



REPRESENTING MORE THAN 214,000 STUDENTS STATEWIDE
THE LOUISIANA COUNCIL OF STUDENT BODY PRESIDENTS

CONSTITUTION, ELECTION CODE & BYLAWS

Constitution Enacted:

May 28, 1995

Constitution Amended:

May 26, 1996

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April 8, 2001

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November 16, 2004

March 6, 2006

April 15, 2007

February 6, 2010

April 9, 2011

PREAMBLE

We, the students of the Louisiana State University System (LSU System), the Southern University System (SU System), the University of Louisiana System (UL System), and the Louisiana Community and Technical College System (LCTC System), in order to promote communication among ourselves and the collegiate and university communities of which we are a part, and to further educational and social interests while maintaining an atmosphere congenial to the advancement of higher education, do ordain and establish this constitution for the Council of Student Body Presidents of Louisiana.

ARTICLE I

Enactment

Section 1 .

Organization Name

The governing body provided for by this constitution shall be known as the Council of Student Body Presidents of Louisiana (COSBP).

Section 2

Organization Composition

COSBP shall recognize the collegiate and university composition of the LSU System, the SU System, the UL System, and the LCTC System, and, thereby of COSBP itself, as inclusive of Louisiana State University and A&M College, Louisiana State University at in Shreveport, Louisiana State University at Alexandria, Louisiana State University at Eunice, Louisiana State University Law Center, Louisiana State University Health Sciences Center at New Orleans, Louisiana State University Health Sciences Center at Shreveport, University of New Orleans, Southern University and A&M College, Southern University at New Orleans, Southern University at Shreveport, Southern University Law Center, Grambling State University, Louisiana Tech University, McNeese State University, Nicholls State University, University of Louisiana at Monroe, University of Louisiana at Lafayette, Northwestern State University, Southeastern Louisiana University, Bossier Parish Community College, Delgado Community College, Nunez Community College, Baton Rouge Community College, Louisiana Delta Community College, Louisiana Technical College, South Louisiana Community College, River Parishes Community College, Sowela Technical Community College, and L.E. Fletcher Technical Community College.

Section 3

Organization Representation

Collegiate and university representation before COSBP shall be elicited from those Student Government Association, Student Government and Student Bar Association presidents of those colleges and universities belonging to the LSU System, the SU System, the UL System, and the LCTC System, and shall not be denied upon the basis of sex, sexual orientation, physical condition, age, race, ethnicity, cultural identity, religious practice, or other discriminating factors. Accordingly, each member college and university shall be granted one (1) vote, which shall reside with that college's or university's president, or by proxy, vice president or his/her executive designee who shall hold a SGA position. An executive officer is defined as a member school's President, Vice President, Treasurer, Secretary or that offices' equivalent. Members may be removed or recalled pursuant to the provisions established by the organization and set forth in the bylaws.

Section 4
Organization Purpose

The purpose of COSBP shall be to serve as a representative body for those students of those colleges and universities belonging to the LSU System, the SU System, the UL System, and the LCTC System. Accordingly, COSBP shall be entrusted with the authority to achieve its purpose in the following manner:

- A. convey the opinions, wishes, and needs of those students that it represents to the Louisiana Board of Regents;
- B. execute measures deemed necessary and beneficial in the improvement of the lives of those students that it represents; and
- C. build and maintain strong working relationships among its member Student Government Association, Student Government and Student Bar Association Presidents and, thereby, their respective member Student Government Associations, Student Governments and Student Bar Associations.

Section 5
Organization Authority

COSBP shall adhere to the authority of the Constitution of the State of Louisiana; under Article VIII, Section 8B, and Title 17 of the Louisiana Revised Statutes of 1950, Section 3121.1 over its rules and procedures.

ARTICLE II
Officers

Section 1
Executive Board

COSBP shall elect an Executive Board to coordinate its functions. All executive power of COSBP shall be vested in the Executive Board. Each office may be occupied by member Student Government Association, Student Government and Student Bar Association presidents from the same member system only once in consecutive years.

Section 2
Executive Board Composition

The Executive Board shall be comprised of the following:

- A. Student Member of the Louisiana Board of Regents;
- B. Chair - shall be the chief executive officer of COSBP;
- C. Vice Chair - shall be the assistant to the chief executive officer of COSBP;
- D. Secretary - shall be the clerical officer of COSBP;
- E. Parliamentarian - shall be the keeper of the meetings;
- F. Student Member of the LSU System Board of Supervisors;
- G. Student Member of the SU System Board of Supervisors;
- H. Student Member of the UL System Board of Supervisors; and
- I. Student Members of the LCTC System Board of Supervisors.

Section 3
Election of Officers

- A. COSBP shall elect a Student Member to the Louisiana Board of Regents, Chair, Vice Chair, Secretary, and Parliamentarian to serve as officers to the Executive Board pursuant to the procedure outlined in Article II of the COSBP Bylaws.
- B. At the meeting of COSBP held in May and in Baton Rouge for the purpose of electing officers, each system shall be required to convene and elect its student member to its respective management board.

ARTICLE III
Meetings

- A. COSBP shall meet at least twice once a quarter year. The COSBP shall meet any other time the COSBP Chair in consultation with the Executive Board and COSBP Advisors shall determine a meeting of the COSBP is necessary.
- B. The meeting of COSBP at which officers shall be elected shall be held in April or May and in C Baton Rouge or any other place that the COSBP Chair shall designate in consultation with the COSBP Advisors and shall not be counted toward the fulfillment of COSBP's obligation to adhere to the provisions in Article III, Section IA of this document.
- C. Over the course of one (1) academic year at least two one (1) meeting shall be held in South Louisiana and two one (1) meeting shall be held in North Louisiana.

