

## BYLAWS

The mission of the Board of Supervisors for the University of Louisiana System shall be to provide direction, control, supervision, management, and assistance to the institutions of the University of Louisiana System in their efforts to provide quality education, research, creative activities, and service.

### SECTION I. DEFINITIONS

- A. University of Louisiana System. The term "University of Louisiana System" or "System" when used in these bylaws shall refer to the system of campuses governed by the Board of Supervisors for the University of Louisiana System as contained in R.S. 17:3217 and, as amended through July 1, 1999, includes the following institutions:

Grambling State University at Grambling  
Louisiana Tech University at Ruston  
McNeese State University at Lake Charles  
Nicholls State University at Thibodaux  
Northwestern State University of Louisiana at Natchitoches  
Southeastern Louisiana University at Hammond  
University of Louisiana at Lafayette  
University of Louisiana at Monroe (Revision approved 8/27/99)

- B. The Board of Supervisors for the University of Louisiana System. The term "Board of Supervisors for the University of Louisiana System" or "Board of Supervisors" as used in these bylaws shall refer to the governing board of the University of Louisiana System and shall be composed of the Board of Supervisors duly appointed and qualified as provided by law.

- C. Members of the Board. The Board of Supervisors is composed of two members from each congressional district and one member from the state at-large who are appointed by the governor with consent of the Senate, and who shall serve overlapping terms of six years (La. Const., Art. 8, Sec. 6.B.). A vacancy occurring prior to the expiration of a term shall be filled for the remainder of the unexpired term by appointment by the governor, with consent of the Senate (La. Const., Art. 8, Sec. 6.C.).

A student member on the Board, having all of the privileges and rights of other Board members, shall serve a term not to exceed one year and shall not be eligible to succeed himself (La. Const., Art. 8, Sec. 8.B.). The student member shall be elected to the Board by and from the membership of a council of student body presidents of the colleges and universities within the System and, at the time of the appointment, shall be a full-time student at the college or

university at which enrolled (R.S.17:1806). The student member's term shall begin on September first of each year.

- D. Chairman of the Board. The term "Chairman of the Board" as used in these bylaws shall refer to the member who is duly elected Chairman or Acting Chairman of the Board.
- E. President of the System. The term "President of the System", or "System President" as used in these bylaws shall refer to the individual duly appointed by the Board as its chief executive officer.

## **SECTION II. OFFICERS**

- A. Election. At the regular meeting of the Board in December of each calendar year, the Board shall elect a Chairman and a Vice Chairman from the membership of the Board. Each shall hold office for one year or until a successor has been elected. An officer of the Board shall be eligible for no more than two consecutive one-year terms in the same office. In filling vacancies for unexpired terms, an officer who has served more than half a term is considered to have served a full term in that office. (Revision approved 9/27/96)
- B. Chairman. It shall be the duty of the Chairman to preside at all meetings of the Board, to name the members of all standing and special committees of the Board, to fill all vacancies in the membership of such committees in accordance with the provisions of these bylaws, and to direct the chair of each committee to call special meetings as deemed necessary.
- C. Vice Chairman. In the absence of the Chairman, it shall be the duty of the Vice Chairman to perform the duties of the Chairman.
- D. Secretary. The System President shall serve as Secretary to the Board, to the Executive Committee, and to standing and special committees and shall, ex officio but without vote, be a member of all such committees unless otherwise specified and shall be responsible for maintaining all minutes, papers, records, and documents of the Board.
- E. Board Parliamentarian. The person serving in this position shall be a member of the Board, shall be appointed by the Board Chairman, and shall serve as a member of the Executive Committee.

