBE) Director/designee;
- City Engineer/designee;
- City Architect/designee; the director of the department, or his/her designee, that submitted a solicitation unless the solicitation is from either the department of public works or water and sewerage when specialized expertise is desired by the committee, **the mayor may designate one or more persons to serve as nonvoting members of the committee while it considers matters related to that specific project.**
- Four (4) citizen members appointed by the mayor from the following groups:
 - a. One (1) citizen who is not a city employee and holds or has retired from a managerial position in the business or financial community;
 - b. One (1) citizen who is not a city employee selected from a list of candidates, not to exceed three, submitted by either the African American Chamber of Commerce or the Shreveport Chapter of the National Association for the Advancement of Colored People (NAACP);
 - c. One (1) citizen who is not a city employee, selected from a list of candidates, not to exceed three, submitted by the Shreveport Chapter of the American Institute of Architects. The citizen architect will only serve on the A/E selection committee when the submitted solicitation relates to architectural submittals; and
 - d. One (1) citizen who is not a city employee, selected from a list of candidates, not to exceed three, submitted by the Shreveport Chapter of the American Society of Civil Engineers or the Shreveport Chapter of the

Louisiana Engineering Society. The citizen engineer will only serve on the A/E selection committee when the submitted solicitation relates to engineering submittals.

- The purchasing agent shall serve as a nonvoting member of the A/E selection committee and shall maintain its records.

Terms:

All **citizen members may serve for two consecutive three (3) year terms**. No citizen appointee shall serve a third consecutive term; however, they may remain on the committee until their respective successor has been confirmed.

CADDO-BOSSIER PORT COMMISSION (9 MEMBERS)
LSA-R.S. 34:3158

Purpose/Responsibilities: To plan, develop and operate the Red River Port and related industrial park.

Normal Meeting Time and Frequency: The Commission meets on the second Monday of each month at 4:30 PM.

Appointing Authority: There are nine (9) members on the Commission appointed as follows:

Four (4) -appointed by the Mayor and City Council of Shreveport

Three (3) -reside in City limits for a six (6) year term.

One (1)-reside in city limits-at large member and serve term concurrent with Mayor.

Two (2) appointed by the Mayor and City Council of Bossier City for a six (6) year term.

Two (2) appointed by Caddo Parish Commission (reside 1 inside/1 outside City limits) for a six (6) year term.

One (1) appointed by Bossier Parish Police Jury (reside in parish) for a six (6) year term.

A vacancy on the commission for any reason shall be filled in the same manner as the original appointments and for the unexpired term of office. Each commissioner shall be a citizen of the United States and a qualified voter and property taxpayer of the parish of Caddo or Bossier, as the case may be, and of the state of Louisiana.

The governing authorities, in making appointments, shall endeavor to provide for racial diversity of the board and to ensure that the racial proportion of the appointees shall reflect the same racial proportion of the geographical area which they represent. Except, the governing authority of the parish of Caddo, in making appointments, shall endeavor to provide for racial diversity of the board and to ensure that the racial proportion of their appointees shall reflect the same racial proportion of the governing authority of the parish of Caddo.

Terms:

ALL commissioners serve a six (6) year term EXCEPT the at large member serves concurrent with the Mayor.

CADDO PARISH COMMUNICATIONS DISTRICT NUMBER ONE (7 MEMBERS)
Caddo Parish Ord. Sec. 44-999

Purpose/Responsibilities: To establish and operate a local emergency telephone service, using the primary emergency telephone number 911, to shorten the time required for a citizen to request and receive emergency aid.

Normal meeting time and Frequency: The Board meets every third Tuesday of the month at 6:00 p.m. in the 9-1-1 conference room.

Appointing Authority: There are seven (7) members of the Board appointed as follows:

Four (4) appointed from nominees of the Mayor of the City of Shreveport approved by the City Council.

One (1) appointed from a nomination of the sheriff of Caddo Parish

Two (2) appointed from nominees of the Caddo Parish Commission

ALL nominees are then submitted to the Caddo Parish Commission for confirmation and appointment.

At least two board members must reside outside the city limits of the City of Shreveport.

Terms:

ALL nominees serve a four (4) year term.

DOWNTOWN DEVELOPMENT AUTHORITY (5 MEMBERS)
City of Shreveport Ord. Sec. 70-101

Purpose/Responsibilities: The Authority implements and coordinates the physical development of downtown Shreveport.

