

## CONTENTS

### I. EXECUTIVE ORDERS

E.O. No. 82—Louisiana Oil and Gas Park and Museum Authority . . . . .	178
E.O. No. 83—Exempts Superintendent of Education from Act 705 . . . . .	178
E.O. No. 84—Louisiana Trails Advisory Council . . . . .	179

### II. POLICY AND PROCEDURE MEMORANDUM

49. Travel Regulations—Amendment . . . . .	179
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### III. RULES

Architects Selection Board—Policies and Procedures to be used in the Selection of Architects for State Building Projects . . . . .	180
Civil Service, Department of—Amendment to the Civil Service Rules . . . . .	181
Conservation, Department of—Production Incentive Payments, Order No. 1. . . . .	182
Education, State Board of—Residence Requirements at Vocational Technical Institutions and Certification Requirements for Teachers of Business and Office Education and Distributive Education . . . . .	183
Higher Education Assistance Commission, Louisiana—Amendment to Rule 9, Policies and Procedures—Student Loan Program . . . . .	184
Regents, Board of—Filing of Communications with the Commissioner of Higher Education . . . . .	185
Wildlife and Fisheries Commission—Fishing Regulations for Calcasieu Lake . . . . .	185

### IV. NOTICES OF INTENT

Consumer Protection, Governor's Office of . . . . .	185
Education, State Board of . . . . .	188
Engineers Selection Board . . . . .	194
Forestry Commission, Louisiana . . . . .	195
Health and Human Resources Administration, Division of Family Services . . . . .	195
Health and Human Resources Administration, Division of Health . . . . .	197
Interim Emergency Board . . . . .	198
Regents, Board of . . . . .	198
Soil and Water Conservation Committee, Louisiana . . . . .	200
Parks and Recreation Commission, Louisiana State . . . . .	201

STATE OF LOUISIANA  
EXECUTIVE DEPARTMENT

EXECUTIVE ORDER NO. 82

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*(Editor's Note: Publication of the following material is not required by the Administrative Procedures Act. It is presented here solely for informational purposes.)*

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Louisiana Oil and Gas  
Park and Museum Authority

WHEREAS, The State of Louisiana is one of the foremost producers of oil and gas in the nation; and

WHEREAS, the oil and gas industry is an important factor in our economy, in our social and environmental well-being, and in our heritage; and

WHEREAS, the history and operation of the oil and gas industry are of interest to the citizens of this State and to the visitors to Louisiana from other states and foreign countries; and

WHEREAS, there is need for an educational and entertaining exhibit of this industry in a location historically important to this industry in the State; and

WHEREAS, the Police Jury of the Parish of Jefferson Davis has created a district for recreational purposes, and for purposes of preservation and development of recreational facilities, historic sites and tourist attractions under Louisiana Revised Statutes Title 33:4562-4566, and 33:4571-4573, as amended by Acts 1972, No. 110, which district shall be known as The Louisiana Oil and Gas Park and Museum Authority; and

WHEREAS, the City of Jennings, by resolution dated May 9, 1973, properly executed, has agreed to the inclusion of the City of Jennings in the district created; and

WHEREAS, the Authority has determined that the official site for the Louisiana Oil and Gas Park and Museum will be located in Jennings, Louisiana; and

WHEREAS, Jennings is an appropriate site for the park and museum since the oil and gas industry in Louisiana traces its beginning to Scott Heywood's well on Jules Clements' rice field in September 1901; and

WHEREAS, the State Mineral Board, by resolution

dated February 12, 1975, has endorsed this project and stressed its importance as a means of telling the story of Louisiana's contribution to the Nation's energy supply historically, and during the present energy crisis.

NOW, THEREFORE, in order to promote and assist the implementation of this project by the Authority,

I, EDWIN EDWARDS, by virtue of the authority vested in me as Governor of the State of Louisiana, pursuant to the Constitution and applicable statutes of the State of Louisiana, do order as follows:

The Louisiana Oil and Gas Park and Museum Authority is hereby designated as the official State agency to receive, administer and disburse funds from private, State, Federal and other sources for the establishment and operation of an Oil and Gas Park and Museum to illustrate the historic development and preservation of the oil and gas industry in Louisiana.

IN WITNESS WHEREOF, I have hereunto set my hand officially and caused to be affixed the Great Seal of the State of Louisiana, at the Capitol, in the City of Baton Rouge, on this the 17th day of March, A.D., 1975.

EDWIN EDWARDS

Governor of Louisiana

EXECUTIVE ORDER NO. 83

Exempts Superintendent of Education  
from Act 705

WHEREAS, the State Superintendent of Public Education is charged under State and Federal law with responsibility for the provision of educational programs of instruction and training for all citizens of this State, including Louisiana's adult disadvantaged, unemployed, and underemployed citizens; and

WHEREAS, there is an urgent need to provide such training and instruction for such citizens in the most expeditious manner possible in order to reduce the current high rate of unemployment prevalent throughout the State; and

WHEREAS, many such training programs are supported in whole or in part with Federal funds which are contingent upon the immediate and timely provision of such training and instruction programs; and

WHEREAS, the requirements for lengthy advertisement prior to the lease of facilities set forth in R.S. 39:193, as amended by Act 705 of 1974, and Fiscal Policy and Procedure Memorandum No. 55, dated July 31, 1974, result in untimely delay in the provision of such programs of training and instruction;

NOW, THEREFORE, I, EDWIN EDWARDS, Governor of the State of Louisiana, by the power and authority vested in me by the Constitution and laws of Louisiana, and specifically by the authority enumerated in R.S. 39:193D(7), as amended by Act 705 of 1974, do hereby issue this my Executive Order excluding the State Superintendent of Public Education from compliance with the requirements for advertisement prior to the execution of leases as set forth in R.S. 39:193 and Fiscal Policy and Procedure Memorandum No. 55 and do hereby declare that the State Superintendent of Public Education shall have the authority to enter into lease agreements to secure facilities for any instructional purposes without regard to the requirements for advertisement prior to the execution of such leases as set forth in R.S. 39:193 and Fiscal Policy and Procedure Memorandum No. 55.

IN WITNESS WHEREOF, I have hereunto set my hand officially and caused to be affixed the Great Seal of the State of Louisiana, at the Capitol, in the City of Baton Rouge, on this the 2nd day of April, A.D., 1975.