### SECTION III. MEETINGS

- A. Regular. The Board or Executive Committee may meet monthly. The Board shall meet on or before the second Monday of January each year (R.S. 17:1833, E). A majority of the members of the Executive Committee shall constitute a quorum for the transaction of business. Whenever the Board has delegated to the Executive Committee full power to act with respect to a matter, affirmative action by a majority of the Committee present shall be required (R.S. 17:3207B). The Executive Committee shall meet monthly except in those months in which the Board conducts meetings.
  - 1. The Board shall meet one day per month with Committees of the Whole and, if within 24 hours of the time the agenda is submitted to the System staff the President determines for a good cause that the meetings should encompass two days, the System staff will so advise the Board members.
  - 2. All regular meetings of the Board shall be open to the public except when otherwise voted for the consideration of executive matters. No final or binding action shall be taken in a closed or executive session.
- B. Special. A special meeting of the Board may be called by the Chairman or upon receipt of a written request signed by nine members specifying the purpose of the desired meeting. Written notification shall be sent to each member at least three calendar days before the time of the meeting. In cases of extraordinary emergency, notification shall be given 24 hours before the meeting, or by such time as the Chairman deems appropriate and circumstances permit.  
(Revision approved 1/5/96)
- C. Quorum. A majority of voting members, nine, shall constitute a quorum for the transaction of business at any regular meeting. If there is one vacancy or more than one vacancy on the Board, eight voting members shall constitute a quorum for the transaction of business at any regular or special meeting.
- D. Vote. An affirmative vote by a majority of the Board, nine members, is required for any official action of the Board. If there is one vacancy or more than one vacancy on the Board, an affirmative vote by eight members is required for any official action of the Board.
- E. Motions. Any Board member has the right to require that a motion be in writing before being voted on by the Board.
- F. Rules of Order. When not in conflict with any of the provisions of these bylaws, Robert's Rules of Order (latest revision) shall constitute the rules of parliamentary procedure applicable to all meetings.

- G. Order of Business. The order of business of regular meetings of the Board shall be as follows:
1. Roll call and invocation
  2. Correction and approval of minutes of the preceding regular meeting and of subsequent special meetings
  3. Reports and recommendations of standing committees
  4. Reports and recommendations of special committees
  5. Reports and recommendations of System President
  6. New business
  7. Other
- H. Agenda. All regular meetings of the Board shall be open to the public except when otherwise voted for the consideration of executive matters. No final or binding action shall be taken in a closed or executive session. At least ten days prior to each regular meeting, the System President shall prepare and forward to each member a tentative agenda for the meeting. The System President shall place on the agenda any item requested by a Board member when submitted prior to agenda deadline with the approval of the Chairman. Any item may be acted on even though not listed on the published agenda with approval of two-thirds (2/3) of the members present. (Revision approved 1/5/96)
- I. Poll of Membership. A poll by mail or phone shall be authorized in an advisory capacity only when, in the opinion of the Chairman, an emergency exists.
- J. Compensation of Members. Each member shall be paid \$50 for each day of attendance at Board meetings, meetings of committees on which the member serves, or while conducting duties assigned by the Board, plus travel and other expenses incurred in the performance of official duties. Reimbursement of travel and expenses shall conform to state regulations governing such expenses for state officials. (*See PPM.*)
- K. Minutes. The minutes of Board or committee meetings shall record official action taken upon motions or resolutions and may contain a summary or report of the action and pertinent discussions. In all cases when the action is not by a unanimous vote, the yeas, nays, and abstentions of the individual members shall be recorded upon the request of any member. The remarks, personal views, or vote explanations of an individual member shall be included in the minutes upon request of that member. The minutes of meetings become official when approved by the Board or respective committee at a subsequent meeting. Official actions of the Board may be distributed by the Chairman or by the System President after each meeting and prior to the completion or approval of the minutes.

- L. Reference to Committees. Prior to official action, the Board may refer any matter to an appropriate committee.
- M. Presentation of Materials to the Board. All institution presidents shall submit 44 copies of relevant materials for each agenda item at least 15 calendar days prior to a Board meeting.
- N. Attendance at Meetings. The acceptance of an appointment to serve as a member of the Board of Supervisors carries with it an expectation of attendance at regular meetings of the Board. Any Board member having three or more unexcused absences from regular meetings of the Board in a calendar year will be asked to resign from service on this Board. Official excuses for absences may only be granted by the Chairman of the Board or the Chairman's designee and these will be made part of the Board records. (Addition approved 9/27/96)