Normal Meeting Time and Frequency: The Board meets on the last Wednesday of each month at 3:30 p.m.

Appointing Authority: There are five (5) members appointed as follows:

One (1) selected by the city council.

Three (3) appointed by the city council with one each being selected from a list of three nominees submitted to the city council by Downtown Shreveport Unlimited; one selected from a list of three nominees by the Shreveport chapter of the American Institute of Architects; one submitted from a list of three nominees by the chamber of commerce.

One (1) submitted to the city council from a list of three nominees by the above four members.

All members of the authority, other than an elected official, must either reside in the central business district or have his personal place of business or office in the district or own property in the central business district.

The Mayor of Shreveport and Executive Director of the Downtown Development Authority also serve as non-voting members.

Terms:

ALL members serve three (3) years and may be reappointed.

HOUSING AUTHORITY OF THE CITY OF SHREVEPORT (5 MEMBERS)
LSA-R.S. 40:531, et. seq.

Purpose/Responsibilities: The Housing Authority of the City of Shreveport (HACS) provides quality affordable housing to low-income families and individuals through the effective and efficient administration of housing assistance programs.

Normal Meeting Time and Frequency: Regular meetings are held on the fourth Tuesday of each month.

Appointing Authority: There are five (5) members appointed as follows:

ALL members are appointed by the Mayor.

A certificate of appointment or reappointment of any commissioner appointed or reappointed by the chief elected official or governing body of a municipality or parish, as the case may be, shall be filed with the secretary or clerk of the governing body of the municipality or parish, and such certificate shall be conclusive evidence of the proper appointment of such commissioner.

o Every commissioner shall be a resident of the area of operation of the housing authority which he or she has been appointed to serve. However, if after appointment a commissioner ceases to reside in the local housing authority's area of operation, his or her term of office shall automatically terminate, and a successor shall be appointed to fill such vacancy in the same manner as above.

o Any commissioner who ceases to reside within the area of operation of the local housing authority in which such commissioner serves shall immediately so inform the board of commissioners of the authority and the appointing authority of his or her change in residence. Commissioners shall be adult persons of integrity. No person who has been convicted of a felony shall be eligible for appointment or service as a commissioner.

Terms:

ALL commissioners serve a five (5) year term.

ELDORADO CASINO ADVISORY BOARD & SAM'S TOWN CASINO ADVISORY BOARD

Note: There is no enabling legislation.

This is an Advisory Board that was created as a result of contracts between contracting casinos and the City of Shreveport to make good faith efforts to support local, small, emerging and minority owned business.

Terms:

Terms run concurrent with the term of Mayor.

CADDO PARISH INDUSTRIAL DEVELOPMENT BOARD (6 MEMBERS)

La. R.S.51:1151

Purpose/Responsibilities: This Board was originally established to oversee the downtown parking garage. Currently, the Board serves as a partner with the Caddo Parish Commission also in operating the North Shreveport Industrial Park.

Normal Meeting Time and Frequency: There are no set meeting dates and times. The Board usually meets four to six times a year.

Appointing Authority: There are six (6) members appointed as follows:

- ALL members are appointed by the Caddo Parish Commission.

Terms:

ALL members serve a six (6) year term.

MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD (9 MEMBERS)

La. R.S. 33:2476.1 et seq.

Purpose/Responsibilities: The Board advises and assists the Mayor, Council and Chiefs of Fire and Police Departments concerning the maintenance and improvements of personnel standards and administration of the system.

Normal Meeting Time and Frequency: The Board typically meets the first Thursday of each month.

Appointing Authority: There are nine (9) members appointed as follows:

- One (1) appointed by the governing authority upon its own nomination.
- Two (2) appointed from a list of nominees submitted by the chancellor of Louisiana State University at Shreveport
- Two appointed from a list of nominees submitted by the chancellor of Southern University at Shreveport.
 - o Each chancellor shall submit two nominations for each position which is to be filled. Such nominations shall be made within 60 days of request, made by certified letter, for such list. The District Attorney shall provoke writ of mandamus to compel 60-day compliance.

Membership on the board from the above appointments will reflect the ethnic and cultural diversity of the population of the municipality.