EDWIN EDWARDS  
Governor of Louisiana

#### EXECUTIVE ORDER NO. 84

##### Louisiana Trails Advisory Council

WHEREAS, Executive Order No. 68 established the Louisiana Trails Advisory Council, and

WHEREAS, the Louisiana Trails Advisory Council has generated local and statewide interest in the development of a Louisiana Trails System, and

WHEREAS, model trails are being planned for construction in each of the eight regional task force areas to meet local need and to effectively utilize offers of assistance from local groups and individuals, and

WHEREAS, seed funds to permit the utilization of these offers of assistance are required and have been provided,

NOW, THEREFORE, in order to promote and assist in the development of model and other recreational and historical trails throughout the State,

I, EDWIN W. EDWARDS, by virtue of the authority vested in me as Governor of the State of Louisiana, pursuant to the Constitution, and applicable statutes of the State of Louisiana, do order as follows:

The State Coordinator, on behalf of the Louisiana Trails Advisory Council, may request and accept funds, grants, contributions, or donations in cash, property or in kind for the purposes of Executive Order No. 68 from Federal, State, local governmental sources, or from other sources, and may disburse such funds for the planning, establishment or construction of model—and other trails in each regional task force area and for other necessary expenses incurred as a result thereof.

IN WITNESS WHEREOF, I have hereunto set my hand officially and caused to be affixed the Great Seal of the State of Louisiana, at the Capitol, in the City of Baton Rouge, on this, the 7th day of April, A.D., 1975.

EDWIN EDWARDS  
Governor of Louisiana

#### POLICY AND PROCEDURE MEMORANDUM NO. 49

Subject: Travel Regulations

Effective Date: November 1, 1972

*(Editor's Note: Policy and Procedure Memorandum No. 49 published in Volume 1, Number 2, Louisiana Register, p. 127, was amended on November 9, 1972, to read as follows. This amendment deletes the exception for continuous travel of ten hours and changes the eligibility times for meal reimbursements according to this schedule: breakfast between the hours of 6:00 a.m. and 10:00 a.m. (formerly 9:00 a.m.); lunch between 10:00 a.m. and 3:00 p.m. (formerly 2:00 p.m.); and dinner between 3:00 p.m. and 7:30 p.m. (formerly 4:00 p.m. and 8:00 p.m.).*

B. Lodging and Meals—In-State Travel—For purposes of reimbursement, the following rates will apply:

1. Meals Only (including tips): Employees, while on in-state travel, may be allowed up to the following amounts for meals:

Breakfast	\$1.75
Lunch	2.25
Dinner	<u>4.00</u>
	\$8.00

2. Employees may be reimbursed for meals on an actual expenditure basis not to exceed the limits set forth below:

\$1.75 Breakfast—when travel begins before 6:00 a.m. and extends beyond 10:00 a.m.

\$2.25 Lunch—when travel begins before 10:00 a.m. and extends beyond 3:00 p.m.

\$4.00 Dinner—when travel begins before 3:00 p.m. and extends beyond 7:30 p.m.

5. A quorum shall consist of a majority of the members, as per Executive Order No. 76.
6. A majority of members present shall be required to pass a motion, as per Executive Order No. 76.
7. Except as may be noted above, business will be conducted under Roberts Rules of Order. The Chairman or presiding officer may not make a motion but may vote.

#### Policy Statement

1. All applicants for State work will be judged on the basis of their qualifications. Architectural commissions will be distributed as equitably as possible, consistent with the best interest of the public.
2. Applications may be made by individual architects, partnerships, corporations, or joint ventures. Applicants must be in business in one of the above capacities as an established architectural firm.
3. Applications shall generally be made in two parts: (a) GSA Form 254—Firm qualification and performance data, (b) GSA Form 255—Specific job application. No additional information may be submitted unless requested by the Board. (Note: Until GSA Forms 254/255 are available, the current GSA Form shall be used.) Personal interviews will be conducted only at the Board's request.

#### LOUISIANA ARCHITECTS SELECTION BOARD

The following is a statement of the organization of this Board, its policies and procedures to be used in the selection of architects for State building projects exceeding \$100,000.00 in cost, in accordance with the provisions of Executive Order No. 76, issued by Governor Edwin Edwards, November 15, 1974.

#### Organization

1. The composition of the Board shall be as described by Executive Order No. 76: three members elected by Louisiana Architects Association, and two members appointed by the Governor.
2. The officers of the Board shall be: Chairman, Vice Chairman, and Secretary-Treasurer. They shall be elected for a term of six (6) months.
3. An Executive Secretary shall be provided the Board by the Division of Administration, whose duties shall include conducting the clerical business of the Board, advertising proposed projects, maintaining minutes of the meetings and records, and answering correspondence.
4. Meeting dates will be established in advance and will convene at 10:00 a.m.
4. The Board may, at its option, conduct architectural competitions in accordance with nationally accepted professional standards.
5. The Board may, at its option, request the Division of Administration to provide special consultants to the Board for specific projects.
6. It shall be the policy of this Board to guarantee equal employment opportunity for all in the selection of architects for State building projects.
7. All meetings of the Board will be open to the public and all voting will be done in public.

## Operational Procedures

Below is a guideline of the general procedure which should be followed for capital improvements in the State of Louisiana where architectural services would be required:

1. Origin of need by:
  - A. Governor's office
  - B. Legislature
  - C. Agency
  
2. Preparation of program by:
  - A. Agency
    - (1) In-house
    - (2) Hired programmers
  - B. Others
  
3. Budget prepared by:
  - A. Facility Planning and Control Department from:
    - (1) Governor in-put
    - (2) Legislature in-put
    - (3) Agency in-put
    - (4) Grants and matching funds
    - (5) Hired programmers
    - (6) Others
  
4. Preparation of advertisement by Facility Planning and Control Department in the Official State Journal, the Daily Journal of Commerce, and a major newspaper in the region, listing:
  - A. Description of project
  - B. Budget
  - C. Fee
  - D. Time schedule
  - E. Any special architectural requirements
  - F. Any special submittal requirements, if requested
  
5. Application for architectural work subject to review by:
  - A. Facility Planning and Control Department for:
    - (1) Insurance requirements
    - (2) Past performance
  - B. LAS Board members prior to meeting
  
6. LAS Board assembled will:
  - A. Request additional information, if required
  - B. Request consultants, if required
  - C. Establish a criteria for evaluation, if needed
  - D. Select an architect
  - E. Make a public announcement of selection

7. Performance report by Facility Planning and Control Department for:
  - A. Board review
  - B. Records

The above policies and procedures were adopted by the Louisiana Architects Selection Board on April 10, 1975.

William R. Brockway  
Chairman

## DEPARTMENT OF CIVIL SERVICE

### Amendment to the Civil Service Rules

On April 1, 1975, following a public hearing, the State Civil Service Commission adopted the following changes to the Civil Service Rules:

#### Chapter 4:

Amend and reenact Rule 4.1 to read as follows:

#### 4.1 Classified and Unclassified Positions.

- (d) 1. The Director, upon submission by an employing agency of justification deemed adequate by him, may add to the unclassified service positions involving duty assignments which are seasonal, temporary, intermittent, or part-time.
2. The Commission, upon submission of adequate justification by the employing agencies and upon considering the recommendations of the Director, may add positions to the unclassified service and may, revoke any position added to the unclassified service under the provisions of this Subsection.
3. The Director may not revoke any position added to the unclassified service by the Commission, but may revoke those positions added by him.
4. The Director shall report to the Commission at its next regularly scheduled meeting each action taken by him under the provisions of Subsections (d) 1 and (d) 3 of this Rule, and unless such action is ratified at such meeting or at a subsequent one, it shall terminate.

