

### §307. Meetings

A. The board shall be domiciled in Baton Rouge and shall hold its meetings in places to be designated by the board. The chair will call meetings after consultation with board members or by a majority of members voting at a regular meeting. Reasonable notice of all board meetings will be given by posting the meeting place and time, seven days before the meeting, on the door of the office of the board and in two places in the building housing the office of the board. The board may examine, approve, revoke, suspend, and renew the license or provisional license of applicants and shall review applications at least once a year.

#### B. Open Meetings Via Electronic Means

##### 1. Postings Prior to Meeting Via Electronic Means

a. At least 24 hours prior to the meeting, the following shall be posted on the board's website:

- i. meeting notice and agenda; and
- ii. detailed information regarding how members of the public may:

(a). participate in the meeting via electronic means, including the applicable videoconference link and/or teleconference phone number; and

(b). submit written comments regarding matters on the agenda prior to the meeting.

##### 2. Electronic Meeting Requirements and Limitations

a. Any meeting conducted via electronic means shall be in compliance with requirements outlined in R.S. 42:17.2(C).

b. An online archive of any open meetings conducted via electronic means shall be maintained and available for two years on the board's website.

##### 3. Disability Accommodations

a. People with disabilities are defined as any of the following:

- i. a member of the public with a disability recognized by the Americans with Disabilities Act (ADA);
- ii. a designated caregiver of such a person; or
- iii. a participant member of the agency with an ADA-qualifying disability.

b. The written public notice for an open meeting, as required by R.S. 42:19, shall include the name, telephone number and email address of the designated agency representative to whom a disability accommodation may be submitted.

c. The requestor with an accommodation shall be provided the teleconference and/or video conference link for participation via electronic means as soon as possible following receipt of the request, but no later than the start of the scheduled meeting.

d. Participation via electronic means shall count for purposes of establishing quorum and voting.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1101-1123 and Act 393 of the 2023 Regular Session of the Louisiana Legislature.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Board of Examiners of Professional Counselors, LR 14:82 (February 1988), amended by the Department of Health and Hospitals, Licensed Professional Counselors Board of Examiners, LR 29:129 (February 2003), 39:1782 (July 2013), LR 41:709 (April 2015), amended by the Department of Health, Licensed Professional Counselors Board of Examiners, LR 50:686 (May 2024).