- Four (4) appointed by the governing authority from persons who have been nominated and elected by and from the regular employees of the fire and police departments as follows:
 - (a) Two members shall be elected and appointed from the fire department.
 - (b) Two members shall be elected and appointed from the police department.
- o The election process is set forth in La. R.S. 2476.1.
- o The chief shall officially notify the governing authority of the municipality, within the ten-day period immediately following the election, of the names of the employee-nominees so elected.

Terms:

The terms of members appointed shall be three (3) years EXCEPT that the initial terms of members shall be as follows:

- the member appointed on the governing authority's own nomination shall serve three (3) years.
- the members appointed from nominees submitted by the executive head of a college or university shall serve two (2) years.
- the employee members shall serve one (1) year.

MAYOR'S ADVISORY COUNCIL ON AMERICANS WITH DISABILITIES
(9 MEMBERS)

Note: There is no enabling legislation. This is an Advisory Board.

Purpose/Responsibilities: The Advisory Council was first formed in 1991 to provide guidance to the Mayor, and City departments on ways to improve access for persons with disabilities to City facilities, programs, services, activities, and employment.

Normal Meeting Time and Frequency: The Advisory Council meets on the third Thursday of the first month of each quarter, at 10:00 AM.

Appointing Authority: There are nine (9) members of the Council appointed as follows:

ALL members are appointed by the Mayor.

Terms:

Each member serves a term of two (2) years.

MAYOR'S COMMISSION ON THE NEEDS OF WOMEN IN SHREVEPORT
(20-30 MEMBERS)

Note: There is no enabling legislation. This is an Advisory Board.

Purpose/Responsibilities: The Commission composed of women of diverse backgrounds and communities and serves as a clearinghouse for information, concerns and issues affecting the wellbeing and needs of Shreveport women and youth.

Normal Meeting Time and Frequency: The Commission meets at least six times a year.

Appointing Authority: The Commission consists of 20-30 members as follows:

- **ALL are appointed by and/or approved by the Mayor.**
- **The Mayor will appoint a city liaison who will have voting rights.**

All members, excluding the city liaison, will be approved by the Membership Committee and the Commission. The approved members will, in turn, be submitted to the Mayor for the Mayor's final approval of membership.

At least one member will be selected from each zip code area in the city; those zip code areas with larger populations may have more than one member.

Terms:

All members serve for a term of three (3) years.

All commission members who have served for two (2) consecutive terms shall be ineligible for re-election for a period of at least one (1) full year following the expiration of their second full term.

NORTHWEST LOUISIANA COUNCIL OF GOVERNMENT (7 MEMBERS)

Purpose/Responsibilities: The purpose of the Council is to conduct studies, make maps, to construct plans, and make recommendations and reports concerning the physical, environmental, social, economic, and governmental characteristics and other aspects which affect the development and welfare of three municipalities and parishes.

Normal Meeting Time and Frequency: Meetings are held as needed. Typically, the board meets every 6 weeks on the Friday of the sixth week.

Appointing Authority: There are seven (7) members of the Council:

- Four (4) The standing members are the elected Mayors of Shreveport and Bossier City, the President of the Bossier Parish Police Jury, and the President of the Caddo Parish Commission.

- Three (3) The three remaining members are at-large members selected by the standing members from local government units in the metropolitan area planning area who are not represented.

Terms:

PERSONNEL (HUMAN RESOURCES) BOARD (5 MEMBERS)

City of Shreveport Charter Sec. 14.03

Purpose/Responsibilities: This Board hears appeals from members of the classified service and investigates matters relating to conditions of employment in all departments of the City.

Normal Meeting Time and Frequency: The Board meets the last Tuesday of each month at 1p.m.

Appointing Authority: This Board consists of five (5) members appointed as follows:

- One (1) elected by employees of the classified service of the City.
- **Four (4) appointed by the Mayor and confirmed by the City Council.**

Each member must be a resident of the City of Shreveport for at least five (5) years preceding his appointment, and shall, at the time of his appointment, be a qualified voter of the city.

Terms:

Each member serves a term of three (3) years.

The terms of the members shall not be concurrent and shall be arranged so that the terms of no more than two (2) members expire in any one calendar year.

SHREVE MEMORIAL LIBRARY BOARD (8 MEMBERS)

Purpose/Responsibilities: The Board has the responsibility of setting policy and guidelines which control the day-to-day operation of the library system.