Harold E. Forbes  
Director of Civil Service

STATE OF LOUISIANA  
DEPARTMENT OF CONSERVATION  
BATON ROUGE, LOUISIANA

Production Incentive Payments

Order No. 1

Statewide Order adopting rules and regulations for  
Production Incentive Payments.

Pursuant to power delegated under the laws of the State of Louisiana, and particularly LSA-R.S. 30:701, et seq., and LSA-R.S. 49:951, et seq., and after a hearing held under Docket No. 75-1 in Baton Rouge, Louisiana on March 12, 1975, following notice by mail in accordance with rules of the Commissioner of Conservation and publication of Notice of Hearing not less than twenty (20) days prior to said hearing in the official journal of the State of Louisiana, The State Times at Baton Rouge, Louisiana, and the Louisiana Register, the following rules and regulations are promulgated by the Commissioner of Conservation as being reasonably necessary to encourage exploration, production, processing, and refining efforts to obtain maximum production of oil, intrastate gas, and other hydrocarbons, and to otherwise carry out the provisions of the laws of this State. These rules and regulations shall govern the making of production incentive payments on barrels, as hereinafter defined, produced in the State of Louisiana.

Definitions

Unless the context otherwise requires, the words defined in this section shall have the following meaning when found in this Order:

1. "The Commissioner" shall mean the Commissioner of Conservation of the State of Louisiana.

2. "Production Incentive Fund" shall mean the fund established by the Commissioner with the monies legislatively allocated to the Commissioner for the purpose of making production incentive payments and administering the provisions of LSA-R.S. 30:701, et seq.

3. "Production Incentive Payments" shall mean those payments from the production incentive fund which are to be made pursuant to the provisions hereof in order to encourage exploration, production, processing, and refining of oil, intrastate gas, and other hydrocarbons.

4. "Barrel" for the purpose of administering this Order shall mean, 42 U.S. gallons of crude petroleum oil and condensate regardless of gravity, which are produced at the well head in liquid form or separated by ordinary lease production facilities and methods, or allocated to a

lease when separated at some other point, and shall mean the actual number of barrels received by or credited to an owner or royalty owner for his own account.

5. "Gross Value" shall mean the total market value of the barrels when produced and first sold, including severance and other taxes placed thereon.

6. "Owner" shall mean the person who has the right to drill into and to produce from a pool and to appropriate the production therefrom either for himself or for others.

7. "Royalty Owner" shall mean any person, other than an owner, who is entitled to share in the production from a pool, and shall include an overriding royalty interest owner.

8. "Application" shall mean the application made by an owner or royalty owner to qualify for production incentive payments hereunder.

9. "Applicant" shall mean an owner or royalty owner who makes application for production incentive payments hereunder.

Findings

The Commissioner of Conservation finds as follows:

1. That the following rules and regulations are considered reasonably necessary to carry out the legislative mandate to the Commissioner evidenced by LSA-R.S. 30:701, et seq.

2. That to the maximum extent practicable, the following rules and regulations should encourage exploration, production, processing, and refining efforts so as to attain maximum production or extraction of oil, intrastate natural gas and other hydrocarbons.

3. That the rules and regulations hereinafter adopted should provide a reasonably accurate and feasible method for qualification for and payment of production incentive payments.

Order

Now, therefore, it is ordered that:

1. Commencing with the calendar year beginning January 1, 1974, the Commissioner shall establish a production incentive fund with the monies allocated for that purpose and production incentive payments from such fund shall be made annually to owners and royalty

owners who qualify by making application therefor in accordance with the provisions hereof.

2. The production incentive payment to each such applicant shall be equal to 7½% of the gross value received by such applicant as owner or royalty owner on a set number of barrels per day (with both gross value and number of barrels averaged for the calendar year), such set number of barrels to be determined by the Commissioner (consistent with the available monies in the production incentive fund) after receipt and review of all applications made hereunder, but not to exceed a maximum of 750 barrels per day for any owner or royalty owner.

3. Any owner or royalty owner who desires to qualify for production incentive payments to be made hereunder shall, on or before June 15 of the calendar year following the year for which the then current fund is available, apply for the same by mailing to the Commissioner an application on the form prepared for that purpose; and such form may be obtained from the Commissioner and shall be completed in accordance with the instructions attached thereto; a person who is both an owner and a royalty owner may apply in both categories, but the combined barrels in the two categories cannot exceed the maximum set. Any such application shall be considered as a single application.

4. As soon as practicable after receipt and review and audit, if necessary, of such applications, the Commissioner shall decide on the set number of daily barrels to be used in determining the production incentive payments to be made, shall calculate such payments, and shall remit to the qualified applicants the production incentive payments due and payable hereunder.

5. The Commissioner shall have the right to verify the information set forth in any application with the owner or owners making or receiving payments, and with the Collector of Revenue of the State of Louisiana.

6. The criminal and civil penalties provided for in LSA-R.S. 30:544 shall apply to any false entries or statements made in any application and any other violation of this order.

7. In order to qualify for the production incentive payment, an owner or royalty owner must file a completed and signed application with the Commissioner of Conservation, through the United States Mail, on or before June 15 of the calendar year following the year for which the then current fund is available.

No delay or extension shall be granted for filing any application.

This Order shall be effective on and after May 21, 1975.

R. T. Sutton  
Commissioner of Conservation

## LOUISIANA STATE BOARD OF EDUCATION

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*(Editor's Note: The following new statement of policy relative to residence requirements at vocational-technical institutions under the jurisdiction of the State Board of Education was adopted by the Board on March 21, 1975.)*

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### 5.03.31 Policy Regarding Non-Residents

State operated trade and vocational-technical schools are to charge a tuition fee of thirty dollars (\$30.00) per month to out-of-state students enrolled in the schools. If the prospective student is twenty-three (23) years old or younger, the residence of his parents or guardian will determine whether he is a resident or non-resident student; if he is over twenty-three (23) years of age, he must have been a resident of Louisiana for 12 months to be considered a resident student. State operated trade and vocational-technical schools are not to charge this fee to permanent employees of Louisiana industry who are taking night or extension courses.

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*(Editor's Note: The following new certification requirements for teachers of business and office education and distributive education were adopted by the State Board of Education on March 21, 1975.)*

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### I. Changes in certification requirements for teachers of business and office education on pages 16-17 in Revised (1971) Bulletin 746.

