



## COUNCIL ADOPTED PROCEDURES FOR TOURIST COMMISSION APPOINTMENTS

**KENNY HAVARD**  
*Parish President*

**DANYELL VICE**  
*Finance Director*

**JULIUS METZ**  
*Public Works/Utilities Director*

**JASON KINCHEN**  
*Parks & Recreation Director*

**GARY MEGO**  
*Planning & Zoning Administrator*

**EMILY COBB**  
*Exec. Asst. to the Parish President  
Council Secretary*

*District A*  
**MELVIN YOUNG**  
6900 Greenwood Road  
St. Francisville, LA 70775

*District B*  
**JOHN C. THOMPSON**  
*Parish Council Chairperson*  
11126 Wakefield Dr. North  
St. Francisville, LA 70775

*District C*  
**CLAY PINSON**  
*Parish Council Vice-Chairperson*  
13817 Oakley Lane  
St. Francisville, LA 70775

*District D*  
**JUSTIN METZ**  
10459 Tunica Trace  
St. Francisville, LA 70775

*At-Large*  
**KEVIN DREHER**  
Post Office Box 1337  
St. Francisville, LA 70775

These procedures have been adopted by the West Feliciana Parish Council at the December 13<sup>th</sup>, 2021 Parish Council Meeting and apply solely to appointments on the Tourist Commission.

- Vacancies shall be advertised in the Parish's official journal and on the Parish's website (on the Board & Commission's page).
- The Parish shall develop and maintain an email distribution list of private, nonprofit groups with an interest in tourism. This email list will be utilized to also notify these groups of vacancies.
- Any private, nonprofit group with an interest in one or more aspects of Tourism shall reach out to the Council Secretary to be added to the email distribution list and shall include a brief description of the purpose of the private, nonprofit group.
- Appointments shall be made from a list of nominees submitted directly to the Parish Council Secretary by private, nonprofit groups that have an interest in one or more aspects of the tourism industry.
- Each nomination must include a resume which includes a statement regarding the individual's desire to serve and a nomination letter from a private, nonprofit group that has an interest in one or more aspects of the tourism industry.
- Each nonprofit is limited to one nomination each time appointments are made.
- All nomination documents are to be submitted directly to the Parish Council Secretary no later than 5 PM on the Monday preceding the Council Meeting (*1 week in advance of the Council meeting*).

*Motion by Kevin Dreher. Seconded by Justin Metz. There were no objections.*