

LAKE CHARLES MAYOR'S ARMED FORCES COMMISSION BYLAWS

(Revised September 8, 2025)

ARTICLE I

The name of the Commission will be the "Mayor's Armed Forces Commission" (MAFC), of Lake Charles.

ARTICLE II

The purpose of the Commission is to act as a liaison group to promote goodwill and understanding between the City of Lake Charles and the Armed Forces, both active and reserve. To promote all veteran affairs between all veteran groups and any outside interest who may wish to put together any ceremony or other activities.

ARTICLE III

The President of the Commission shall be appointed by the Mayor and will serve a term of 3 years. Thereafter, the succeeding President will be nominated and elected by a majority vote of the Commission membership. Nomination of the succeeding President will be approved by the Mayor prior to any vote. Nominations will be presented to the Commission in February and voted on in March. The newly elected President is to start the new term in April.

ARTICLE IV

In addition to the President, the MAFC will be comprised of approximately twenty-five (25) voting members who are retired or active military personnel or individuals interested in promoting goodwill and understanding between the civilian and military communities. The membership will be approved for nomination to the Commission by the Membership Nominating Committee. Once accepted by the Commission, the Mayor will have final approval for membership who will serve at his pleasure.

ARTICLE V

Commission members will serve for a three (3) year period and may be reappointed by the Mayor. Should a member find he/she is unable to serve actively during his/her tenure, he/she will submit a letter of resignation to the Commission. The Membership Committee will submit another person to fill the vacancy. The President will submit the recommended name to the Mayor for appointment to fill the unexpired term.

The member need not be a veteran of any branch of service or have served in the military.

ARTICLE VI

The Executive Board will consist of the following:

President, who will oversee and direct the overall operation of the Commission; **Vice President**, who will oversee and direct the program of activities; **Secretary**, who will oversee and direct the recording of all meetings; **Treasurer**, who will oversee the finances of the Commission; The **Chaplin** will start and end each meeting with a prayer as well as any ceremony the Commission oversees. The **Mayor's representative**, who will serve as the primary liaison officer between the Mayor and the Commission, but will not have a voting privilege. **Members-at- Large**, who will serve as Ex-officio Chairmen of major sub-committees (Finance, Membership, Fort Polk, Band, Queens, Veteran's Day, Patriots Ball of Louisiana and any other sub-committees deemed necessary). Each sub-committee will consist of a minimum of three (3) members. Members may serve on more than one committee.

ARTICLE VII

Honorary members interested in furthering the program and the success of the Commission may be appointed by the President with the Mayor's approval. They will be known as the "Advisory Board" members. They will be emailed meeting notices and agendas and will be welcome to participate in all Commission projects and to serve on any committee.

ARTICLE VIII

Advisory Board members will be non-voting members and will not be counted to constitute a quorum for purposes of transacting business or establishing policies.

ARTICLE IX

The MAFC will meet the second Monday of each month, or on such day as designated. Thirteen (13) members of the Commission membership will constitute a quorum.

ARTICLE X

All meetings will be conducted according to State Statutes regarding public meetings. The agenda must be posted at least 24 hours prior to the start of the meeting. All meetings are open to the public who is encouraged to attend.

ARTICLE XI

The President shall have a spending limit of no more than Five Hundred Dollars and No Cents (\$500.00) without bringing the expenditure before the full Commission for approval. The President must obtain the consent of the Treasurer for any expenditure.

ARTICLE XII

The geographical area that the Commission encompasses (but not limited to) is the five parish region of Southwest Louisiana (the parishes of Calcasieu, Cameron, Beauregard, Allen and Jefferson Davis) including all citizens thereof, residing in good standing within the law. No person convicted of a felony grade criminal offense under the laws of the State of Louisiana, the United States of America federal law, any state or territory of the United States of America, or any foreign country having diplomatic relations with the United States of America may hold a voting commission seat.

ARTICLE XIII

No one in the Commission (25 Board Members or Advisory Board Members) shall represent the MAFC to the media, which includes print, radio, television, or digital without first speaking to the President for approval. All press releases for projects will be presented to the City's liaison for review prior to being submitted to the media.

ARTICLE XIV

The MAFC has no political affiliation and will not promote, discuss, nor get involved in any Party's agenda. Our sole purpose is to promote goodwill and understanding on behalf of veterans - in service to the Office of the Mayor. While members are entitled to their own political views and affiliations, these may not be expressed while acting in the capacity of representing the MAFC.

ARTICLE XV

The Commission's meetings and business conducted there shall be documented with minutes. The Commission does not follow Roberts Rules of Order, unless voted to do so.

ARTICLE XVI

As appointed members of the Commission, members are Agents of the City of Lake Charles, therefore all 25 voting members are required to take the annual one (1) hour Louisiana Ethics Training. Once completed, a certificate of completion will be presented to the City's liaison for recordation. This training is to be completed each year the member is on the Commission as a voting member. This ethics training may be completed either via the web based seminar or the live training class. Failure to complete the training may result in removal from the Commission.

ARTICLE XVII

Any member of the Mayor's Armed Forces Commission may propose amendments to these By-Laws. Each proposed amendment shall be transmitted to the Officers of the Commission for consideration. If the Officers concur, the proposed amendment(s) must be given to the members of the Commission at least 30 days prior to the next Commission meeting.

ARTICLE XVIII FINANCIAL ACCOUNTS AND FUND MANAGEMENT

The membership of the Commission will vote on an annual budget in January of each year. Once the Commission has approved the annual budget, expenditures may vary within the following limits without requiring additional approval:

1. A variance of up to 10% of the originally approved amount for any individual line item, or
2. A flat amount of \$250, whichever is greater,

The Commission maintains two accounts with the Community Foundation of Southwest Louisiana:

1. Endowment Fund – This is a restricted, long-term investment account. The principal of this fund shall remain intact in perpetuity, and only distributions made available for granting, as determined by the Foundation's policies, may be used.
2. Spend-Down Fund – This is a flexible, non-endowed account intended to support annual operations and activities of the Commission. Expenditures from this account may be used for:
 - a. Funding the MAFC's annual budget as approved by the Commission;
 - b. Expenses directly associated with the Patriots Ball of Louisiana;
 - c. Other Commission-related expenses authorized by a majority vote of the Commission.


Use of funds from either the Endowment Fund or the Spend-Down Fund must be approved by a majority vote of the fund advisory committee. The fund advisory committee is comprised of the Mayor's designated representative, the Director of Finance for the City of Lake Charles, and the MAFC President.

All disbursements from either fund must be coordinated through the Treasurer in accordance with Foundation procedures. A financial report detailing the status and activity of both funds shall be presented to the Commission on a quarterly basis or upon request

by the President or Executive Board.

THESE BY-LAWS APPROVED BY THE MAYOR'S ARMED FORCES
COMMISSION BOARD ON THIS 8th DAY OF September, 2025.

SIGNED:


MARSHALL J. SIMIEN, JR., MAYOR


KELLY R. MISELES, PRESIDENT