#### A. Business Education (General)

- (1) A minimum of 36 semester hours distributed in the following areas:

Typewriting—six semester hours  
or equivalent based on proficiency  
Shorthand—nine semester hours  
or equivalent based on proficiency  
Accounting—nine semester hours  
or equivalent based on proficiency

Data Processing—three semester hours  
Related courses in business and economics  
which are essential to a well-rounded founda-  
tion—nine semester hours

- (2) To teach all business subjects except shorthand, 27 semester hours as distributed above except that shorthand is not included.
- (3) To teach all business subjects except accounting, 27 semester hours as distributed above except that accounting is not included.
- (4) To teach all business subjects except data processing, 33 semester hours as distributed above except that data processing is not included.

**B. Business and Office Education (Vocational)**

Above curriculum plus three semester hours of vocational business and office education, principles, and/or philosophy of vocational education.

A minimum of 2,000 hours (one year) of employment in business and office occupations approved by the Bureau of Vocational Education, State Department of Education. Partial fulfillment of this work experience may be met through completion of a practicum for credit (supervised work experience) offered by the institution concerned. Two hours will be allowed for each hour of supervised work experience.

**C. Business and Office Education (Cooperative Office Education)**

Above curriculum in (A) and (B) plus three semester hours of cooperative office education (methods and/or techniques of teaching cooperative office education).

**II. Changes in certification requirements for teachers of distributive education on pages 16-17 in revised (1971) Bulletin 746.**

**A. Distributive Education**

- (1) Technical courses in marketing, merchandising, and management, 24 semester hours. The 24 semester hours may be distributed among technical areas such as: accounting

principles (not more than three hours), business law (not more than three hours), marketing, merchandising, and management.

- (2) Professional distributive education, five semester hours. All applicants seeking certification in distributive education shall complete five semester hours from areas such as: materials and methods of instruction in distributive education, organization and administration of distributive education programs, improvement of instruction, curriculum planning, history and philosophy of vocational education, problems of a coordinator.

- \* (3) A minimum of 2,000 (one year) of work experience in distributive occupations approved by the Bureau of Vocational Education, State Department of Education. Partial fulfillment of this work experience may be met through a practicum for credit (supervised work experience) offered by the institution concerned. Two hours will be allowed for each hour of supervised work experience.

\*Work experience is required for vocational certification.

Louisiana State Board of Education  
Dr. Earl Ingram, Director

**LOUISIANA HIGHER EDUCATION  
ASSISTANCE COMMISSION**

**Louisiana Student Loan Program**

**Amendment to Rule 9  
Policies and Procedures**

**Rule 9—"Resident of Louisiana" Defined**

9c. (Amended) A student who has resided in the State of Louisiana for at least twelve (12) consecutive months immediately preceding application for loan. Certification of voter registration is required when applicable.

9d. (New rule) Others who may be approved by the Commission based upon documentary evidence to consider waiver of above requirements consistent with statutory intent.



Adopted at Baton Rouge, Louisiana, on March 19, 1975.

Effective May 15, 1975.

Richard W. Petrie  
Executive Director

#### BOARD OF REGENTS

At its meeting on March 27, 1975, the Board of Regents adopted the following rule:

##### Rule 1.1

All communications to the Board of Regents, or any committee thereof, from persons having official relations with the Board of Regents, shall be filed in writing with the Commissioner of Higher Education and transmitted by him to the Board of Regents.

Thomas D. James  
Chairman

#### WILDLIFE AND FISHERIES COMMISSION

##### Fishing Regulations for Calcasieu Lake

At its meeting on March 25, 1975, the Wildlife and Fisheries Commission adopted the following rules and regulations for Calcasieu Lake, in Cameron and Calcasieu Parishes:

1. No net fishing will be allowed within 500 feet of the following areas: the mouths of Grand and Lambert Bayous, the new "washout" south of Lambert Bayou, the old Revetement or old jetties at the south end of Calcasieu Lake, "Nine Mile Cut" and all cuts below Nine Mile along the channel spoil at East Pass in Turner's Bay.
2. Retain the 1,000 foot maximum allowable webbing permitted for each person operating in Calcasieu Lake. Retain the conditions under this resolution whereby nets measuring 1,000 feet must be fished individually and no two or more fishermen can join these nets together in excess of 1,000 feet.
3. Require all strike net fishermen using trout nets to remain with their nets at all times when set out.
4. All staked gill and trammel net webbing fished in Calcasieu Lake, whether set with the intent of catching trout, redfish, gar, or any species of fish,

shall be run daily as prescribed by law at present. When unattended for more than 24 hours and dead, floating fish are found in a net, the net shall be considered in violation of this regulation and confiscated by agents of the Louisiana Wildlife and Fisheries Commission.

5. All webbing regardless of length shall be tagged as prescribed by law. Any net found untagged will be in violation and confiscated by agents of the Louisiana Wildlife and Fisheries Commission.
6. Exempt Calcasieu Lake from Act 215, H.B. 231, concerning legal mesh sizes, allowing salt water mesh requirements as prescribed by law to apply to Calcasieu Lake. These mesh sizes are: seines, not less than 7/8 inch square or 1 3/4 inches stretched; trammel nets, not less than 1 inch square or 2 inches stretched; gill nets, not less than 1 1/2 inches square or 3 inches stretched. Each seine, trammel net, and gill net in use in Calcasieu Lake shall not exceed 1,000 feet in length.

#### NOTICE OF INTENT

##### Governor's Consumer Protection Division

The President of the Consumer Protection Advisory Board hereby gives notice of intention to consider and give approval of the following rules and regulations proposed for adoption by the Director of the Governor's Consumer Protection Division at its public meeting on May 16, 1975, at 10:00 a.m. in the Mineral Board Auditorium, State Land and Natural Resources Building, Fourth and North Streets, Baton Rouge, Louisiana 70804.

Any interested person may submit, orally or in writing, his views, arguments, data, or reasons in support of, or in opposition to, this intended approval of the Director's adoption of rules by personally appearing at the above public meeting at the above designated time, day and place and submitting same.

Fannie Godwin  
President, Advisory Board

#### TITLE 3: Unfair Methods of Competition and Unfair or Deceptive Acts or Practices in Trade or Commerce

##### Chapter II—Unfair and Deceptive Acts or Practices

##### Section 5007. Deceptive Pricing

A. Definitions—For the purpose of this rule the following definitions shall apply:

- (1) “To advertise” as used herein means to inform consumers by any means such as, but not limited to, oral statements, shelf tags, preticketing, display cards, handbills, billboards, and advertisements in newspapers, magazines, or on radio or television.
- (2) “Trade area” as used herein means the local area in which the seller does business and to which the seller disseminates advertising of his goods and/or services.
- (3) “Advertiser” means any person or firm which advertises prices to consumers.
- (4) “Merchandise” means all wares and commodities, including services, such as are ordinarily the objects of trade and commerce.

