

Now that we have survived the Y2K bug, your new Board of Directors is working hard to make the year 2000 a memorable one for the Society. Some significant events have already taken place. At our annual breakfast planning meeting in January, members approved changes in our by-laws to redefine the terms and duties of some of our officers and to add an additional Director-at-Large. A copy of the revised by-laws is enclosed with this newsletter.

Vance Edwards of the Department of Chemistry was selected by the Board to fill the new Director-at-Large position and has agreed to serve as Conference Chair for the Society's annual conference. If you haven't already done so, mark October 25th and 26th on your calendar and plan to attend. We are experimenting this year by contracting with a professional conference planner. However, Vance can still use help so if you are interested in working on the conference please let him know.

The planning meeting generated a number of great ideas that have been adopted as goals for this year. I urge you to take a look at the list of goals and committees elsewhere in this issue, find an area of interest, and get actively involved in Society activities. We all have busy schedules, but just a couple of hours a month can contribute. I believe you will find it worth the time. Let me also encourage you to attend and encourage your colleagues to attend CPTP courses. If you haven't taken a close look at the schedule lately, you'll find a number of new courses, and many of our core CPM courses have a great deal of new

I am looking forward to an exciting and productive year for the Society. Please feel free to contact me or any Board Member if you have any questions, comments, or suggestions about the Society.

Louisiana Society of Certified

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Louisiana Society of Certified

Baton Rouge, LA 70804-4021

The Grapevine

The Grapevine is a Publication of the
Louisiana Society of Certified Public

CPTP ADMINISTRATOR'S REPORT

On March 27, CPTP was visited by Dr. Howard Balanoff, the head of the Certified Public Manager Program in Texas, as part of our CPM reaccreditation process. Dr. Balanoff is head of a 3-team that will make a reaccreditation recommendation to the National Certified Public Manager Consortium at the Consortium's annual meeting in June. He was extremely impressed with the Louisiana Certified Public Manager Program and said he anticipates no major issues that would interfere with our reaccreditation.

On March 31, Deputy Commissioner Angele Davis left the Division of Administration to go to work for IBM in Houston. Angele had served as my supervisor for the past two years. In late April, Amy Lowery will replace Angele as Deputy Commissioner for Communications and e oversight of CPTP activities. Amy has been working in the Governor's Office for the last several years. I'm sure attending Society meetings and I look forward to introducing her to all

The management development program curriculum revision is in full swing. LSU staff are developing a number of new learning objectives this month and new curriculum development is slated to begin no later than July 1. I'll be keeping the Society informed of potential changes as soon as any decisions are made.

Sam Breen

Message from Membership Chair

Well, it's that time of year again...you know what we mean...spring is in the air (you g fever AND hay fever), your income taxes are due and it's time to renew your Louisiana Society of Certified Public Manager dues. After all, we're only talking about twenty or thirty bucks. Where else can you get such a bargain that includes the opportunity to attend informative presentations, network with your peers and support YOUR professional organization.

"Have I reached the person to whom I am speaking?" as Lily Tomlin AKA Ernestine then please pay your dues for the year 2000, and do so as soon as possible. Another renewal application is in this issue of the

Seasoned Member Profile **BOBBY CLARK**

By Joe Wills

Bobby Clark can probably be called the matriarch of Certified Public Management in Louisiana. Receiving her CPM and CST's in the infancy of the CPTP program, the ink from the signatures on her certificates has long faded away. Mrs. Clark didn't let up after becoming one of the state's pioneers in public management. To say she has been an active force in both the American Association of Public Managers (AACPM) and the Louisiana Society of Certified Public Managers (LSCPM) would be an understatement. Mrs. Clark he early organization of both groups and has also served as president of both. Bobby Clark is
 hest honor that can be bestowed upon a public manager-
 -as well as two gavel plaques. Bobby is currently serving in the ever- position of Communications Director at the Louisiana Department of Insurance.

New Member Profile **ELIZABETH ANN WILLS**

Ann Wills an associate member of the Louisiana Society of Certified Public Managers (LSCPM), is just one Level from obtaining her CPM. Ann has been an engineer with the Louisiana Department of Transportation and Development for almost 18 years. Ann has coordinated the Off-System Bridge Replacement Program and is presently coordinating the Urban System Program. The Urban System Program uses funds designated by the federal government to design and construct local projects in the metropolitan areas. Ann comes from a family of engineers. Her father is a retired Electrical Engineering professor at LSU and her only brother is an Electrical Engineer with Shaw Services. A native of lives with her husband, Joe, only 5 houses down from her childhood home. In her free time
 thlons, road races, and is a spin-aerobics instructor at several Baton Rouge