#### **SECTION IV. COMMITTEES**

- A. Executive Committee. There shall be an Executive Committee consisting of the Board's Chairman, Vice Chairman, Parliamentarian, and other members appointed by the Chairman from among committee chairs. The Executive Committee shall consider matters referred to it by the Board, shall execute orders and resolutions assigned to it by the Board, and shall take immediate action if an emergency requiring such action arises between Board meetings. All acts of the Executive Committee, except those matters in which the Board shall have delegated full authority to the committee to act for it, shall be submitted to the Board for ratification or rejection at its next meeting.
- B. Standing Committees. All standing committees shall consist of no less than five voting members. Unless and until otherwise decided by the vote of a majority of the membership of the Board, the standing committees of the Board shall be the following:
  1. Academic and Student Affairs. To this committee may be referred matters concerning academic organization, curricula, other academic affairs, faculty, scholarships, and other student affairs.
  2. Athletic. To this committee may be referred all matters of policy concerning athletic programs.
  3. Finance. To this committee may be referred all matters related to financial and budgetary operations.
  4. Grievance. To this committee may be referred grievances brought to the Board by personnel or students of the colleges and universities under its jurisdiction in accordance with established policies and procedures.
  5. Facilities Planning. To this committee may be referred matters relating to facilities planning at the institutions.

6. Legislation. To this committee may be referred all matters related to legislation which may affect education.
  7. Personnel. To this committee may be referred matters related to personnel and employment. (Revisions approved 2/27/98)
- C. Action by Committee. An affirmative vote of a majority of a committee is required for any official action.
- D. Appointment and Term. Members of all standing committees, one of whom shall be named Chairman and one Vice Chairman, shall be appointed by the Chairman of the Board within 30 days following the election of officers. The term of committee appointees shall run concurrently with that of the Chairman of the Board. A member of the Board shall be eligible to chair any specific committee for no more than two consecutive terms. In filling vacancies for unexpired terms, a chairman who has served more than half a term is considered to have served a full term. (Revision approved 9/27/96)
  1. A committee chairman at any committee meeting may appoint to membership on the committee any Board member in attendance at the committee meeting then being held. The Chairman of the Board shall be an ex officio member of each committee with all the rights of other members.
  2. Vacancies occurring among the appointed members of any committees, however arising, shall be filled by the Chairman of the Board for the remainder of the term.
- E. Meetings of the Standing Committees. It shall be the duty of the chairman of each committee to call and to preside over necessary meetings. Minutes of each committee meeting, showing actions and recommendations, shall comply with the provisions of Bylaws, Section III, Item K ("Minutes").
- F. Quorum for Committee Meetings. A majority of the members of any committee shall constitute a quorum for the transaction of business. In the event that regularly assigned members are insufficient to constitute a quorum, the Chair may select other members to serve and constitute a quorum. In the event the Chair or Vice-Chair are not present, any member may act in this capacity for purposes of the meeting only.
- G. Special Committees. As the need arises, the Board or the Chairman of the Board may create special committees for temporary periods not exceeding the term of the Chairman of the Board.
- H. Representatives on Standing Committees of the Louisiana Board of Regents. In accordance with the provisions of R.S. 17:3399.5, representatives from the Board of Supervisors to serve

on selected standing committees of the Louisiana Board of Regents shall be as follows:  
(Addition approved 1/9/98)

<u>Board of Regents Committee</u>	<u>Board of Supervisors Representative</u>
Academic and Student Affairs Committee	Chair of the Academic and Student Affairs Committee, Committee Vice Chair is the alternate
Facilities and Property Committee	Chair of the Facilities Planning Committee, Committee Vice Chair is the alternate
Finance Committee	Chair of the Finance Committee, Committee Vice Chair is the alternate
Legislation Committee	Chair of the Legislation Committee, Committee Vice Chair is the alternate

