



PARISH OF JEFFERSON

OFFICE OF THE PRESIDENT

JOHN F. YOUNG, JR.
PARISH PRESIDENT

TO: ADMINISTRATIVE OFFICERS, PARISH ATTORNEY, AND DIRECTORS

FROM: JOHN F. YOUNG, JR.

DATE: JULY 17, 2013

Re: POSTING NOTICE OF A MEETING OF A PUBLIC BODY

Except as otherwise provided herein or by mandates contained in LSA-R.S. 42:19(A) (1) (b) (iv), do not post or cause to be posted a notice of a meeting of a public body less than ninety-six (96) hours prior to the date and time of the intended meeting. Whenever exigent circumstances exist which would require posting such notice within ninety-six (96) hours prior to the date and time of the intended meeting, the posting or request to post by/to the Department of General Services must be personally made by the respective Administrative Officer, Parish Attorney, Public Works Director or Finance Director. The Director of General Services may issue and direct other guidelines, processes and procedures deemed essential for the effective implementation of the provisions of this directive.

The content of any such meeting notice and the manner in which it is posted and published shall comply with the provisions set forth in LSA-R.S. 42:11 et seq., The Louisiana Open Meetings Law. In addition to the minimum required information regarding date, time, location and agenda of said meeting, the following text shall likewise be set forth in the notice:

"In accordance with provisions of the American with Disabilities Act Amendments Act of 2008, as amended, Jefferson Parish shall not discriminate against individuals with disabilities on the basis of disability in its services, programs or activities. If you require auxiliary aids or devices, or other reasonable accommodation under the ADA Amendments Act, please submit your request to the ADA Coordinator at least forty-eight (48) hours in advance or as soon as practical. A seventy-two (72) hour advanced notice is required to request Certified ASL interpreters.

ADA Coordinator/Office of Citizens with Disabilities
1221 Elmwood Park Blvd., Suite 210, Jefferson, LA 70123
(504) 736-6086, ADA@jeffparish.net"

Thank you.