Louisiana Society of Certified Public Managers 2000 Committees and Goals

Annual Conference

Chair: Vance Edwards

Pilot and evaluate contracting with Conference Coordinator

Chair: Beth Landry

Hold quarterly meetings with interesting topics
attendance by having each person bring a guest

Chair: Tinka McFarland

Publish updated membership directory
and issue new Member Packet

Outreach to previous graduates
Involve more members outside Baton Rouge

Public Information

Co-Chair: Diana Dorroh

Distribute Grapevine to department heads
Continue member profiles in Grapevine
- to disseminate information
Maintain Web page

lop scholarship criteria

Chair: Sally Towns

Review mentoring program
Work with CPTP and selected departments to develop new mentoring approaches

The Louisiana Society of Certified Public Managers

Membership Meeting -

lative Update with Jerry Guillot

Friday, May 5, 2000

Juban's Restaurant
3739 Perkins Road

Registration 11:30 -
Lunch and Program 11:45 -
(Restaurant opens at 11:30)

\$15.75
Choice of fish or chicken/vegetable/starch/salad/coffee or tea

Please respond by May 3, 2000.

For additional information, contact Beth Landry at 225/925-

Let this document serve as your invoice.

Please send check and registration fo

Baton Rouge, LA 70804-

City _____ State _____ Zip _____
Complete address information only if delivery address is incorrect.

E-m _____

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Strategic Planning

On March 16th, the Board of Directors asked the State Society Presidents and Presidents-elect to participate with the Board in a brainstorming process to identify membership issues that will serve as guidance - term AACPM activities, including any desirable revisions to our strategic plan. Recognizing that the participation of the membership is central to any meaningful strategic planning effort, the leadership of your state societies were asked to solicit input from the their society members and to prepare a ganizational issues from their perspective.

The states were asked to provide answers to Five Strategy Questions:

1. How are we as an organization?
2. Where do we want to be and,
3. What do we want to look like in 5- you think it will take for us to get there?
5. What should we not be doing?

These issues will be the subject of a brainstorming session during the AACPM Conference at St. Petersburg on Tuesday morning, May 30, 2000 at 9:30am. The input requested from the states is intended to hared commitments to be stronger and better organizations in the new millennium. he participation and guidance of the state leadership at the

Changes to the AACPM By-laws

The Board has approved changes to the AACPM By-laws recommended by the By-

-laws were changed to clarify the delegate term and the concept that the House of Delegates -round body. Notifications - In an effort to utilize electronic media for exchange of information, -laws have been changed to include the use of electronic mailings under specific circum matter of a name change of this organization such as: "the International Academy of Certified Public Mana gers" was discussed and referred to committee without action by the By-laws Committee or the Board. Newsletter Committee: The Board of Directors voted to support a bylaws change that would, in effect, combine the functions of the Newsletter and Publications Committees into one. AACPM Members in states that - This issue deals with CPM graduates in states such as Georgia or Vermont who have lost their training programs and have either lost or may loose their societies. It also includes CPM uates who are in a state that never had a society for a number of reasons. This matter has been resolved categories of membership to accommodate members under these circumstances.

The AACPM Annual Conference and Business Meeting will be held in St. Petersburg Beach, Florida -June 3, 2000 at the Tradewinds Resort. Please see the web site at www.cpmacademy.org for details. Conference brochures were mailed to all members.

The 2001 Conference will be in Scottsdale, AZ and the 2002 conference will be in Atlantic City, New Jersey. The 2003 Conference has been tentatively scheduled for

Please contact either of the following for any additional or more detailed information.

LSCPM Bylaws Committee

In January the LSCPM membership had an opportunity to vote on the proposed Bylaws. These changes modified your representation on the Board of Directors. The Secretary and Treasurer will now have a two-year term. The CPM and CST-at-Large have been renamed to Director-at-Large and the special distinction between CPM and CST has been removed. You also voted in the addition of a new Director-at-Large position that will allow Board representation for the Society representative that chairs the Conference committee.