ARTICLE IV
Standing Committees

- A. COSBP's standing committees shall include, but not be limited to the following:
 - 1. Legislative and Academic Affairs - shall be charged with addressing legislation and academic policy issues affecting higher education in Louisiana.
 - 2. Executive Initiatives - shall be charged with facilitating any initiative selected by COSBP.
 - 3. Research and Development - shall be charged with researching and maintaining appropriate records of COSBP; and
 - 4. External Affairs - shall be charged with coordinating all communication of COSBP.
- B. The Chair shall have the authority to establish ad hoc (temporary) committees that shall be charged with addressing matters that COSBP deems necessary and proper. These committees shall be in existence until such time that the matters delegated to them are fully resolved.

ARTICLE V
COSBP Resolutions

A resolution is defined as an official statement of the opinion of the COSBP, to include but not be limited to:

A. recommending action or representing opinion on behalf of the students of higher education in Louisiana to the State Legislature, the Board of Regents, any management board of higher education or any other entity that in COSBP considers to have influence over the students of higher education in Louisiana

B. commending individuals or groups for outstanding service or accomplishment and conveying a specific need to the appropriate officials. The procedure outlining the substance and adoption of resolutions is provided for in the bylaws.

ARTICLE VI
Amendment Process

This Constitution of the Council of Student Body Presidents of Louisiana (COSBP) may be amended by a two-thirds (2/3) vote of the member Student Government Association, Student Government and Student Bar Association presidents, or by his/her executive designee of a SGA position, present at a regular meeting of COSBP provided that notice of such amendment has been forwarded to COSBP's member Student Government Association, Student Government and Student Bar Association presidents no less than 30 days prior to a final vote by COSBP to take such action.

A. A two-thirds (2/3) vote of the member Student Government Association, Student Government and Student Bar Association presidents, or by proxy, vice president his or her executive designee of a SGA position, present at a regular meeting of COSBP shall be required to waive this rule.

B. Following the adoption of an amendment, a revised version of the Constitution of the Council of Student Body Presidents of Louisiana (COSBP) shall be distributed to COSBP's member Student Government Association, Student Government and Student Bar Association presidents and the COSBP Advisor at the next official meeting by the COSBP Chair.

ARTICLE VII
Area of Application

This Constitution of the Council of Student Body Presidents of Louisiana (COSBP), its Bylaws, official actions, and rules derived there from, shall be the supreme source of student authority and responsibility of COSBP. However, nothing herein shall be construed to deny or disparage fundamental rights retained by the member colleges and universities. Furthermore, nothing in this Constitution of the Council of Student Body Presidents of Louisiana (COSBP) shall be deemed to supersede the power and authority of the Board of Regents, the laws of the State of Louisiana, and the laws of the United States of America.

ARTICLE VIII
Ratification

The provisions of this Constitution of the Council of Student Body Presidents of Louisiana (COSBP) shall go into effect immediately upon passage by a two-thirds (2/3) of the voters in a regular meeting of COSBP. All constitutions, by-laws, rulings, and/or regulations in conflict with this Constitution of the Council of Student Body Presidents of Louisiana (COSBP) are hereby repealed and prohibited.

ARTICLE IX
Bylaws

COSBP shall have the authority to adopt bylaws, which shall enumerate the powers and responsibilities of its executive board and the procedures necessary to effectively govern. Such laws must be adopted by a two-thirds (2/3) vote of the member Student Government Association, Student Government and Student Bar Association presidents, or by proxy, vice presidents his/her executive designee of a SGA position, at a regular meeting of COSBP.

COSBP RULES GOVERNING ELECTIONS (ELECTION CODE)

ARTICLE I Election Commission

An Election Commission shall be charged with conducting all elections within COSBP.

Section 1 Election Commission Composition

A. The LSU System, SU System, UL System and LCTC System shall meet at the second regularly scheduled COSBP meeting, of the fall semester and elect from within their respective system a representative to serve on the election commission. Hence, the election commission shall be comprised of the following:

- a. one (1) student representative from the LSU System.
- b. one (1) student representative from the SU System;
- c. one (1) student representative from the UL System; and
- d. two 2 student representatives from the LCTC System.

B. The election commission shall meet by the first regularly scheduled COSBP meeting of the spring semester and elect from among the five members a commissioner-at-large and assistant commissioner--at-large by a two-thirds (2/3). The commissioner-at large and assistant commissioner-at-larger cannot be represented by the same system.

C. No SGA, SG and/or SBA president seeking a consecutive term in office shall be eligible for service on the election commission. If a member of the election commission should decide to pursue a consecutive term in office after being named to the election commission, he/she will thereby forfeit his/her position on the commission.

Section 2 Duties of Election Commission

A. The election commission shall be charged with performing the duties, which are inclusive of, but not limited to the following:

1. Work in conjunction with the commissioner-at-large to establish the qualification deadlines dates and times for all elections subject to approval by a two-thirds (2/3) vote of COSBP. These dates deadlines and times must be established no later than the second regularly scheduled COSBP meeting of the spring semester;
2. Assist the commissioner-at-large in composing and mailing a letter of correspondence to all member SGA, SG and SBA presidents and his/her advisor encouraging them to inform newly elected presidents of COSBP's existence and purpose and also of the positions which they will be eligible to seek in the upcoming elections. This letter of correspondence must be mailed no later than the second (2) Friday of April;
3. Assist in conducting the COSBP elections, which includes collecting and tabulating all ballots

4. Collect questions submitted by member SGA, SG and SBA presidents, or by proxy, vice presidents his /her executive of a SGA position, to present to candidates during their campaign speeches;
 5. Assist with sealing ballots in a large envelope for a period of no more than one (1) month, drafting the results of the election, and discarding all COSBP ballots pending the absence of complaints and grievances. Nonetheless, in the event that there is an election complaint the COSBP ballots shall not be discarded-
 6. Assist with handling any appeals, grievances, and/or complaints relative to the election process no more than one (1) month after the election results have been announced;
 7. Reserve judiciary power for the purpose of determining if a grievance and/or complaint warrants' COSBP review., The aforementioned complaint shall be subject to COSBP review if the. Election commission fails to reach a unanimous vote on the issue in question-
 8. Assist with sending a copy of the document illustrating election results to all member SGA, SG and SBA presidents not more than seven (7) days after the one (1) month period following the COSBP election.
- B. The duties of the election commission are inclusive of, but not limited to all of the above. Furthermore, the election commission shall reserve the right to take any legitimate steps to implement these duties and responsibilities listed above.