B. It shall be an unfair and deceptive act or practice for any seller to do any of the following:

- (1) Represent in any manner that by purchasing any of the seller’s merchandise, consumers are afforded savings amounting to the difference between the stated selling price and any other price used for comparison with that selling price, unless the comparative price used represents the price at which the merchandise is usually and customarily sold at retail in the trade area involved and/or is the price at which such merchandise has been usually and regularly sold at retail in the recent regular course of seller’s business.
- (2) Represent that any price is “special,” “discount,” “sale,” “reduced to,” or anything except the usual and customary price at which the good or service sells, unless:
  - (a) the reduction is in fact from the seller’s immediate preceding price, and
  - (b) the seller’s immediate preceding price is disclosed or can be readily ascertained by disclosure of the stated dollar amount or percentage reduction in price.
- (3) Using the words “list price,” “suggested retail price,” “retail price,” “ret. price,” “regular price,” “reg. price,” or words of similar import to refer to the price of any merchandise, when such price is fictitiously inflated or deceptively higher than the price or prices at which such

merchandise is usually and customarily sold in the trade area; or otherwise misrepresenting the usual and customary retail selling price or prices of such merchandise in the trade area.

- (4) Using the words “regular,” “reg.,” “retail,” “ret.,” or words of similar import to refer to the price of any merchandise which is in excess of the price at which such merchandise has been usually and regularly sold by retail outlets in the trade area in the recent regular course of business; or otherwise misrepresenting the usual and customary retail selling price of such merchandise.
- (5) Failing to keep on file, subject to review by the Governor’s Consumer Protection Division or the Attorney General’s Office or the Office of the District Attorney in the appropriate judicial district, or any of their employees or duly commissioned agents, at each retail store for which any price comparison is advertised or otherwise made to any prospective purchaser, the evidence, proof, market survey, or basis supporting the fact that any price compared to a stated selling price is, in truth, the usual and customary price of the person, store, business, or owner, agent, or employee thereof representing the price comparison; or is the usual and customary price at which merchandise has been regularly sold by comparable retail outlets in the trade area served by the advertiser.
- (6) Representing, either expressly or impliedly, lowered prices as a result of some unusual circumstances such as, but not limited to, fire, flood, going out of business, clearance, exceptional purchase, manufacturer’s close out, special purchase, unless such unusual circumstance or circumstances are in fact true and the prices are actually lower than the seller’s usual prices.

C. Whoever engages in deceptive advertising violates R.S. 51:1405 (A), prohibiting, inter alia, unfair and deceptive trade practices; provided further that this rule shall not operate as an exclusive definition of prohibited conduct in the area of trade and commerce to which it applies or in any other area of trade and commerce, nor shall it operate as a defense to other activities otherwise deemed to be an unfair method of competition or an unfair or deceptive act or practice in trade and commerce by the State of Louisiana, the Federal Trade Commission, or by the courts of the State of Louisiana or of the United States.

- D. If any part of this rule is ever legally declared to be invalid for any reason, the remainder of the rule shall continue in full force and effect, and to this end, this rule is declared to be severable.
- E. All rules and regulations or parts thereof in conflict herewith are hereby repealed.

**Section 5008. Deceptive Endorsements and Testimonials**

- A. Definitions—For the purpose of this rule the following definitions shall apply:

- (1) “Endorsement or testimonial” is any message in advertising or by oral representation by the seller, his employee, or his agent, that conveys to the consumer views favorable to the product or service advertised in which the consumer may attribute to some one other than the seller. Such views may be those of an individual, group or institution.

- B. It shall be an unfair and deceptive act or practice for any seller to do any of the following:

- (1) State or imply that a product or service is endorsed or approved by any individual, group or institution when such product has not been so endorsed or approved.
- (2) Imply or state that an endorsement is more extensive than it actually is when it has not been so endorsed or approved.
- (3) State or imply that a product or service is “recommended by many doctors” or “approved by millions of motorists” or other claims of such similar import, or claims of endorsements from specific individuals or organizations when such product or service has not been so endorsed or approved.

- C. Whoever engages in these practices violates R.S. 51:1405 (A), prohibiting, inter alia, unfair and deceptive acts and practices in trade and commerce.

- D. If any part of this rule is ever legally declared to be invalid for any reason, the remainder of the rule shall continue in full force and effect, and to this end, this rule is declared to be severable.

**Section 5009. Misrepresentation of old, used, or second-hand goods**

- A. Definitions—For the purpose of this rule the following definition shall apply:

- (1) “Old, used, or secondhand merchandise” is any commodity sold in the ordinary course of trade and commerce which has been previously subjected to the use for which it was intended, provided that this section shall not apply to undamaged merchandise returned to a seller, nor to a use which can be reasonably construed as a trial use by a prospective purchaser where the commodity does not leave the premises of the seller.

- B. It shall be an unfair and deceptive act or practice for any seller to sell merchandise which is old, used, or secondhand, in such a way that the purchaser is led to believe that such merchandise is new and unused.

- C. Whoever engages in these practices violates R.S. 51:1405 (A), prohibiting, inter alia, unfair and deceptive acts and practices in trade and commerce.

- D. If any part of this rule is ever legally declared to be invalid for any reason, the remainder of the rule shall continue in full force and effect, and to this end, this rule is declared to be severable.

- E. All rules and regulations or parts thereof in conflict herewith are hereby repealed.

**Section 5010. Imperfections, Rejects, and Distressed Goods**

- A. Definitions—For the purpose of this rule the following definitions shall apply:

- (1) “Distressed Goods” are consumer goods which are defaced, scratched, dented, damaged, or have been subjected to conditions that alter their original state, such as fire damage or damage from a natural disaster.

- (2) “Imperfections” are consumer goods which are defective or incomplete.

- (3) “Rejects” are consumer goods which are deemed worthless, useless, or substandard by the manufacturer.

- B. For the purposes of this rule, each of the following acts or practices in trade or commerce constitutes “misrepresentation of distressed goods, imperfections, and rejects” and is an unfair and deceptive act or practice:

- (1) It is unfair to sell or offer for sale or advertise for sale merchandise which has imperfections, which are rejects or which are distressed or

salvaged goods in such a way that any prospective purchaser is led to believe that the product has no imperfections or is not a reject or is not a distressed or salvaged good.

(2) It is unfair to sell or offer for sale merchandise which has imperfections, which are rejects, or which are distressed or salvaged goods without first clearly and conspicuously disclosing to all prospective purchasers thereof the imperfections and the identity, status, nature, and the fact of the rejection, distress and salvage.

(3) It is unfair to sell or offer for sale merchandise which has no imperfections, which is not a reject, and which is not distressed or salvaged in such a manner as to lead any prospective purchaser thereof to believe that same has imperfections, is a reject, or is distressed or salvaged and, if purchased, will, on that account, render a savings on the price of such merchandise.