## **SECTION V. DUTIES, POWERS AND FUNCTIONS**

- A. General Duties. It shall be the function of the Board to establish and maintain in each college and university the highest quality of instruction, research, and service.
- B. General Statement of Administrative Policy. The Board shall determine broad administrative and educational policies for the conduct of all Board, System, and institutional affairs and it shall provide for the execution of its policies by the System President and by the institution presidents.
- C. Other Duties, Powers, and Functions. In its supervision and management of the institutions under its administration, the Board shall have authority to:
  - 1. sue and be sued, including the right to recover all debts owed to the Board or to any institution under its management, and to retain legal counsel;
  - 2. actively seek and accept donations, bequests, or other forms of financial assistance for educational purposes from any public or private person or agency and to comply with rules and regulations governing grants from the federal government or any other person or agency not in contravention of the Constitution and laws of the State of Louisiana;
  - 3. receive and expend or allocate for expenditure to the institutions under its jurisdiction all monies appropriated or otherwise made available for purposes of the Board and/or the institutions under its jurisdiction;
  - 4. borrow money and issue notes, bonds, or certificates of indebtedness for the same and pledge fees, rents, and revenues to guarantee payment thereof, in accordance with law and with approval of the State Bond Commission;

5. determine the fees which shall be paid by students and maintain in the System office, as a public record available on request, a current schedule of such charges;
6. purchase land and purchase or construct buildings necessary for the use of its institutions in accordance with applicable laws;
7. purchase equipment and properly maintain and make improvements to facilities necessary for the use of its institutions in accordance with applicable laws;
8. lease land or other property belonging to it or to any of the institutions within its System in accordance with law;
9. sell or exchange land or other property not needed for institutional purposes in accordance with law;
10. employ or approve employment, fix or approve salaries, fix or approve the duties and functions of personnel for the System office and for its institutions, maintain in the System office, as a public record available on request, a current list of approved salaries;
11. accept and approve curricula and programs of study;
12. adopt, amend, or repeal rules and regulations necessary or proper for the business of the Board and for the governance of the institutions under its jurisdiction;
13. adopt, amend, or repeal rules and regulations for the governance and discipline of students;
14. affiliate with any institution giving any special course of instruction upon such terms as the Board deems appropriate, which terms may include the retention by such institution of the control of property, faculty, and staff;
15. award certificates, confer degrees and issue diplomas certifying the same, as well as adopt, amend, or repeal rules and regulations pertaining to the conferring of degrees; (Revision approved 2/24/95)
16. enter into contracts and agreements with other public agencies with respect to cooperative enterprises and undertakings relating to or associated with its institutions' purposes and programs;
17. perform such other functions as are necessary or incidental to the supervision and management of its institutions;
18. elect the heads of institutions as prescribed by law;
19. employ such technical and professional assistance as needed;
20. assign, designate, or determine the name of, or rename, any building under the jurisdiction of the Board;
21. assign, designate, or determine the name of, or rename, any institution or building under the jurisdiction of the Board, subject to statutory law;
22. review and approve any action the Board deems necessary at the institutional level; and
23. perform other duties and actions as prescribed by law and/or deemed necessary for efficient operation of the System.

## SECTION VI. STAFF

- A. System President. The System President shall be appointed by the Board and shall act as the chief executive officer of the University of Louisiana System.

The System President shall have an earned doctorate, extensive experience in higher education, and be able to interact effectively with state and higher education officials and the public. Compensation for the System President shall be more than that received by the presidents of the System institutions and shall include provision for housing and expenses consistent with the other two systems (LSU and Southern) and all other benefits as provided for in Chapter III-Section 4.

The System President shall be responsible to the Board for the conduct of the affairs of the System and shall execute and enforce all of the decisions, orders, rules, and regulations of the Board. The System President shall have the following duties, responsibilities and authority:

1. The System President shall be the single, authoritative representative of the System in addressing the Governor, the Legislature, individual legislators, the Board of Regents, other state officials, and the public on matters of System policy. However, this does not prohibit the institution presidents from appealing on their personal behalf when deemed necessary. Institution presidents assist as requested by the System President.
2. The System President shall meet with the institution presidents collectively on a regular basis to discuss matters of mutual concern. In the organizational structure of the System, the institution presidents shall report to the System President, and the System President reports to the Board.
3. The System President, upon the vacancy of an institutional presidency, shall serve as the non-voting chairman of a search committee appointed by the Chairman of the Board in accordance with Board Rules and Act 313, Section 3303 which states, "there shall be a head of each college and university, who shall be appointed by its Board, taking into consideration the recommendations of the president or chief administrative officer of the System. The Board shall adopt an appropriate title by which each head shall be designated. The head of each college and university shall serve at the pleasure (at will) of the Board, at a salary fixed by the Board." Resignations by institution presidents are submitted to the System President and forwarded to the Board in conformity with Board policy.
4. The System President, in preparing recommendations to the Board, shall call upon senior staff personnel for assistance as deemed necessary. Staff personnel is defined as not only System office employees, but also administrators (deans, department heads, vice presidents, campus heads, etc.) at System institutions.

5. The System President, in consultation with the Chairman of the Board, sets the agenda for Board meetings. Institution presidents submit agenda items to the System President who recommends action to the Board.
6. At meetings of the Board, the System President calls upon institution presidents to address their respective institutional concerns. The System President addresses items of System-wide concern and coordinates all presentations.
7. Institutional personnel actions, relative to unclassified employees, which are the responsibility of the institution presidents, are submitted to the System President and analyzed by the System staff. Approval may be granted to proceed with search processes. Final action is presented to the System office for evaluation and forwarded with the System President's recommendation for Board approval. (Revision approved 6/25/99)
8. Grievance appeals from the decision of the president of an institution are processed through the System President's office to the Grievance Committee of the Board. In other personnel disputes, the System President, or a designee, works with the president of an institution as needed.
9. Institutional legislative budget requests and operating budgets are submitted to the System President, analyzed by the System staff, and forwarded with the System President's evaluations and recommendations to the Board for action.
10. The System President's office may conduct System-wide academic program reviews to ensure the most appropriate use of state resources and shall report findings to the Board. Primary responsibility, however, for quality control of curricula resides with the individual institutional faculties. Each institution is expected to provide for ongoing program reviews in order to ensure that standards are maintained and that institutional resources are effectively used.
11. Contracts (as required by Act 313) requiring approval of the Board are processed by the System President's office and forwarded, with the System President's recommendations, to the Board.
12. The System President, or a designee, may meet at the System President's discretion, with the councils which serve as advisory groups to the Board.
13. Personnel in the System office are appointed by the System President, subject to the ratification of the Board, and serve at the will of the System President.
14. The System President shall submit to the Board such studies and reports as the Board may require.
15. The System President may perform other duties prescribed by the Board or duties necessary for the efficient operation of the office or System.
16. The System President may develop whatever operating policies and directives necessary for the efficient operation of the office or System.

17. The System President shall appoint committees, councils, task forces, etc. as deemed necessary to conduct office or System business.
  18. The System President may designate a staff member to perform any duty authorized to be performed by the System and to execute any document associated with the performance of those duties. (Revision approved 8/27/99)
- B. Vice President for Academic Affairs. The Vice President for Academic Affairs shall be appointed by the Board and have the following qualifications:
1. an earned doctorate;
  2. demonstrated success in college/university teaching and administration at the level of academic dean or higher;
  3. credentials to warrant appointment as a tenured professor at one of the System campuses; and
  4. possess an understanding of the nature of relations between institutions, between faculty members and administrators, between institutions and the Board, and between academia and society.
- The Vice President shall serve as the chief academic and research officer for the System with duties to include the following:
1. conduct assignments as directed by the System President;
  2. assist institutions in achieving their academic and research goals;
  3. provide academic and research coordination and assistance for the System;
  4. execute long-range planning for, and evaluation of, academic programs;
  5. monitor institutional and program accreditation;
  6. provide assistance for instructional improvement and faculty development;
  7. provide assistance in developing policies on admissions procedures and criteria;
  8. promote and monitor assessment programs as developed at each institution;
  9. maintain liaison with the Board of Regents, the Board of Elementary and Secondary Education, and other appropriate state agencies;
  10. ensure communication between institutional faculties, the System office, and the Board;
  11. monitor equity with regard to policies on faculty salaries, leave, promotion, and tenure within the System;
  12. monitor and facilitate the development of library and other learning resources within the System;
  13. monitor and facilitate long-range planning processes at each institution;
  14. from each institution, gather and evaluate academic and research data to be used in Board decision making;
  15. facilitate institutions' efforts to obtain external funds for academic and research support;
  16. monitor national trends and new developments in academic and research matters;