Section 3 Duties of Commissioner-at-Large

A.

The commissioner-at-large shall be charged with all duties and responsibilities outlined in Article II, Section I B of these Bylaws. Furthermore, he/she shall also be charged with the following duties, which include, but are not limited to the following:

1. Serve as the chief executive officer to the election commission
2. Oversee the election process
3. Dismiss any candidate found in violation of any provision set forth in Article II of these bylaws
4. Shall enter a single vote to break a tie in the event of a run-off election

B. In the event that the commissioner at large is unable to perform his duties, as outlined in Article II, Section I B of these Bylaws, the assistant commissioner-at-large, shall be charged with the following duties, which include, but are not limited to the following:

1. Serve as chief executive officer to the election commission
2. Oversee the election process; and
3. Dismiss any candidate found in violation of any provisions set forth in Article II of these bylaws
4. Shall enter a single vote to break a tie in the event of run-off election.

Section 4
Terms of Election Commission

- A. The student representatives selected to serve on the election commission shall assume their duties at the close of the system meeting at which they were selected. Hence, the term of the election commission shall begin at the second regularly scheduled meeting of the fall semester.
- B. Taking into account the COSBP procedure for appealing-elections the term for the election commission shall expire exactly one (1) month and seven (7) days after the close of the COSBP meeting held in May.
- C. In the event of a vacancy on the election commission, the system affected shall convene (e.g. via teleconference videoconference, e-mail, and/or in person, etc.) and select a member from within that system to fill the vacancy no more than two (2) weeks after the vacancy occurs. In the event of a vacancy in the position of commissioner-at-large, the same rules shall apply. Moreover, upon filling the vacancy, the election commission shall meet no more than two (2) weeks after the vacancy seat on the commission is filled, and elect from the four (4) members a new commissioner-at-large by a two-thirds (2/3) vote.

ARTICLE II
Filing for Candidacy

Section 1
Eligibility

In order to be eligible for candidacy, individuals must adhere to the provisions set forth in COSBP Bylaws Article I, Section 1, 2, and 3.

Section 2
Nominations

- A. Upon opening the floor for nominations for the election of Student Member of the Louisiana Board of Regents, COSBP Chair, Vice Chair, Secretary, and Parliamentarian, each system may convene to select up to two nominees from within their system for the position they are assigned to, as long as the office sought was not held the previous year by a member SGA SG or SBA president from the same system set forth in Article I, Section 2 of these Bylaws.

Section 3
Campaigning for Office

- A. Upon meeting the requirements set forth in Article II, Section 2A and 2B of these bylaws, candidates shall be extended the courtesy of speaking before COSBP.
- B. Speeches shall be limited to five (5) minutes in the general election and will be before the question and answer period.
- C. The order of these speeches shall be determined alphabetically, and according to the office sought, as outlined below:
1. Candidates for Student Member to the Louisiana Board of Regents
 2. Candidates for Chair
 3. Candidates for Vice-Chair
 4. Candidates for Secretary and

5. Candidates for Parliamentarian

- D. Candidates should be prepared to answer questions submitted through the election commission by member SGA SG and SBA presidents, or by proxy, vice presidents his/ her executive designee of a SGA position. In the interest of fairness, any question posed to one candidate will be posed to all other candidates campaigning for the same office.
- E. The time allotted for the question and answer period shall be determined by the elections commission, during which candidates have been extended the courtesy to speak.
- F. Candidates shall reserve the right to withdraw from the election.

ARTICLE III
Voting in Elections

Section 1
College and University Vote

Each member college and university shall be granted one (1) vote, which shall reside with that college's or university's president, or his designee who shall be an executive officer. An executive officer is defined as a member school's President, Vice President, Treasurer, or Secretary or that offices' equivalent.

Section 2
Campus Vote

At COSBP elections, only one vote shall be cast per member school. The vote shall be cast by a member school's president or his executive designee. If no candidate receives a majority on the first ballot, the top two vote getters shall compete in a runoff. If there is a tie vote in the runoff, the tie is broken by the Election Commissioner at Large.

Section 3
Ballots

- A. All member SGA, SG, and SBA presidents, or by proxy vice his executive designee presidents, shall vote at COSBP elections by open ballot in public by voice vote via roll call vote.
- B. The order of voting for colleges and universities shall be reflective of the system order for positions of COSBP Chair, Vice Chair, Secretary, and Parliamentarian. If systems are not represented by these four (4) positions, the systems will vote in alphabetical order after those which are represented by these positions.

Section 4
Elections to Office

- A. The student representative for the Louisiana Board of Regents, Chair, Vice- Chair, Secretary, and Parliamentarian shall be elected before May 31 of each year by a two-thirds (2/3) majority vote of the newly elected members of COSBP following the respective SGA

and SBA presidential elections of those colleges and universities belonging to the LSU System, the SU System, the UL System, and the LCTC System.

B. Newly elected officers to the COSBP Executive Board shall assume the duties, responsibilities, and privileges associated with their respective offices at the close of the meeting during which they were elected.

Section 5

Quorum

Elections shall not be conducted in the absence of quorum. A quorum shall be defined as a simple majority of the COSBP members present and voting as stated in Article II, Section 2C, of the COSBP Bylaws.