C. Whoever engages in "misrepresentation of distressed goods, imperfections, and rejects" violates R.S. 51:1405 (A) prohibiting, inter alia, unfair and deceptive trade practices; provided further that this rule shall not operate as an exclusive definition of prohibited conduct in the area of trade and commerce to which it applies or in any other area of trade and commerce, and shall not operate as a defense to other activity otherwise deemed to be an unfair method of competition or an unfair or deceptive act or practice in trade and commerce by the State of Louisiana, the Federal Trade Commission, or by the courts of the State of Louisiana or of the United States.

D. If any part of this rule is judicially decreed to be invalid for any reason, the remainder of the rule shall continue in full force and effect, and to this end this rule is declared to be severable.

E. All rules and regulations or parts thereof in conflict herewith are hereby repealed.

#### NOTICE OF INTENT

##### State Board of Education

Notice is hereby given that the State Board of Education intends to consider at its regular June meeting rule changes in eleven areas under its jurisdiction: (1) recertification of teachers in combination with merit pay increases, (2) the addition of a course in "The Introduc-

tion to the Study of Exceptional Children" or the equivalent to the required courses for elementary teacher certification, beginning with students who enroll in September, 1975, (3) proposed certification requirements for school social workers, (4) proposed minimum requirements for nursery school and kindergarten teachers, (5) proposed minimum requirements for teachers of exceptional children, (6) proposed deletion of geography as a requirement for elementary teachers, (7) proposed amendment to the social studies requirements for elementary school teachers, (8) proposed requirement of a course in nutrition education or the equivalent competencies, (9) proposed requirement of a course in introduction to the study of exceptional children or the appropriate competencies for elementary school teachers, (10) proposed certification requirements for middle school teachers, (11) retention of speech and hearing requirements listed in Bulletin 746 (1971).

The State Board of Education will accept written comments until 5:00 p.m., May 9, 1975, at the following address:

State Board of Education  
Post Office Box 44064  
Baton Rouge, Louisiana 70804

The Public is made aware of the consideration of the above rule change proposals in compliance with R.S. 49:951 et seq.

All interested persons will be afforded reasonable opportunity to submit data, views, comments, or arguments at the regular June Board meeting.

The proposals to be considered are:

#### Proposal No. 1 Recertification Plan

The plan applies to all school personnel to whom normal certification requirements are applied, from superintendents to classroom teachers and including such personnel as audio-visual supervisors, coordinators, coaches, directors of bilingual education, speech therapists and others.

To obtain certification and to continue as certified, each individual concerned must accumulate over a three-year period a minimum of 120 merit or "inservice" points. The accumulation of 150 points in the same three-year period entitles the teacher to a pay raise of 3 percent in addition to his normal annual step increase as provided by the State salary schedule. Upon the extension of the certificate thus earned at the end of the three-year period, the teacher or administrator must begin once again the accumulation of points from zero for another three-year period.

**Breakdown of merit points:**

- A. Ninety points may be earned by taking courses above the individual's degree level. Thirty points are given for each three-hour course (quarter-hour courses and courses of more than three hours weighted accordingly). Only 30 of 90 points may be earned in professional education courses. Sixty points out of 90 are to be earned in courses in the subject field or fields taught. Administrators may submit courses directly related to their duties, such as courses in accounting, computer technology, business administration, law, etc.
- B. A total of 60 points may be earned by attending conferences, workshops, and meetings of a professional nature, such as LTA and LEA meetings and State Department of Education conferences. These activities are to be reexamined on a regular basis by eight regional (planning district) committees appointed by city and parish school boards, the lists of approved activities to be submitted to the State Board of Education for final approval. The eight committees must include significant lay and parental representation. The approving committees are charged with the responsibility of insuring that a variety of constructive activities for teachers and administrators are included in the lists they compile.

The State Board of Education will assign point values to various types of activities.

- C. A total of five points per year may be accumulated for approved educational travel.
- D. A total annual score of ten points (scores to be assigned each year and not at the end of the three-year period) may be accumulated as a result of the evaluations of supervisors and superiors. This feature of the plan is designed to permit the earning of points through the normal course of professional evaluation. The total of 120 points needed for the extension of the certificate and the total of 150 points needed for the three percent pay raise may be earned without any professional evaluation whatever. Example: A teacher earns 60 points by taking two graduate courses in biology. Fifty points are earned by attending five workshops over the three-year period. Another ten points are earned as a result of a supervisor's recommendation. The teacher's record is submitted to the State Department of Education and the certificate is reissued for another three years.

Example: A teacher earns the full 90 points permitted in an M.A. program in his field and in the meantime frequently attends professional conferences and workshops, thus accumulating another 60 points. His supervisor rates him excellent and contributes another 30 points. He, at the end of the three-year period, has earned 180 points, well over the 150 points necessary for the 3 percent merit raise. His certificate is reissued and his salary, starting in September, is increased by 3 percent over the regular State and local step increases.

**Proposal No. 2  
A Resolution**

WHEREAS, the passage of Act 368 of 1972 mandates the provision of suitable special educational programs for all exceptional children, and

WHEREAS, the classroom teacher is the first resource both for the initial recognition or exceptionality in a child and for the provision of special educational services in a mainstreaming program, and

WHEREAS, the Association of Special Education Center Directors has strongly recommended and requested the inclusion in the curriculum of preservice elementary teachers of a required foundation course designed to familiarize such preservice teachers with the characteristics of each exceptionality,

NOW THEREFORE BE IT RESOLVED by the State Board of Education, in public session convened, that a course in "The Introduction to the Study of Exceptional Children" or an equivalent course in this area be added to the required courses for elementary teacher certification, beginning with students who enroll in September, 1975.

**Proposal No. 3**

Proposed Certification Requirements for School Social Workers (to be included in the new section of Revised (1971) Bulletin 746 entitled "Ancillary Personnel"):

To be eligible to practice as a social worker in the schools of Louisiana, the applicant must meet the following requirements:

Type C Certification (Valid for three years; not renewable)

- A. A minimum of a baccalaureate degree, with a major in social work or social welfare, which includes a supervised field placement experience

in a school system from a college or university with an accredited program in social work, and

- B. Work experience under the direct supervision of a certified (Type B or higher) school social worker.

Type B Certification (Valid for five years; renewable upon completion of six (6) hours of a school social work program and/or related education courses.)

- A. A master's or higher degree in social work or social welfare which includes a supervised field placement experience in a school system from a college or university with a graduate program in social work accredited by the Council on Social Work Education.
- B. Three years of successful experience under the supervision of a licensed and/or certified (Type A) school social worker. One additional supervised field placement in a school system in graduate training accredited by the Council on School Social Work Education may be substituted for one year of supervised experience.

or

- A. A master's or higher degree, which includes a supervised field experience from a college or university in a school system with a state or regionally accredited graduate program.
- B. A minimum of 24 graduate hours in social work or social welfare, six (6) hours of which may be in related fields, and which includes at least six (6) hours in school social work, family case-work, or group work, and
- C. Three years of successful experience under the supervision of a licensed and/or certified (Type A) school social worker. One additional supervised field placement in a school system in graduate training accredited by the Council on School Social Work Education may be substituted for one year of supervised experience.