17. supervise the compilation and maintenance of records that have current, archival, and research value; and
  18. supervise the compilation and maintenance of records for student, faculty and staff grievances.
- C. Vice President for Finance and Administration. The Vice President for Finance and Administration shall be appointed by the Board and shall report directly to the System President. This officer serves as the Chief Financial and Administrative Officer of the University of Louisiana System. The Vice President for Finance and Administration shall have the following qualifications:
1. a bachelor's degree with an emphasis in accounting, finance, or business administration; and
  2. demonstrated success in higher education administration, preferably in a campus setting. Ten years of experience, at least five of which should be in a senior administrative or executive level position, is required.
- The duties of the Vice President for Finance and Administration shall be as follows:
1. to provide professional counsel and advice, and to formulate, administer and interpret Board policies and procedures;
  2. to coordinate and direct all activities of a financial and administrative nature within the broad scope of authority delegated to this position;
  3. to provide broad direction and coordination of activities related to the formulation and presentation of annual operating budgets to the System President, the Board of Supervisors, the Board of Regents, the Office of Planning and Budget, the State Legislature, and other appropriate agencies;
  4. to direct and conduct periodic reviews and analyses of the System institutions' operating budgets during the fiscal year, informing the System President of performance trends and the financial status of the University of Louisiana System;
  5. to establish and maintain a system of classification and compensation ranges for unclassified college and university employees to aid in compliance with applicable federal and state laws and regulations;
  6. to review and recommend approval of all contracts and leases between the University of Louisiana System institutions and other State agencies, external entities, corporations, or individuals, including final review of all contracts requiring the System President's signature;
  7. to provide direction for and assistance to the System campuses in establishing functional internal audit programs, and to review all audits conducted by the internal audit staffs, the Legislative Auditor's Office, and any other special or external audits to ensure that noted deficiencies are followed up and corrected;

8. to provide leadership in establishing priorities for the development of campus automated information systems plans, including computer hardware configurations, human resource needs, operating system and application software requirements, and networking configurations;
  9. as may be delegated by the System President, to establish and maintain an approval system for all personnel actions to ensure compliance with applicable laws and regulations; and
  10. conduct assignments as directed by the System President.
- D. Other Staff. Other staff members of the System office may include the following: System Director of Facilities Planning, System Director of Finance, System Director of Planning and Development, Field Auditor, Board Recorder, administrative assistants, accountants, and secretarial staff. Other vice presidents or staff members may be appointed as deemed necessary by the System President to conduct System business.

## **SECTION VII. COUNCILS**

- A. Presidents' Council. A Presidents' Council shall be composed of each of the presidents of the institutions governed by the Board. It shall enact its own bylaws and rules of procedure consistent with the policies of the Board.
- The Council shall elect its own Chairman and Vice Chairman. The Presidents' Council shall meet upon call by its Chairman or at the direction of the System President. The Presidents' Council shall bring matters to the attention of the System President, shall consider matters referred to it by the System President, and make recommendations to the System President for possible Board consideration.
- B. Council of Vice Presidents for Academic Affairs. A Council of Vice Presidents for Academic Affairs shall be composed of each of the Vice Presidents for Academic Affairs in the institutions governed by the Board. It shall enact its own bylaws and rules of procedure consistent with the policies of the Board.
- The Council shall elect its own Chairman and Vice Chairman. It shall meet upon call by its Chairman or at the direction of the System President or the System Vice President for Academic Affairs. The Council shall bring matters to the attention of the System President through the System Vice President, consider matters referred to it by the System office, and make recommendations to the System President through the System Vice President. The System President will discuss these items, as appropriate, with the Presidents' Council. As normal protocol, institution presidents should be made aware of agenda items to be discussed by each council.