Section 6

Election Returns

- A. Election returns shall be announced before COSBP and shall include the name of those candidates who received two-thirds (2/3) majority vote, as well as the number of votes those candidates received.
1. In instances in which no candidate receives the majority of the votes necessary to assume that office the he/she had campaigned for, a run-off election shall be held between those two (2) candidates who received the greatest number of votes.
 2. Each candidate shall be extended the courtesy of delivering a second address to COSBP during the run-off elections
 3. Speeches during run-off elections shall be limited to two (2) minutes
 4. Candidates should be prepared to answer questions submitted through the election commission by member SGA, SG, and SBA presidents, or his or her executive designee by proxy of a SGA position, during the run-off elections. In the interest of fairness, any question posed to one candidate will be posed to all other candidates campaigning for the same office.
 5. The time allotted for the question and answer period during the run-off election shall be determined in accordance with Article II, Section 2E of this document.
 6. In instances in which those candidates campaigning for the same office in a run-off election tie, the Commissioner-at-Large shall enter a single vote to break the tie.
 7. In the instance in which the Commissioner-at-Large is unable to perform his duties, the Assistant Commissioner-at-Larger shall enter a single vote to break the tie.
- B. Election returns shall be announced in the following order:
1. Newly elected Student Representative for the Louisiana Board of Regents
 2. Newly elected Chair
 3. Newly elected Vice Chair
 4. Newly elected Secretary
 5. Newly elected Parliamentarian

C. All results shall be tallied and sealed in a large envelope, where they shall remain untouched barring an appeal, for a period of no more than one (1) month, after which time the ballots may be discarded, and the election commission's record of the candidate's vote counts shall become the uncontested, official documentation of the election's returns.

D. All procedural problems and election grievances shall be submitted in writing to the election commissioner not later than two (2) weeks after the election date.

E. A copy of the document illustrating election results shall then be forwarded to all member SGA and SBA presidents not more than seven (7) days after the one (1) month period following the COSBP election.

ARTICLE IV **Amendments**

The Rules Governing Elections of the Council of Student Body Presidents of Louisiana (COSBP) may be amended by a two-thirds (2/3) majority vote of the member SGA and SBA presidents, or his or her executive designee of a SGA position, present at a regularly scheduled meeting of COSBP provided that notice of such amendment has been forwarded to COSBP member SGA and SBA presidents no less than thirty (30) days prior to a final vote by COSBP to take such action.

ARTICLE V **Area of Application**

These Rules Governing Elections of the Council of Student Body Presidents (COSBP), its official actions, Bylaws, and rules derived there from, shall be the complement to the supreme source of student authority (COSBP's Constitution) and responsibility of COSBP. However, nothing herein shall be construed to deny or disparage fundamental rights retained by the member college and universities. Furthermore, nothing in this document shall be deemed to supersede the power and authority of the Board of Regents, the laws of the State of Louisiana, and the laws of the United States of America.

ARTICLE VI **Ratification**

The provisions of these Rules Governing Elections of the Council of Student Body Presidents (COSBP) shall go into effect immediately upon passage by a two-thirds (2/3) majority of the voters in a regularly scheduled COSBP meeting. All constitutions, bylaws, rulings, and/or regulations in conflict with this document are hereby repealed and prohibited.

COSBP BYLAWS

ARTICLE I **Membership**

Section 1 **Eligibility Requirements**

No member Student Government Association (SGA), Student Government (SG) or Student Bar Association (SBA) president shall be eligible for membership in the Council of Student Body Presidents (COSBP) of Louisiana unless he/she meets the following requirements:

- A. Remains in compliance with the qualifications set forth at his/her respective institution; and
- B. Attends a public institution in the State of Louisiana.

Section 2 **Eligibility Requirements for Executive Board**

Member SGA, SG and SBA presidents shall adhere to the following:

- A. Maintain eligibility requirements found in the COSBP Bylaws Article I, Section 1;
- B. Candidates for each officer position, with the exception of the Board of Regents member, will be rotated between systems. The current COSBP Chair will rotate to the Parliamentarian position, and all other system candidates will be eligible for the position above their current position.
- C. No member SGA, SG or SBA president shall be eligible for candidacy for any Executive Board office held the previous year by a member of his/her respective system; and
- D. No member SGA, SG or SBA president shall occupy more than one seat in the COSBP Executive Board.
- E. The limit for the number of Executive Board members from the same system will be three (3), with the exception of the LCTC System which will be four (4).

Section 3 **Eligibility Exclusions**

No member SGA, SG or SBA vice president shall be eligible to occupy any of the offices on COSBP's Executive Board.

Section 4 **Absences and Removal**

- A. Member SGA, SG and SBA presidents or, on their behalf, executive designee of a SGA position, shall be required to attend all regularly scheduled COSBP and committee meetings.
- B. Member SGA, SG and SBA presidents shall not be penalized for any absences maintained at special COSBP and special committee meetings.

C. In the event of an absence from a regularly scheduled COSBP meeting and/or committee meeting, a member SGA, SG and SBA president (or vice president in cases of committee absences) must supply two weeks notice in writing to the Chair and/or to the advisor of COSBP.

1. In case of unexcused absences, the following provisions shall apply:

a. Upon the first absence, the Secretary shall contact the SGA, SG or SBA president (or vice president in cases of committee absences) in question and his/her advisor, both verbally and in writing to notify him/her of the bylaws concerning attendance, and request that he/she adheres to their provisions.

b. Upon the second absence, the Executive Board shall consider drafting a resolution for the removal of the SGA, SG or SBA President (or vice president in cases of committee absences) in question. If a two-thirds (2/3) of the Executive Board agrees, the resolution shall be written and placed on the agenda. The SGA, SG or SBA president (or vice president in cases of committee absences) and his/her advisor shall be notified, both verbally and in writing, before the resolution is introduced to COSBP. In the case that the aforementioned member is an elected officer, committee chair or vice chair, the removal process pursuant to this section shall also serve to recall the officer without the necessity of going through the process outlined in Article 1. Section 5 of the Bylaws of COSBP

c. After the resolution is introduced into new business,, the SGA, SG or SBA president (or vice president in cases of committee absences) in question shall be allowed to defend himself/herself against all charges brought forth in the resolution. A two-thirds (2/3) vote of COSBP is required to remove the SGA, SG or SBA president (or vice president in cases of committee absences) from COSBP (or as it pertains to vice presidents, from the committee on which he/she serves) hence eliminating his/her institution's representation in COSBP. The aforementioned elimination of an institution's representation in COSBP shall not apply in cases where a vice president has been removed from a committee. The duration of the removal of an SGA, SG or SBA president (or vice president in cases involving committees) shall be until the expiration of that individual's term.