Type A Certification (Valid for life for continuous service)

- A. Licensure in accordance with Act 706 of the 1972 Louisiana Legislature and/or hold current membership in the Academy of Certified Social Workers of the National Association of Social Workers, and

- B. Five years' experience in the practice of school social work.

#### Proposal No. 4

Proposed addition (Section C below) to Part IV, Early Childhood Education, Revised (1971) Bulletin 746:

Minimum Requirements for Nursery School and Kindergarten Teachers

- A. An authorization to teach at the nursery school level may be added to the certificate for teachers in the elementary grades who have completed at least nine semester hours in specialized pre-school work including three semester hours of credit for a practicum at the pre-school level.

An authorization to teach kindergarten may be added to the certificate for teaching in the elementary grades for those teachers who have completed at least nine semester hours in kindergarten work including methods in kindergarten, child growth and development, and a practicum in kindergarten in addition to student teaching in elementary grades.

- B. An authorization for nursery school teaching (not kindergarten) may be added to certification in home economics provided the teacher has earned nine semester hours of credit in child development (including observation and participation in the nursery school).
- C. A kindergarten certificate will be granted to a person with a master's degree in early childhood education, who has been trained in an institution which has a kindergarten program approved by the State Board of Education.
- D. Minimum requirements for approved home economics-family and child development programs for nursery school and kindergarten teachers.

#### 1. General Education

A minimum of 46 semester hours credit, designed to develop a broad cultural background, is required. The work must be taken in the five areas listed below:

- a. English: A minimum of 12 semester hours, including three semester hours in grammar and three semester hours in composition.
- b. Social studies (anthropology, economics, geography, history, political science, sociol-

ogy, and survey of social science); a minimum of 12 semester hours, including at least three semester hours in United States history.

- c. Science: A minimum of 12 semester hours, including at least three semester hours in biological science and at least three semester hours in physical science.
- d. Mathematics: A minimum of six semester hours.
- e. Health and physical education: A minimum of 4 semester hours.

## 2. Professional Education

A minimum of 24 semester hours of credit in professional education courses is required. The work must include the following four areas:

- a. At least three semester hours of history of education, introduction to education, foundations of education, and/or philosophy of education.
- b. At least three semester hours in educational psychology and/or principles of teaching and learning.
- c. At least six semester hours in student teaching or practicum at the nursery school or kindergarten levels. The student teaching or practicum shall be under the control and supervision of the institution in which the student teacher is enrolled.
- d. At least 12 semester hours of professional courses for teaching children under six, including child development from infancy to age six or child psychology; teaching methods; philosophy, organization and administration of child development programs; materials and/or activities for teaching.

## 3. Specialized Academic Education

The minimum requirements of 39 semester hours for nursery school and kindergarten teachers, in addition to the general education and professional education listed above, are as follows:

- a. Minimum of 21 semester hours in the following areas: art, children's literature, first aid and safety education (if not included in general education), Louisiana history and/or Louisiana geography, Music, Speech, Principles of teaching reading (three semester hours).
- b. Minimum of 18 semester hours in home economics to include each of the following areas: clothing and textiles; family relationships, education for parenthood; principles of food preparation; home management-family economics or consumer education; housing, equipment; nutrition (including child nutrition and food habit development).

### Proposal No. 5

Proposed amendment (adding "and/or adolescent" to subsection b. below) to basic requirements for teachers of exceptional children on page 25 of Revised (1971) Bulletin 746:

#### Minimum Requirements for Teachers of Exceptional Children

##### 1. Basic Requirements

The applicant must have a baccalaureate degree and a valid standard Louisiana certificate to teach in the elementary or secondary schools.

A minimum of 14 semester hours in special education is required of all teachers of exceptional children. The work must be taken in the five areas listed below:

- a. Educational and/or psychological tests and measurements—two semester hours
- b. Child and/or adolescent psychology—three semester hours
- c. Introduction to the study of exceptional children—three semester hours
- d. Art for children—three semester hours
- e. Crafts for children—three semester hours

### Proposals No. 6, 7 and 8

- A. Proposed deletion of "Item c. Geography (other than the geography of a state) . . . three semester hours" under "Section 3. Specialized Academic Education (for Elementary Teachers)" on page 13 of Revised (1971) Bulletin 746.

B. Proposed amendment (adding “and three semester hours in geography, other than the geography of a state.”) to “Item b. Social studies” under “Section 1. General Education” on page 12 of Revised (1971) Bulletin 746:

b. Social studies (anthropology, economics, geography, history, political science, sociology, and a survey of social science): A minimum of 12 semester hours, including at least three semester hours in United States history and three semester hours in geography (other than the geography of a state).

C. Proposed replacement for “Item c” under “Section 3. Specialized Academic Education” on page 13 of Revised (1971) Bulletin 746:

c. A course in nutrition education (two semester hours) or the competencies appropriate to such a course.

#### Proposal No. 9

Proposed addition (adding “an introductory course in the study of exceptional children, or the competencies appropriate to such a course”) to “Item d” under “Section 2. Professional Education (for Elementary Teachers)” in Revised (1971) Bulletin 746:

d. At least 12 semester hours of professional teacher education courses appropriate to the elementary level, including three semester hours in child psychology, an introductory course in the study of exceptional children (or the competencies appropriate to such a course), and six semester hours in the teaching of reading, including at least three semester hours of credit for a practicum or laboratory situation involving work with children and materials of instruction.

#### Proposal No. 10

Proposed certification requirements for middle school teachers:

Minimum Requirements for Approved Middle Teacher-Education Programs for School Teachers (Grades 4-9)

##### 1. General Education

A minimum of 46 semester hours of credit, designed to develop a broad cultural background, is

required. The work must be taken in the five areas listed below:

a. English: A minimum of 12 semester hours, including three semester hours in grammar and three hours in composition.

b. Social Studies: (anthropology, economics, geography, history, political science, sociology, and survey of social science): A minimum of 12 semester hours, including at least three semester hours in United States history and three semester hours in geography (other than the geography of a state).

c. Science: A minimum of 12 semester hours, including at least three semester hours in biological science and at least three semester hours in physical science.

d. Mathematics: A minimum of six semester hours.

e. Health and Physical Education: A minimum of four semester hours.