- C. Council of Chief Officers for Financial Affairs. A Council of Chief Officers for Financial Affairs shall be composed of each of the Chief Financial Officers in the institutions governed by the Board. It shall enact its own bylaws and rules of procedure consistent with the policies of the Board.

The Council shall elect its own Chairman and Vice Chairman. It shall meet upon call by its Chairman or at the direction of the System President or the System Vice President for Finance and Administration. The Council shall bring matters to the attention of the System President through the System Vice President, consider matters referred to it by the System office, and make recommendations to the System President through the System Vice President. The System President will discuss these items, as appropriate, with the Presidents' Council. As normal protocol, institution presidents should be made aware of agenda items to be discussed by each council.

- D. Council of Chief Officers for Student Affairs. A Council of Chief Officers for Student Affairs shall be composed of each of the Chief Officers for Student Affairs in the institutions governed by the Board. It shall enact its own bylaws and rules of procedure consistent with the policies of the Board.

The Council shall elect its own Chairman and Vice Chairman. It shall meet upon call by its Chairman or at the direction of the System President or the System Vice President for Academic Affairs. The Council shall bring matters to the attention of the System President through the System Vice President for Academic Affairs, consider matters referred to it by the System office, and make recommendations to the System President through the System Vice President for Academic Affairs. The System President will discuss these items, as appropriate, with the Presidents' Council. As normal protocol, institution presidents should be made aware of agenda items to be discussed by each council.

- E. Council of Chief Officers for Facilities Planning and Operations. A Council of Chief Officers for Facilities Planning and Operations shall be composed of a facilities director or administrator from each institution governed by the Board. It shall enact its own bylaws and rules of procedure consistent with the policies of the Board.

The Council shall elect its own Chairperson and Vice Chair. It shall meet upon call by its Chair or at the direction of the System President or the System Director of Facilities Planning, to address facilities-related issues that affect each campus. The Council shall bring matters to the attention of the System President through the System Director of Facilities Planning, consider matters referred to it by the System office, and make recommendations to the System President through the System Director of Facilities Planning. The System President will discuss these items, as appropriate, with the Presidents' Council. As normal protocol, institution presidents should be made aware of agenda items to be discussed by each council.  
(Addition approved 2/26/99)

- F. Faculty Advisory Council. The Faculty Advisory Council shall consist of one faculty representative and an alternate representative from each System institution. These persons shall be selected by the Faculty Senate of each institution. The institution from which the Faculty Advisory Council elects a Chairperson will provide sufficient funds to defray travel expenses of that Chairperson who will represent the faculties at Board meetings. Each institution shall pay expenses of its faculty representative (or alternate) to such meetings as the Faculty Advisory Council may call.
- G. Student Advisory Council (SAC). The Student Advisory Council shall consist of the president of the student government association from each institution under the jurisdiction of the Board.
- H. Other Councils. Other councils may be appointed as deemed necessary by the System President.

### **SECTION VIII. CHANGE OF BYLAWS**

- A. Changes in Bylaws. New bylaws may be adopted, and bylaws may be amended or repealed by a majority vote at any meeting of the Board. No action shall be taken unless notice of such proposed adoption, amendment, or repeal shall have been given at a previous meeting or unless notice in writing of the proposed change shall have been served upon each member of the Board at least 30 days in advance of the final vote upon such change.
- B. Waiving of Notice. The requirements for 30-day notice may be waived at any time by a vote of two-thirds of the entire membership of the Board.

### **SECTION IX. EFFECTIVE DATE FOR BYLAWS**

All amendments or additions to Part One, the Bylaws section of the Board RULES, shall become effective on the 10th day after Board adoption unless otherwise stated. (Revision approved 2/25/00)

### **SECTION X. REPEALING CLAUSE**

All rules, regulations, orders or resolutions heretofore enacted by the Board which are in conflict with these bylaws, are hereby repealed.