Section 5

Recall

A. At any time, any elected officer, committee chair, or vice chair may be recalled from his/her office or position within COSBP by a two-thirds (2/3) vote of COSBP, provided that one (1) or more of the following conditions exists:

1. the elected officer, committee chair or vice chair has, by his/her action or inaction, failed to recognize and exercise those duties and responsibilities entrusted to him/her in his/her capacity; and

2. the elected officer, committee chair or vice chair has, by his/her action or inaction, breached the provisions set forth in the Constitution of COSBP.

B. In the case of a recall the following procedure shall apply:

1. any member may draft a resolution for recall of any elected officer, committee chair or vice chair, pursuant to the procedure outlined in Article V of these bylaws. In the event that the Chair or Secretary is the subject of the recall, it will be unnecessary to file the resolution with both parties; and

2. after the resolution is introduced into new business, the elected officer, committee chair or vice chair in question shall be allowed to defend himself/herself against all charges brought forth in the resolution. A two-thirds (2/3) vote of COSBP is required to recall the elected officer, committee chair or vice chair.

Section 6 Vacancies

In the event of failure to remain in compliance with Article I, Section 1 of this document, removal due to absences, recall, resignation, or inability to hold office for any other reason, the following shall apply:

A. the Chair shall be succeeded by the Vice Chair; the president does not have to be from the same system and the system will not be ineligible for the position of Chair for the following year according to the criteria set forth in Article I, Section 2;

B. vacancies in the offices of Vice Chair, Secretary and Parliamentarian of the COSBP Executive Board shall be filled in an election at the next regularly scheduled COSBP meeting and the criteria set forth in Article 1, Section 2 of this document shall apply;

C. a vacancy in the office of student member of the Louisiana Board of Regents shall be filled for the unexpired portion of the term in the manner and from the same system that the original appointment was made, by and from SGA, SG or SBA president then in office, and as otherwise provided by the Board of Regents;

D. a vacancy in the position of the student representative for any of the four management boards shall be filled by his/her respective system;

E. a vacancy in the position of committee chair shall be filled by the vice chair of the committee affected for the unexpired portion of the term;

F. a vacancy in the position of committee vice chair shall be filled via an appointment to be made by the Chair at the next regularly scheduled COSBP meeting and shall be subject to approval by a two-thirds (2/3) vote of COSBP; and a vacancy in the position of committee member shall be filled via an appointment to be made by the chair at the next regularly scheduled COSBP meeting.

ARTICLE II
Elections

Section 1
Election Commission

A. An Election Commission shall be charged with conducting all elections within COSBP.

1. The LSU System, SU System, UL System and LCTC System shall meet at the Spring scheduled COSBP meeting and elect from within their respective system a representative to serve on the election commission. Hence, the election commission shall be comprised of the following:

- a. one (1) student representative from the LSU System,
- b. one (1) student representative from the SU System;
- c. one (1) student representative from the UL System; and
- d. two (2) student representatives from the LCTC System.

2. The election commission shall meet by before the scheduled election meeting and elect from among the five members a commissioner-at-large by a two-thirds (2/3) vote.

3. No SGA, SG and/or SBA president seeking a consecutive term in office shall be eligible for service on the election commission. If a member of the election commission should decide to pursue a consecutive term in office after being named to the election commission, he/she will thereby forfeit his/her position on the commission.

B. The election commission shall be charged with performing the duties, which are inclusive of, but not limited to the following:

1. Work in conjunction with the commissioner-at-large to establish the qualification deadlines dates and times for all elections subject to approval by a two-thirds (2/3) vote of COSBP. These dates deadlines and times must be established no later than the second regularly scheduled COSBP meeting of the spring semester;

2. Assist the commissioner-at-large in composing and mailing a letter of correspondence to all member SGA, SG and SBA presidents and his/her advisor encouraging them to inform newly elected presidents of COSBP's existence and purpose and also of the positions which they will be eligible to seek in the upcoming elections. This letter of correspondence must be mailed no later than the second (2nd) Friday of April;

3. Assist in conducting the COSBP elections, which includes collecting and tabulating all ballots;

4. Collect questions submitted by member SGA, SG and SBA presidents, or by proxy, executive designee of a SGA position, to present to candidates during after campaign speeches;

5. Assist with sealing ballots in a large envelope for a period of no more than one (1) month, drafting a the results of the election, and discarding all COSBP ballots pending the absence of complaints and grievances. Nonetheless, in the event that there is an election complaint the COSBP ballots shall not be discarded-

6. assist with handling any appeals, grievances, and/or complaints relative to the election process no more than one (1) month after the election results have been announced;

7. reserve judiciary power for the purpose of determining if a grievance and/or complaint warrants' COSBP review., The aforementioned complaint shall be subject to COSBP review if the. election commission fails to reach a unanimous vote on the issue in question-,

8. assist with sending a copy of the document illustrating election results to all member SGA, SG and SBA presidents not more than seven (7) days after the one (1) month period following the COSBP election, and

9. reserve the right to take any legitimate steps to implement these duties and responsibilities listed above.