These recommendations were initiated by members and referred to the Bylaws Committee at the direction of the Board. In November, the committee announced to the general membership the recommended changes and the recommendations were published to all members in early December. At the January meeting the general membership passed the modifications. The revised Bylaws are included in this newsletter and they are also located on the website. If there are additional revisions recommended or if there are editorial changes that should be made,

the committee know by contacting me, Diana F. Schouest, at _____

-925-

Diana F. Schouest
Chair, Bylaws committee

**BYLAWS OF
THE LOUISIANA SOCIETY OF CERTIFIED PUBLIC MANAGERS**

Section A. Name, Title, and Purpose:

1. The name and title of this organization shall be The Louisiana Society of Certified Public Managers.
2. The purpose of the Society shall be to promote professional management

Section B. The goals of the Society shall be:

1. To promote development and improvement of the Management Development Program of the Comprehensive Public Training Program.
2. To improve communication, cooperation, and coordination among state agencies.
3. Opportunities for professional growth of Society members through continuing education.
4. To promote the development of professionally trained managers.
5. To become accepted as a resource to Louisiana State Government.
6. To promote efficiency and productivity in state government.
7. To promote on the part of its members a standard of behavior which demonstrates a high level of ethical responsibility in the performance of official duties and that responsibility shall be set forth in the Society Canons of Professional Responsibility.

Section A. Eligibility for Active Membership:

Membership of this Society will be composed of persons in public service who are Certified Public Managers (CPM) or recipients of the Certificate in Supervisory Techniques (CST) awarded through the Louisiana Department of State Civil Service and the Office of the Governor, Division of Administration, or other programs accredited by the Certified Public Managers Consortium.

Section B. Categories of Membership:

1. Active Members of the Society shall be persons who have made application to the Society, have been accepted, have paid their current dues, and have met requirements for continuing education.
2. Honorary Members are persons nominated by the Board and elected by a majority of votes cast by the members. They shall meet criteria set by the Board and exemplify the objectives set forth in these Bylaws. Honorary Members shall be entitled to all rights and privileges of active membership except voting on any business of the Society. No dues will be assessed of Honorary Members.
3. Affiliate Members shall be faculty, staff, contract faculty, consultants or graduates of an accredited CPM program (CST or equivalent, CPM) not currently in public service who have made application, have been accepted, and have paid their current dues. Affiliate Members shall enjoy all of the privileges of active membership except holding office or voting on the business of the Society. Dues for Affiliate Members shall be

4. Associate Members are members who by virtue of their official duties have a direct interest in either the Comprehensive Public Training Program or the Louisiana Society of Certified Public Managers and who are affiliate membership. Candidates for associate membership shall be selected by the invitation is accepted in writing. Associate Members shall be entitled to all the privileges of active membership except holdin Society. No dues shall be assessed to Associate Members. The criteria for selecting A
 - a. Their official position and their direct interest in the Comprehensive Public Training Program or Louisiana Society of Certified Public Managers, and
 - b. Their potential for providing information or advice to assist the Society in the achievement of its
5. Inactive Members are members who have requested inactive status or who have failed requirements. No dues will be assessed. Inactive Members shall not vote on any business of the Society. Inactive Members may become active members by meeting active-membership requirements. Inactive status may be granted for one year only.
6. Retired Members are members that have met all qualifications as stated in Article II, Section A, but are no ctive status in State Government. To remain Active Society members, Retirees shall pay dues as

Retirees shall be allowed to take an active role in all meetings/functions of the Society.

- b. Retirees will pay dues as determined by the board.

Section C. Rights and Privileges of Membership:

All members of the Society shall be entitled to attend all meetings of the Society; however, only Active Members may vote or hold office in the organization.

Annual dues shall be assessed in an amount recommended by the Board and approved by a majority of the membership present at a duly called meeting. Any change in the amount of dues shall be effective on January 1 of the next

- r. Members who have not paid annual dues by February 20 shall lose active membership in the Society. In the event of dissolution, all residual assets of the organization shall be distributed to the treasury of the American

Section A. The Board of Directors of the Society shall consist of:

- 1.
2. -
3. Secretary (CPM or CST)
4. Treasurer (CPM or CST)
5. -
6. -at-
7. -at-
8. -at-Large (CPM or CST)

In addition, all members of the Board of Directors of the Society shall be members of the American Academy of Cer-

Section B. Election of Board of Directors:

1. The elective offices of this Society are: the President-Elect, the Secretary, the Treasurer, and the three Directors at Large. The President-Elect shall be a Certified Public Manager.
2. The Nominating Committee shall nominate persons for each of the offices and shall conduct elections.
3. Voting for officers will be accomplished by a mail ballot. Ballots may include write-in candidates. The results will be reported at the meeting preceding the term year. Candidates receiving the largest number of date specified on the ballot shall be elected.
4. Duly elected officers shall serve a term of one year on a calendar year basis

The Secretary shall serve a term of two years commencing in an odd numbered year.
The Treasurer shall serve a term of two years commencing in an even numbered year.
5. In the event the President or President-Elect cannot serve the full appointed term, the Nominating Committee shall conduct a special election for the office of President-Elect in the same manner as provided for the regular election of officers.
6. In the event that any office is vacated and provision for filling the office is not covered in th shall be the duty of the Board of Directors to fill the vacancy from a list of three active members recommended by the Nominating Committee.

