

# LOUISIANA CLERKS OF COURT ASSOCIATION

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## 2011 - 2012 COMMITTEES

### AUDIT EXIT COMMITTEE

**DUTIES:** The Audit Exit Committee shall review audit exit information for Retirement, Insurance and Association issues prior to the auditor's report at the board meetings.

**MEMBERS:** President, Chair, 1<sup>st</sup> Vice President and Treasurer

Chair	Mark Graffeo (West Baton Rouge) H. Lynn Jones, II (Calcasieu) James W. "Jim" Martin (Bienville)
Ex-Officio	Debbie Hudnall (Executive Director)

### BY-LAWS COMMITTEE

**DUTIES:** The By-Laws Committee shall make sure that all proposed amendments to the By-laws of the Louisiana Clerks of Court Association are submitted in writing and shall review proposed amendments prior to the submission to the General Membership. The Committee should make certain that all proposed amendments are presented on the first (1st) day of the conference and voted on the last day of the conference. In the case of a one (1) day meeting, the proposed amendments should be presented at the beginning of the meeting and voted on at the end of the meeting.

**MEMBERS:** Parliamentarian, Chair (Three (3) members to be appointed by the Parliamentarian prior to the first Board of Directors meeting after election of Parliamentarian.)

Chair	Richard "Rick" Arceneaux (Jefferson Davis) Dot Lundin (Plaquemines) Hart Bourque (Ascension) Michael Thibodeaux (Iberia)
President	Mark Graffeo (West Baton Rouge)
Ex-Officio	Debbie Hudnall (Executive Director)

### CIVIL LAW COMMITTEE

**DUTIES:** Review laws and procedures pertaining to Civil records and make recommendations for amendments to laws and procedures.

**MEMBERS:** Chair Ann Walsworth (Jackson)  
Beatrice Carter (East Carroll)  
Darlene Landry (Assumption)  
Brian Lestage (Beauregard)

President Clyde Webber (Concordia)  
Mark Graffeo (West Baton Rouge)  
Ex-Officio Debbie Hudnall (Executive Director)

### **CONVENTION HOST COMMITTEE**

**DUTIES:** The Convention Host Committee shall host the Louisiana Clerks of Court Convention in a forum that promotes fellowship, education, professionalism and fun.

**MEMBERS:** Host Cynthia Johnston, Chairman (Bossier)  
  
President Mark Graffeo (West Baton Rouge)  
Ex-Officio Debbie Hudnall (Executive Director)

### **CRIMINAL RECORDS COMMITTEE**

**DUTIES:** Review laws and procedures pertaining to criminal records, make recommendations for amendments to laws and procedures, and serve as liaison to the Supreme Court.

**MEMBERS:** Chair Tom Sullivan (Livingston)  
David Dart (East Feliciana)  
Charlie Jagneaux (St. Landry)  
Lanell Landry (Pointe Coupee)  
Dot Lundin (Plaquemines)  
Malise Prieto (St. Tammany)  
President Mark Graffeo (West Baton Rouge)  
Ex-Officio Debbie Hudnall (Executive Director)

### **EDUCATION COMMITTEE**

**DUTIES:** The Education Committee shall be responsible for providing educational and training programs for the clerks and the deputies. The programs should be directed toward improvement of our knowledge of the laws, the operations of the Clerks' offices and the services we provide. The Education Committee shall also serve as members of the clerks of court certification program committee as provided in R.S. 13:782(J).

**MEMBERS:** Chair Tom Sullivan (Livingston)  
Linda Cook (Lincoln)  
Eliana DeFrancesch (St. John)  
Lynn Jones (Calcasieu)  
Tammy Foster (Sabine)  
Dawn Tricou (East Baton Rouge)  
Holli Vining (Webster)  
President Mark Graffeo (West Baton Rouge)  
Ex-Officio Debbie Hudnall (Executive Director)

## ELECTIONS COMMITTEE

**DUTIES:** Review elections laws and procedures and make recommendations to promote integrity in the election process and ensure accurate and secure elections. Serve as a liaison with the Secretary of State in communicating and resolving election issues.

**MEMBERS:**

Chair	Mark Graffeo (West Baton Rouge)
	Robby Barousse (Acadia)
	Hart Bourque (Ascension)
	Carl Broussard (Cameron)
	Pat Gladney (Claiborne)
	Malise Prieto (St. Tammany)
	Tom Sullivan (Livingston)
President	Mark Graffeo (West Baton Rouge)
Ex-Officio	Debbie Hudnall (Executive Director)

## EXECUTIVE COMMITTEE

**DUTIES:** The Executive Committee shall carry on the business that needs to be transacted between annual meetings and authorize payment of all debts incurred by the Association. They shall act as a Budget Committee, Review Board and review the annual budget. The Executive Committee shall secure an annual audit and send copies of this audit to all members of the Association. They shall approve programs for the annual conference. The Executive Committee should promote the spirit of unity, cooperation and professionalism throughout our Association.

**MEMBERS:**

President	Mark Graffeo (West Baton Rouge)
1 <sup>st</sup> Vice Pres.	Lynn Jones (Calcasieu)
2 <sup>nd</sup> Vice Pres.	Tammy Foster (Sabine)
3 <sup>rd</sup> Vice Pres.	Diane Meaux Broussard (Vermilion)
Secretary	Holli Vining (Webster)
Treasurer	James W. "Jim" Martin (Bienville)
Historian	David Dart (East Feliciana)
Parliamentarian	Richard "Rick" Arceneaux (Jefferson Davis)

## LEGISLATIVE COMMITTEE

**DUTIES:** The Legislative Committee shall be responsible for reviewing all legislation which may affect the offices of the Louisiana Clerks of Court. They shall propose legislation, as approved by the Clerks Association, as may be deemed appropriate to benefit the aims and goals of the Association, and they should work toward the prevention of passage of legislation which would be detrimental to the Clerks. They shall attend scheduled legislative session meetings in Baton Rouge and elsewhere, and at times, they may be authorized by the Association to make immediate decisions if there is no time to contact the entire body of clerks. The Committee should attempt to contact the President of the Association.