C. The commissioner-at-large shall be charged with all duties and responsibilities outlined in Article II, Section I B of these Bylaws. Furthermore, he/she shall also be charged with the following duties, which include, but are not limited to the following:

1. serve as chief executive officer to the election commission-,
2. oversee the election process; and
3. dismiss any candidate found in violation of any provisions set forth in Article II of these bylaws.

D. The student representatives selected to serve on the election commission shall assume their duties at the close of the system meeting at which they were selected. Hence, the term of the election commission shall begin at the second regularly scheduled meeting of the fall Spring semester. Taking into account the COSBP procedure for appealing elections the term for the election commission shall expire exactly one (1) month and seven (7) days after the close of the COSBP election meeting held in April or May.

E. In the event of a vacancy on the election commission, the system affected shall convene (e.g. via teleconference videoconference, e-mail, and/or in person, etc.) and select a member from within that system to fill the vacancy no more than two (2) weeks after the vacancy occurs. In the event of a vacancy in the position of commissioner-at-large, the same rules shall apply. Moreover, upon filling the vacancy, the election commission shall meet no more than two (2) weeks after the vacancy seat on the commission is filled, and elect from the four (4) members a new commissioner-at-large by a two-thirds (2/3) vote.

Section 2

Filing for Candidacy & Election Process

A. In order to be eligible for candidacy see Article I, Section 1, 2, and 3.

B. Upon opening the floor for nominations for the election of Board of Regents Student Member, Chair, Vice Chair, Secretary, and Parliamentarian each system may convene to select up to two nominees from within their system for the position in which they were assigned, provided the office

sought was not held the previous year by a member SGA SG or SBA president from their system as set forth in Article I, Section 2 of these Bylaws.

C. Upon meeting the requirements set forth in Article II, Section 2A and 2B of these bylaws, candidates shall be extended the courtesy of speaking before COSBP.

1. Speeches shall be limited to five (5) minutes in the general election.

2. The order of these speeches shall be determined alphabetically, and according to the office sought, as outlined below:

a. candidates for Student Member to the Louisiana Board of Regents

b. candidates for COSBP Chair;

c. candidates for COSBP Vice Chair;

d. candidates for COSBP Secretary; and

e. candidates for COSBP Parliamentarian.

3. Candidates should be prepared to answer questions submitted through the election commission by member SGA, SG and SBA presidents, or by their proxies, vice presidents by their executive designee. In the interest of fairness, any question posed to one candidate will be posed to all other candidates campaigning for the same office.

4. The time allotted for the those member SGA, SG and SBA presidents, or or executive designee by proxy, vice presidents COSBP during which candidates have been extended the courtesy to speak.

C. Candidates shall reserve the right to withdraw from the election.

D. The positions to be elected shall be in the following order: Student Member of the Louisiana Board of Regents, COSBP Chair, COSBP Vice Chair, COSBP Secretary, and COSBP Parliamentarian.

Section 3

Voting in Elections

A. Each member college and university shall be granted one (1) vote, which shall reside with that college's university's president or by proxy his or her executive designee of SGA position.

B. At COSBP elections only one vote shall be cast per campus.

C. In accordance with the COSBP Bylaws, systems may be ineligible for certain offices on the Executive Board. Systems may not hold the same office on the COSBP Executive Board in consecutive years.

- D. If the system refuses the office for which it is assigned, nominations and an election will be held for all eligible systems. Voting shall be an open meeting by roll call and voice vote.
- E. These rules can be suspended by a $\frac{3}{4}$ vote of the COSBP upon hardship shown.

ARTICLE III **Officers**

Section 1 **Duties of Officers**

The Executive Board of COSBP shall be required to execute the duties outlined herein. Failure to do so will result in the consequences set forth in Article I, Sections 1, 3, and 4 of these Bylaws. Any vacancies that result shall be filled in accordance with Article I, Section 5 of these Bylaws.

- A. The Student Member of the Board of Regents shall:
1. Represent the students of Louisiana's publicly funded institutions of higher education appropriate to his or her role as the Student Member of the Board of Regents;
 2. Prepare and distribute reports at all regularly scheduled COSBP meetings concerning the activities of the Board of Regents;
 3. Attend all meetings of the Executive Committee.
- B. The Chair shall:
1. Call and preside over all regularly scheduled COSBP meetings;
 2. Reserve the authority to call and preside over special meetings of COSBP and COSBP Executive Board;
 3. Prepare the agenda for each meeting;
 4. Appoint the members of standing and ad hoc (temporary) committees;
 5. See that all SGA, SG and SBA presidents are notified of the dates, times, and locations of all meetings no less than one (1) month prior to the dates of the meetings, except in the case of special meetings;
 6. Recognize a quorum before conducting any business;
 7. Take a neutral position on all matters brought before COSBP for which he/she has opened the floor for discussion and cast a vote only in the event of a tie;
 8. Have all powers and duties provided for in the *Constitution of the Council of Student Body Presidents of Louisiana* and
 9. Attend all meetings of the Executive Committee.
- C. The Vice Chair shall:
1. Preside over all meetings in absence of the chair;
 2. Become chair in the event of a vacancy in said office;
 3. Perform duties assigned by the chair;
 4. Oversee committee system; and
 5. Attend all meetings of the Executive Committee

- D. The Secretary shall:
 - 1. Record the minutes and attendance of all meetings;
 - 2. Note any amendments made prior to the adoption of minutes;
 - 3. File and monitor all official correspondences of COSBP; and
 - 4. Attend all meetings of the Executive Committee.

- E. The Parliamentarian shall:
 - 1. Check and maintain quorum during the meeting;
 - 2. Keep order in all meetings;
 - 3. Initiate following formal operations during the meeting: the pledge and the invocation;
 - 4. Maintain Robert's rules of Order during meetings; and
 - 5. Attend all meetings of the Executive Committee.