Section C. Duties of Officers:

1. The President shall be an ex-officio member of all committees except the Nominating Committee, shall preside at meetings of the Society, shall appoint the chairs of all committees other than the Program, Membership, and Nominating Committees, and shall perform such other duties as may be required.
2. -Elect shall assist the President, shall preside in the absence of the President, and shall automatically succeed to the office of President in the following calendar year. In the event the President cannot
-Elect shall succeed to the presidency and shall serve until the
next regular election of officers. The -Elect shall chair the Program Committee.
3. The Secretary shall receive and care for all documents belonging to the Society, notify each member of the time and place of each meeting, record the minutes of each meeting, be custodian of these Byl them available for each regular meeting of the Society, maintain appropriate files, records, and correspondence, and assure that permanent records of the organization are maintained. In the event of the absence or
-Elect at any meeting, the Secretary shall act as President and shall appoint another member to act as Secretary.
4. The Treasurer shall receive and account for all funds belonging to the Society, c monies necessary to conduct the business of the Society and provide an annual financial statement t Board and the membership.
5. The Immediate Past-President shall serve as a member of the Board of Directors.
6. The three Directors-at-Large shall provide advice on issues coming before the Board of Directors. One Di-at-Large shall chair the Membership Committee and keep a list of all members of the Society showing

their names, current addresses, employing agency, date of receipt of certification or designation, and status of membership. One Director-at-Large shall chair the Conference Committee and shall direct the activities of any consultant chosen to plan or organize the Annual Conference. One Director-at-Large will be in charge

The President of the Society shall call a minimum of two membership meetings yearly as necessary to fulfill the objectives stated in these Bylaws.

Section A. Standing Committees:

The following standing committees of the Society shall be maintained.

a. Program Committee: The Chair of the Program Committee shall be the President-Elect of the Society who shall appoint members of the committee; the committee shall schedule speakers and plan programs for meetings and seminars sponsored by the Society.

b. Membership Committee: The Chair of the Membership Committee shall be a Director-at-Large who shall appoint members of the committee and shall assure that appropriate candidates for membership are invited to join the Society so that guests are made welcome.

c. Nominating Committee: The Nominating Committee shall consist of three members, members of the Board, selected by the Board of Directors to serve a two-year term; the committee shall select its Chair and shall nominate persons for each of the elective offices of the Society.

d. Public Information Committee: The Chair of the Public-Information Committee shall be appointed by the President; the Chair shall appoint members. The committee shall be responsible for public relations of the Society, to include editing the Society newsletter and the Society's web page.

e. Conference Committee: The Chair of the Conference Committee shall be an elected Director-at-Large; the Chair shall appoint members. The Conference Committee shall be responsible for planning, organizing, and executing the annual conference of the Society, with the approval of the Board of Directors. This shall include the recommendation to the Board of Directors of a consultant to plan the annual conference and coordinating the activities of said conference.

f. Awards Committee: The Chair of the Awards Committee shall be the previous year's CPM of the Year; other members shall be the previous year's CST of the Year, and two active members of the Society selected by the Chair and approved by the Board. The Committee shall be responsible for reviewing nominations, and selecting and presenting to the Board candidates for the following awards: Certified Public Manager of the Year, CST of the Year, Merit, and Presidential Citation, in accordance with criteria set forth in Awards of Excellence Criteria/

Section B. Special Committees:

Any board member may request that the Board establish special committees for specific purposes and for limited periods of time. The President shall appoint the Chair of special committees, and the Chair shall appoint members.

- a. **Committee for Curriculum:** The Special Committee for Curriculum shall be a special committee called into existence of considering and submitting to the Board of Directors for its approval recommendations for which approval shall be a condition of continued membership.
- b. **Committee for Professional Responsibility:** The Special Committee for Professional Responsibility shall be a special committee called into being for the purpose of hearing complaints for cause or to consider and recommend amendments to the Canons of Professional Responsibility.

Section A. The Canons of Professional Responsibility

- 1. The Canons of Professional Responsibility represent standards of conduct appropriate to persons employed in public service, particularly to public managers. Each Canon addresses an area of concern dealing either with the responsibility to refrain from actions not deemed to be ethical or the positive responsibility to undertake actions deemed to be beneficial to public servants, to the employing agency, or to the people of Louisiana. Each Canon may be expanded to designate specific prohibited activities or to advise the membership of the organization, the employing agency, or the people for whom public service is provided.
- 2. The Canons may be adopted or changed in the manner provided for the amendment of the Bylaws of the Society.