Normal Meeting Time and Frequency: The Board meets every other month, starting in January, on the second Thursday at 3:30 p.m. at the main Library in the Board Room.

Appointing Authority: There are eight (8) members on this Board appointed as follows:

- **Five (5) appointed by the Mayor and approved by the City Council.**
- Three (3) appointed by the Caddo Parish Commission.

The Mayor of Shreveport and the Caddo Parish Commission President Serve as non-voting board members.

Terms:

Each member serves a five (5) year term.

SHREVEPORT AIRPORT AUTHORITY (5 MEMBERS)
Shreveport City Charter Sec. 13.06

Purpose/Responsibilities: This Authority is responsible for the administrative control of the Greater Shreveport Airport and the Downtown Municipal Airport.

Normal Meeting Time and Frequency: This Authority meets on the third Thursday at 9.00a.m.

Appointing Authority: The five (5) board members are appointed as follows:

All by the Mayor, confirmed by the City Council

The Mayor shall be an ex-official member of the Shreveport airport authority.

Terms:

All members serve for a term of five (5) years.

SHREVEPORT-BOSSIER CONVENTION AND TOURIST BUREAU (17 MEMBERS)

Caddo Parish Ord. Sec. 2-97 et seq.

City of Shreveport Ord. Sec. 86-68

Purpose/Responsibilities: Purpose of promoting conventions and tourism in the metropolitan area. The Commission has the responsibility of preparing a budget for the operation of the Bureau and presenting it to the four governing authorities: Caddo Parish Commission, Bossier Parish Police Jury, City of Shreveport, and Bossier City.

Normal Meeting Time and Frequency: The Commission meets on the third Thursday of each month at the Tourist Bureau office at 11:30 a.m.

Appointing Authority and Terms: The bureau has seventeen (17) members appointed as follows:

- One (1) appointed by the Caddo Parish Commission;
- One (1) appointed by the Bossier Parish Police Jury;
- One (1) appointed by the Mayor of Bossier City;
- One (1) appointed by the Mayor of Shreveport;
- Four (4) appointed by the Shreveport-Bossier Hotel-Motel Association, two (2) of whom shall have an ownership interest in a hotel within the jurisdiction of the bureau and two (2) of whom shall be from Shreveport and two of whom shall be from Bossier City;
- One (1) appointed by the Bossier Chamber of Commerce;
- One (1) appointed by the Shreveport Chamber of Commerce;
- One (1) appointed by the Shreveport-Bossier African American Chamber of Commerce;
- One (1) appointed by the Bossier Community Action Program, Inc.;
- One (1) appointed by the Northwest Chapter of the Louisiana Restaurant Association;

- One (1) appointed by the mayors and the governing authorities of the municipalities in Caddo Parish that have a population of less than 10,000 persons;
- One (1) appointed by the mayors and the governing authorities of the municipalities of Bossier Parish that have a population of less than 10,000 persons;
- Two (2) appointed by the Shreveport-Bossier Attractions Association.
- One (1) of whom shall be a representative from Louisiana Downs and one (1) of whom shall be a representative from a Shreveport attraction.

Terms:

The terms of all appointees shall be for three (3) years.

No member shall serve more than two (2) consecutive three (3) year terms.

SHREVEPORT-BOSSIER SPORTS COMMISSION (9 MEMBERS)

(Advisory Board - Division of the Shreveport-Bossier Convention and Tourist Bureau)

Purpose/Responsibilities: The responsibility/mission of the SBSC is to attract, manage, and produce sporting events. These sporting events enhance the quality of life for local citizens as well as out-of-town visitors.

Normal Meeting Time and Frequency: The Commission meets on the fourth Wednesday of each month at the Tourists Bureau office at 8 a.m.

Appointing Authority: The Commission is composed of nine (9) members appointed as follows:

- **Two (2) members appointed by** each Municipality (Bossier Parish, Caddo Parish, Bossier City, and the City of Shreveport), and
- One (1) member appointed by agreement of all four entities.

Terms:

Each Commissioner serves a term of four (4) years.

SHREVEPORT HOME MORTGAGE AUTHORITY (5 MEMBERS)

Established pursuant to La. Public Trust law R.S. 9:2341, et seq.

Purpose/Responsibilities: The Authority is empowered to issue bonds for the improvement of housing for low and moderate-income families and individuals in the City of Shreveport.