##### 2. Professional Education

A minimum of 24 semester hours of credit in professional education courses is required. The work must be taken in the four areas listed below:

a. At least three semester hours of history of education, introduction to education, foundations of education, and/or philosophy of education.

b. At least three semester hours in principles of teaching in the middle school.

c. At least six semester hours in student teaching at the middle school level.

The student teaching shall be under the control and supervision of the institution in which the student teacher is enrolled. Whether or not the school in which the student teaching is done is administered by the institution, the regular teacher under whose direction the student teaching takes place shall be a representative of or approved by the School of Education or Department of Education of the institution and shall be certified as a supervisor of student teaching.

The application for certification shall indicate that the applicant has earned credit in student teaching by devoting at least one semester (min-



imum of 90 clock hours) to directed observation, participation, conferences with the supervisor, and actual teaching. No less than 60 clock hours shall be in actual teaching. This shall be done in an organized middle school with combination of grades 4-9. Definition: A middle school is defined as a school composed of a combination of grade levels ranging from grade 4 through grade 9 housed in a separate school plant from other grades and administered as a middle school.

d. At least 12 semester hours of professional teacher-education courses appropriate to the elementary level, including three semester hours in developmental psychology, an introductory course in the study of exceptional children (or the competencies appropriate to such a course), and six semester hours in the teaching of reading, including at least three semester hours of credit for a practicum or laboratory situation involving work with children and materials of instruction.

### 3. Specialized Academic Education

The minimum requirements for all elementary teachers in addition to the general education and professional education listed above, are as follows:

- a. Children's literature—three semester hours
- b. Speech—three semester hours
- c. A course in nutrition education (two semester hours) or the competencies appropriate to such a course
- d. Louisiana history and/or Louisiana geography—three semester hours
- e. Art for the elementary school (not crafts)—three semester hours
- f. Music for the elementary school—three semester hours
- g. Health and physical education for elementary school—four semester hours

### 4. Subject Area Specialization:

The minimum requirements for all middle school teachers in addition to the general, professional, specialized academic education listed above shall be at least twelve (12) semester hours in a major subject area. The area must be in one of those designated as areas of certification for secondary teachers.

#### Special Certification Regulations for Middle School Teachers

Middle school teachers are defined as teachers employed in a school distinctively organized and

administered as a middle school with a combination of grade levels of 4 through 9. Teachers employed in a designated middle school shall have completed a program as outlined in this Bulletin with these exceptions: (1) The middle school teacher may teach in grade 9 (if part of the organization), as well as the other grades, provided that his area of subject concentration is equivalent to the minimum requirements in the subject area to be taught as that required for the secondary teacher teaching in grade 9. (2) The secondary teacher may teach in a middle school organization provided that he teaches in the subject area(s) in which he is certified. In addition, the secondary teacher must have completed a course in child psychology in order to teach any grade level below the seventh grade.

#### Proposal No. 11

Recommendation that the following certification requirements under "Item f. Teachers in Speech and Hearing Therapy", page 27 of Revised (1971) Bulletin 746 be retained and that such a program be an additional program that a university may implement if it sees fit.

- f. Teachers in Speech and Hearing Therapy (minimum of 27 semester hours)

Anatomy and physiology of speech and hearing mechanisms—three semester hours

Phonetics, semantics, speech and voice science, psychology of speech, experimental phonetics—three semester hours

At least two courses in speech correction and/or speech pathology (stuttering, voice disorders, cleft palate, aphasia, cerebral palsy)—six to nine semester hours

Clinical practicum: At least 200 clock hours—three to six semester hours

Hearing problems and the testing of hearing (at least one course), introduction to audiology, auditory training, speech reading, speech for the acoustically handicapped, problems of the child with a hearing loss—six semester hours

Mental hygiene or psychology of adjustment—three semester hours

Louisiana State Board of Education  
Dr. Earl Ingram, Director

## NOTICE OF INTENT

### Louisiana Engineers Selection Board

The Louisiana Engineers Selection Board will meet at 10:00 a.m. May 12, 1975, on the Fourth Floor of the State Capitol to adopt the following proposed rules. Any interested person may submit written comments to the Louisiana Engineers Selection Board, Box 44095, Baton Rouge, Louisiana 70804.

#### Rules of Organization

##### Article I

###### Name

The name of this Board is the "Louisiana Engineers Selection Board", hereinafter referred to as "Board", and its domicile shall be in Baton Rouge, Louisiana.

##### Article II

###### Authority

The Louisiana Engineers Selection Board shall be organized in accordance with the provisions of Executive Order No. 76 of Edwin Edwards, Governor of Louisiana, under date of November 15, 1974.

##### Article III

###### Objective

The objective of this Board is to provide a system for the nonpolitical selection of professional services rendered by the professional engineering firms practicing in the State of Louisiana that is impartial, equitable and in the best public interest of the citizens and taxpayers of Louisiana.

##### Article IV

###### Members

Section 1. The Board shall be composed of five (5) members, appointed and serving terms in accordance with the provisions of the authority stated in Article II.

Section 2. Any member desiring to resign from the Board shall submit his resignation in writing to the Governor of Louisiana, with a copy addressed to the Chairman of the Board. The effective date of resignation shall be the date of receipt by the Governor's Office.

Section 3. The appointment to fulfill the vacancy, due to resignation or death, or just cause, shall be made in the same manner as the original appointment.

##### Article V

###### Officers

Section 1. The officers of this Board shall be a Chairman and a Vice Chairman. These officers shall perform the duties prescribed in the "Authority" and by these rules.

Section 2. Nomination and election of the Chairman and the Vice Chairman shall be made at a meeting held on the second Monday in January and July of each year.

Section 3. The Chairman and the Vice Chairman shall be elected to serve for a period of six (6) months or until their successors are elected and their term of office shall begin at the close of the meeting at which they are elected.

Section 4. No member shall hold more than one office at a time. A member may serve consecutive terms.

Section 5. The duties of the several officers shall be as follows:

Chairman: The Chairman shall:

- a. Be the presiding officer at meetings of the Board.
- b. Have the authority to order a special meeting of the Board.
- c. Be responsible for coordinating the activities of the Board.
- d. Appoint all committees and serve as an ex-officio member thereof (except the nominating committee).
- e. Authenticate by his signature, when necessary, all acts, orders and proceedings of the Board.
- f. See that all orders and resolutions of the Board are carried into effect.
- g. Have the authority to issue the official notifications of the intent of an agency to contract for professional engineering services.

Vice Chairman: In the event of absence or incapacity of the Chairman, the Vice Chairman shall assume the duties of the Chairman as outlined above. In the absence of the Executive Secretary, the duties of the Executive Secretary shall devolve upon the Vice Chairman.

##### Article VI

###### Executive Secretary

The office of Executive Secretary shall be furnished to the Board by the Division of Administration of the State of Louisiana, subject to approval of the Board.

Executive Secretary: The Executive Secretary shall:

- a. Give notice of all meetings of the Board and its committees.