Section B. Membership: Special Committee for Professional Responsibility:

- 1. As a body to hear complaints for cause, the Committee for Professional Responsibility shall be constituted in the same manner as other Special Committees.
- 2. As a body to consider and recommend amendments to the Canons of Professional Responsibility, the Committee shall be constituted in the same manner as other Special Committees.

Section C. Functions: Special Committee for Professional Responsibility:

- 1. Should any active member or any person who has applied for membership fail to demonstrate a high level of ethical responsibility in the performance of official duties, there shall be deemed cause to deny membership, to terminate membership, or to take other actions authorized by these Bylaws.
- 2. Any active member having convincing reason to believe that cause exists to deny or to terminate membership or to take other actions authorized by these Bylaws shall so advise the President of the Society in writing. The written notice shall include a detailed summary of actions giving rise to the complaint and shall recommend action being taken. The President shall notify the member or the person who has applied for membership and provide a copy of the written complaint. Should the President be the subject of a complaint, the President-Elect shall exercise the powers of the President as set forth in this Article.
- 3. The person against whom a complaint for cause is lodged may elect to have the complaint heard by either of the following: the Board of Directors sitting as a special committee, or a special committee of three active members selected by the President and three Active Members selected by the person against whom a complaint for cause has been lodged.
- 4. The Committee shall be chaired by the President-Elect or the President as the President shall determine.
- 5. A majority of either committee shall be sufficient to deny membership, to terminate membership, or to recommend to the Board other appropriate actions provided that termination shall not become effective until the next meeting of the Board.

person cited accepts the decision of the special committee, or fails to request, in writing and within thirty days, a hearing before the general membership.

6. If the person cited requests a hearing before the general membership, that person shall present his or her argument to the membership. The membership shall vote. A majority of members present and voting shall be
7. A person denied membership may re-apply not sooner than six months after membership has been terminated. A member whose membership has been terminated may apply for reinstatement not sooner than twelve
8. An active member against whom a complaint for cause has been lodged may, at the direction of the committee hearing the complaint, receive any or all of the following in lieu of termination of membership.
 - a. Suspension of voting rights for a period not to exceed six months.
 - b. Suspension of all privileges of membership for a period not to exceed six months.
 - c. Removal from elective office in the Society.

A quorum will consist of all members in attendance at a duly called meeting provided at least half of the Board of Directors is present. No proxies will be accepted.

Rules of Order: Deliberations of the Society shall be governed by parliamentary usage as set forth in *Roberts' Rules of Order* when those rules are not in conflict with these Bylaws.

Section A. Amendment of Bylaws:

These Bylaws may be amended at any duly called meeting of the full Society by a vote of three-fourths of the voting members present, provided the proposed amendment is issued to the members of the Society, in writing, at least thirty days prior to the meeting.

Section B. Corrections

Corrections in spelling, punctuation, format, and other changes which do not alter the meaning of these Bylaws may

Section C. Effective Date of Bylaws:

Effective Date of Bylaws: June 7, 1983.

Amended July 16, 1987.

Amended January 25, 1990.

Amended February 21, 1992

Amended November 10, 1993

Amended January 27, 1995

Amended April 15, 1996

Amended November 18, 1998

Amended January 25, 2000

CANONS OF PROFESSIONAL RESPONSIB

I am a Public Servant employed by the people of Louisiana; to that employer I owe my primary professional respon-

I will not use my position for personal gain nor for my private interest.

I will conduct myself, in the performance of my official duties, in such manner as to bring respect to Public Servants and credit to The Louisiana Society of Certified Pu

I will perform the duties which I am charged to perform to the best of my ability and in the most effective, eff and expeditious manner possible.

I acknowledge responsibility to my employing agency; I will do my best to assure that achieves its goals and meets its legal responsibilities.

I acknowledge responsibility to the people under my supervision I will assure, so far as I am able to do so, that they are treated with respect, that their work is made rewarding, and that personnel actions which I take or which I recommend will be based solely upon objective appraisal of relevant, work-related criteria and relative merit.

I occupy a position of public trust; to remain worthy of that trust, I will continue to study principles of public management, and to improve my skills for the benefit both of the people that I supervise and the people of the state who

The Canons of Professional Responsibility were adopted on July 16, 1987.

LSCPM Calendar

April 18
4:00 pm

LSCPM Board Meeting
DOTD - Materials and Testing Section
5080 Florida Blvd.

Membership Meeting
Juban's Restaurant

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St. Pete Beach, FL

25-26

LSCPM State Conference