**MEMBERS:**

Chair	Jim Martin (Bienville) Dale Atkins (Orleans Civil) Hart Bourque (Ascension) Johnny Crain (Washington) Christine Crowe (1 <sup>st</sup> Circuit) Cliff Dressel (St. Mary) Julian Dufreche (Tangipahoa) Jon Gegenheimer (Jefferson) Mark Graffeo (West Baton Rouge) Charlie Jagneaux (St. Landry) Lynn Jones (Calcasieu) ElRay Lemoine (Grant) Gary Loftin (Caddo) Arthur Morrell (Orleans Criminal) Louis Perret (Lafayette) Malise Prieto (St. Tammany) Michael Thibodeaux (Iberia) Doug Welborn (East Baton Rouge)
President	Mark Graffeo (West Baton Rouge)
Ex-Officio	Debbie Hudnall (Executive Director)

## NOMINATING COMMITTEE

**DUTIES:** The Nominating Committee shall research and finalize the slate of officers and members for the next business year for the Association, the Insurance and the Retirement boards.

**MEMBERS:** The Chairman of the Nominating Committee shall be the First Vice-President and the other nine (9) members shall be named by the President if the district does not submit a name in writing to the President sixty (60) days prior to the annual convention.

1 <sup>st</sup> Vice President	Lynn Jones (Calcasieu)
Ex-Officio	Debbie Hudnall (Executive Director)

## **RECORDATION COMMITTEE**

**DUTIES:** Review laws and procedures pertaining to Recordation and make recommendations for amendments to laws and procedures.

**MEMBERS:**

Chair	Carolyn Ryland (Rapides) Rick Arceneaux (Jeff Davis) Dodi Eubanks (Union) Tammy Foster (Sabine) Gerald Harrington (Allen) Janet Payne (Catahoula)
President	Mark Graffeo (West Baton Rouge)
Ex-Officio	Debbie Hudnall (Executive Director)

## **RETIRED CLERKS COMMITTEE**

**DUTIES:** The Retired Clerks Committee shall be responsible for distributing information to retired clerks. They shall invite and encourage all retired clerks to attend the annual convention.

**MEMBERS:**

Chair	Ann Ardoin (Retired Clerk) (Lafayette) Bud Bergeron (Retired Clerk) (Assumption Parish) John Dahmer (Retired Clerk) (Tangipahoa Parish) Carlton Duhon (Retired Clerk) (Jeff Davis) Orres LeBlanc (Retired Clerks) (Iberia Parish)
President	Mark Graffeo (West Baton Rouge)
Ex-Officio	Debbie Hudnall (Executive Director)

## **SCHOLARSHIP COMMITTEE**

**DUTIES:** The Scholarship Committee shall promote and encourage higher education. They shall be responsible for determining eligibility for scholarships and making annual scholarship awards.

**MEMBERS:**

	Steve Andrews (LaSalle) Carl Broussard (Cameron) Willie Deon (Vernon) Peter J. Fitzgerald, Jr. (5 <sup>th</sup> Circuit) Ramona Haire (Richland) Cindy Johnston (Bossier)
President	Mark Graffeo (West Baton Rouge)
Ex-Officio	Debbie Hudnall (Executive Director)

## **OTHER SPECIAL COMMITTEES AND CLERK'S REPRESENTATIVES**

### **HELP AMERICA VOTE ACT**

**PURPOSE:** To work with the Election Assistance Commission in strengthening partnerships to improve the process of election administration.

**Clerk Representative: Lynn Jones (Calcasieu)**

### **JUDICIAL COUNCIL**

(Supreme Court)

**PURPOSE:** To make continuous study of the organization of the courts, of the rules, procedures, and practices of the judicial system; to receive and consider suggestions relating to remedies for faults in the administration of justice; to formulate methods for simplifying judicial procedure, expediting the transaction of judicial business, and correcting faults in the administration of justice. To gather judicial statistics from appropriate sources and other court officials of the state and make complete detailed report to the Supreme Court and the board of governors of the LA State Bar Association.

**Clerk Representative: Charlie Jagneaux (St. Landry) (2009 – 2011)**

### **COURT RULES COMMITTEE**

(Supreme Court)

**PURPOSE:** THEREFORE, BE IT RESOLVED that the Legislature of Louisiana hereby establishes a special committee to study court costs imposed in civil, traffic, and criminal matters in the state, parish, and city courts of the state and the uses of such court costs and other fees.

**Clerk Representative: Janet Payne (Catahoula)**

### **LOUISIANA HISTORICAL RECORDS ADVISORY BOARD**

**PURPOSE:** To promote an understanding of the role and the value of historical record and record-keeping; To act in an advisory capacity to State Archives and reviews historical record projects proposed by institutions in the State, in addition to other designated duties.

**Clerk Representative: Louis Perret (Lafayette)**

### **STATE BOARD OF ELECTIONS SUPERVISOR**

**Clerk Representative: Mark Graffeo (West Baton Rouge)**

### **IACREOT**

**State Director: Diane Meaux Broussard (Vermilion)**

**ERIN USER GROUP**