Normal Meeting Time and Frequency: The Authority meets as needed depending upon the projects being proposed or other related business.

Appointing Authority: The Authority is composed of five (5) members as follows:

ALL appointed by the Mayor and confirmed by the City Council.

Terms:

Each member shall serve for a term of five (5) years.

HISTORICAL PRESERVATION COMMISSION (8 MEMBERS)

City of Shreveport Ord. Sec. 36, et seq.

Purpose/Responsibilities: To advise, research, archive, make recommends, and in some cases decisions, in furtherance of the city's goals of balancing historic preservation and revitalization with new growth and development in accordance with the Shreveport Unified Development Code (Shreveport UDC). The Commission shall have a demonstrated interest in promoting education of historic preservation, and at least two members shall have training or experience in a preservation-related profession (i.e., architecture, history, archaeology, architectural history, planning).

Normal Meeting Time and Frequency: The Commission shall hold monthly public meetings and special public meetings, when necessary, and shall adopt and make rules for the transaction of its business. (Sec 36-28- The commission must meet at least four times in a reporting year to maintain certified local government status).

Appointing Authority: Shall consist of five regular commissioners, two associate commissioners and one ex officio member, all residents of the city, as follows:

Five (5) Regular commissioners appointed by the Mayor subject to confirmation by the city council.

Two (2) - Associate commissioners appointed by the Mayor subject to confirmation by the city council.

One (1) - *Ex Officio member appointed by the executive director, or his/her designee, of the Shreveport-Caddo Metropolitan Planning Commission. The member shall be a Shreveport-Caddo MPC employee and also be designated as the certified local government coordinator. The member is a non-voting member.*

Terms:

Terms are four (4) years for regular commissioners and approximately (2) two years for associate commissioners who should also be considered first to fill any vacancy of a regular commissioner.

A regular or associate commissioner may be re-appointed for consecutive term(s) and for later nonconsecutive term(s).

GREATER SHREVEPORT HUMAN RELATIONS COMMISSION (9 MEMBERS)
City of Shreveport Ord. Sec. 39-10

Purpose/Responsibilities: The Commission accepts complaints relating to discrimination in public accommodations, employment, and real estate and housing.

Normal Meeting Time and Frequency: Meetings are held as needed.

Appointing Authority: This Commission is appointed as follows:

ALL appointed by the Mayor and confirmed by the City Council.

Terms:

Each member shall serve a term of three (3) years.

SHREVEPORT METROPOLITAN PLANNING COMMISSION (9 MEMBERS)

La. R.S. 33:140.4 et seq.

City of Shreveport Ord. Sec. 70-27

Purpose/Responsibilities: The Shreveport Metropolitan Planning Commission (MPC) is responsible for ensuring the orderly physical development of its planning area through the adoption and periodic revision of the Master Plan. The MPC has statutory authority for the review of plats and conditional use permits, as well as the ability to make recommendations on zoning and other development issues to the City Council and Parish Commission.

Normal Meeting Time and Frequency: The Commission meets every first Wednesday of the month at 3 p.m.

Appointing Authority: There are nine (9) members who shall appointed as follows:

- **ALL members appointed by the Mayor and confirmed by the City Council.**

Terms:

Members shall serve six (6) year terms after initial terms and as determined by lot at the first meeting:

- One (1) member shall serve an initial term of one (1) year;
- One (1) member shall serve two (2) years;
- One (1) member shall serve three (3) years;
- Two (2) members shall serve four (4) years;
- Two (2) members shall serve five (5) years;
- Two (2) members shall serve six (6) years,

ZONING BOARD OF APPEALS (7 MEMBERS)

La. R.S. 33:140.29 et seq

Purpose/Responsibilities: This Board makes decisions regarding variances to the zoning ordinances and special exception uses as set forth in the zoning ordinance.

Normal Meeting Time and frequency: The ZBA meets every third Wednesday of the month at 3p.m.

Appointing Authority: There are seven (7) members appointed as follows:

- ALL members appointed by the Mayor and confirmed by the City Council.

Terms:

Each member serves a five (5) year term after initial terms and as determined by lot at the first meeting:

- Two (2) members shall serve an initial term of one (1) year;
- Two (2) members shall serve three (2) years;
- One (1) member shall serve three (3) years;
- One (1) member shall serve four (4) years;
- One (1) member shall serve five (5) years;