- F. The duties of the student representative for each of the four management boards shall be determined by his/her respective system, but shall include attendance at all Executive Committee meetings.

Section 2
Term of Office

A. The newly elected Chair, Vice Chair, Secretary and Parliamentarian of COSBP shall assume their duties at the close of the meeting at which they are elected. The aforementioned officers shall serve until such time that the new member SGA, SG and SBA presidents elect their successors. Moreover, their term shall be subject to expiration in accordance with Article 1, Sections 1, 3, and 4 of this document.

B. The student member to the Louisiana Board of Regents shall be elected for a one-year term beginning on June 1st of each year. The student member to the Louisiana Board of Regents shall serve until his/her successor takes office (*In accordance with the Constitution of the State of Louisiana; under Article VIII, Section 8B, and Title 17 of the Louisiana Revised Statutes of 1950, Section 3121.1*).

C. The term of office for each of the student member of the four management boards shall be determined by his/her respective system.

ARTICLE IV
COSBP Meetings

Section 1
Public Access

A. COSBP meetings shall be open to the public.

B. COSBP reserves the right go into executive session for the purposes allowed for executive session in the current public meetings law of the State of Louisiana, A two-thirds (2/3) vote of

the member SGA, SG and SGA presidents or proxy, executive designees of a SGA position, shall be required to go into executive session.

1. An executive session shall be open to only member SGA, SG and SBA presidents and COSBP's advisor(s).

2. Notwithstanding, any person deemed important to the discussion of the matter at hand may be allowed to remain in the session via a two-thirds (2/3) vote by member SGA, SG and SBA presidents.

3. No action shall be taken while in executive session.

C. Public input will be included in the general business at official COSBP business meetings. This is the only time non-voting members will be allowed to address the body unless yielded to by a voting member or recognized by the Chair.

Section 2

Rules on Meetings

A. All meeting dates and locations, as proposed by the Executive Board, shall be determined by a two-thirds (2/3) vote of COSBP. Special meetings, not called by the Chair may be called per the request of a minimum of five (5) member Student Government Association Student Government and Student Bar Association presidents.

B. A quorum must be present at all meetings during which official business is discussed.

Section 3

Quorum

A quorum shall be defined as a simple majority of COSBP's member Student Government Association, Student Government and Student Bar Association presidents, or by proxy, executive designee of a SGA position.

Section 4

Rules of Order

Robert's Rules of Order shall serve as the parliamentary reference on matters relative to meetings that have not been specifically referred to within this *Constitution of the Council of Student Body Presidents Louisiana* (COSBP). Final parliamentary authority rests with the Chair.

Section 5

Agenda

A. The following shall be protocol for conducting business at regularly scheduled COSBP meetings:

1. Call to Order
2. Invocation - COSBP Parliamentarian
3. Pledge of Allegiance - COSBP Parliamentarian

4. Roll Call
5. Reading, Correction and Adoption of Minutes
6. vi. Executive Board Reports

1. COSBP Secretary
2. COSBP Vice Chair
3. COSBP Chair
7. System Board Member Reports
 1. Board of Regents
 2. Louisiana State University System
 3. Southern University System
 4. University of Louisiana System
 5. Community and Technical College System
- 8i. New Business
9. Old Business
10. Public Input
11. Adjournment

Section 6 Voting

A. Each member college and university shall be granted one (1) vote, which shall reside with that college's or university's president, or executive designee of a SGA position by proxy, vice president, to be cast within his/her respective system on all matters brought before COSBP; except in election voting nominating pursuant to Article IV of these Bylaws.

B. In the event of a tie, the deciding vote shall be cast by the COSBP chair.

ARTICLE V Resolutions

This article is to establish a procedure that allows for the construction, consideration, passage, and execution of resolutions approved by the general body of the COSBP in accordance with Article V of the COSBP Constitution. -•

A.

1. In order to promote a unified image one standard format should be used for all COSBP resolutions.
2. All formats must include:
 - a. the name of the author and co-authors;
 - b. date it was presented to the general body;
 - c. a title for the resolution;
 - d. a listing of all member institutions at the end of the document; and
 - e. a place for the Chair's signature
3. A printed example of the official format approved by the executive committee should be included in the annual COSBP booklet produced by the: Board of Regents.
4. A digital version of the format should be made available through email or disk to all members by the first COSBP business meeting.
5. Any change to the format established above process must via the above process must be approve by a simple majority of the Executive Board.

B. Submission:

1. Any member of the COSBP may author a resolution to be considered by the general body. There may be multiple authors of an official COSBP resolution.
2. Any resolution to be considered by the COSBP COSB1¹ must be submitted two (2) weeks before the next official COSBP business meeting to the Chair and the Secretary. It is the responsibility of the author(s) to ensure that oh both of these individuals receive the resolution before the deadline.
3. All resolutions must be submitted in the format approved by the Executive Board. If the resolution is not submitted in the correct format the Chair may refuse to place the resolution on the agenda.
4. The Chair should make every effort to assist members in properly conforming to the format and specifications.
5. All resolutions to be considered at a COSBP meeting should be delivered to COSBP members one (1) week before the meeting at which they are to be considered.

C. Consideration:

1. After submission, a resolution shall be considered new business at the next scheduled COSBP business meeting.
2. When it is time for new business to be discussed, resolutions should be considered in the order in which they were received.
3. The process of consideration will be:
 - a. Reading and technical amendments
 - i. The author will read the entire resolution to the general body
 - ii. Grammatical corrections will be made
 - b. Opening remarks will be made by the author on the merits of the resolution
 - c. General Questions will be asked by COSBP voting members
 - d. Open debate
 - i. The chair should allow any member who wishes to so.
 - ii. Amendments will be in order during debate. If an amendment is deemed friendly by the resolution author, it will be automatically added to the text of the resolution. If it is deemed hostile by the resolution author, it will be debated. A two-thirds (2/3) vote is needed to pass an amendment.
 - e. Final remarks by the resolution author
 - f. Final vote will be taken by the Chair
4. Any resolution may be withdrawn by the author any time before the final vote.
5. If a resolution fails, it may not be brought up again within that academic year.

D. Enactment:

1. 1 In order to pass, an official resolution must be a-rovved by a two-thirds (2/3) Official COSBP Meeting.
2. If a resolution passes it should be signed by the Chair and delivered by the Chair to the appropriate authorities within two weeks of passage.

3. A copy of the fully edited, amended, and signed resolution should be sent to all members of the COSBP, the COSBP advisors and the management board advisors no more than two (2) weeks after its passage.

4. The chair should report on the status of all resolutions to the general body as often as possible.

E. Exceptions:

1. Pertaining to official resolutions, the Executive Board may act on behalf of COSBP after the members of the body are given opportunity for input in-person or via telephone, fax or email.

2. In order to pass, an official resolution must be approved by a two-thirds (2/3) vote of quorum of the Executive Board.

ARTICLE VI
Standing Committees

Section 1
Committee Functions

Committee functions include but are not limited to:

A. Legislative and Academic Affairs

1. provide legislative updates and assist in forming COSBP's lobbying agenda;
2. research academic policies related to higher education; and
3. monitor local state and national legislation dealing with higher education.

B. Executive Initiatives

1. assist in selecting executive initiatives for the year;
2. develop and facilitate the selected; and
3. coordinate with the External Affairs Committee.

C. Research and Development

1. maintain all internal documents of each member institution including but not limited to:
 - a. Governing documents,
 - b. Student fee structures, and
 - c. Governance structures;
2. research and present best practices from member institutions; and
3. facilitate idea exchanges among member institutions.

D. External Affairs

1. coordinate all external communication of COSBP;
2. coordinate presentations for any external COSBP function; and
3. publicize all COSBP initiatives, resolutions, activities and actions.

Section 2
Membership

A. Standing committees shall be comprised of no less than four (4) member SGA, SG and SBA presidents or vice presidents to be appointed by the COSBP chair.

1. Member SGA, SG and SBA vice presidents shall be granted those same rights and privileges as it relates to standing committees granted to member SGA, SG and SBA presidents, to exclude eligibility for the positions of committee chair and vice chair.
- B. From each committee, the COSBP Chair shall name a chair, vice chair, and a minimum of two (2) additional committee members by the first regularly scheduled meeting of COSBP. The committee chair and vice chair appointees shall be subject to approval by a two-thirds (2/3) vote of COSBP.

Section 3

Duties of Committee Officers

- A. The officers of COSBP's standing committees shall be required to execute the duties outlined herein. Failure to do so will subject the individual in question to the provisions set forth in Article I, Section 4 of this document. Any vacancies that result shall be filled in accordance with Article I, Section 5 of this document.
 1. The committee chair shall:
 - a. call and preside over all regularly scheduled committee meetings;
 - b. reserve the authority to call special committee meetings;
 - b. prepare an agenda for each committee meeting;
 - c. recognize quorum before conducting any business; and
 - d. vote only in the event of a tie.
 2. The committee vice chair shall:
 - a. record the minutes of all meetings and submit them to the Vice Chair;
 - b. preside over meetings in the absence of the committee chair;
 - c. assume the position of committee chair should the office become vacant; and
 - d. perform any other duties assigned by the committee chair.

Section 4

Duration of Committee Appointments

- A. Upon approval by a two-thirds (2/3) vote of COSBP, the newly appointed committee chairs and vice chairs shall assume their duties. The appointed committee members shall assume their duties upon being named to their respective committees by the Chair at the first regularly scheduled COSBP meeting.
- B. The committee chair, vice chair, and committee members' terms shall run concurrently with those of COSBP's Chair, Vice Chair, Secretary, and Parliamentarian. Moreover, their term shall be subject to expiration in accordance with Article 1, Sections 1, 3, and 4 of this document.

Section 5

Committee Meetings

- A. All committee meetings shall be held the day prior to or the day of a regularly scheduled meeting of COSBP.
- B. For any matters referred to committees for review, the committee shall reserve the authority to do any of the following:
 1. make recommendations to COSBP in favor of or against passage;
 2. make recommendations to COSBP for passage with amendments; and
 3. terminate the matter within committee, unless two-thirds (2/3) of the SGA, SG and SBA Presidents vote to bring the matter back to COSBP for consideration.

D. A quorum must be present at all committee meetings during which official business is discussed.

1. A quorum shall be defined as a simple majority of a committee's member SGA, SG and SBA presidents and vice presidents.

D. Each committee member, excluding the committee chair, shall be granted one (1) vote on all matters brought before the committee. In the event of a tie, the committee chair shall cast the deciding vote.

ARTICLE VII **Amendment Process**

The *Bylaws of the Council of Student Body Presidents of Louisiana* (COSBP) may be amended by a two-thirds (2/3) vote of the member SGA, SG and SBA presidents, or by proxy, their executive designee of a SGA position present at a regularly scheduled meeting of COSBP provided that notice of such amendment has been forwarded to COSBP member SGA, SG and SBA presidents no less than thirty (30) days prior to a final vote by COSBP to take such action.

ARTICLE VIII **Area of Application**

These *Bylaws of the Council of Student Body Presidents (COSBP)*, its official actions, and rules derived thereof, shall be the complement to the supreme source of student authority (COSBP's Constitution) and responsibility of COSBP. However, nothing herein shall be construed to deny or disparage fundamental rights retained by the member college and universities. Furthermore, nothing in this document shall be deemed to supersede the power and authority of the Board of Regents, the laws of the State of Louisiana, and the laws of the United States of America.

ARTICLE IX **Ratification**

The provisions of these *Bylaws of the Council of Student Body Presidents (COSBP)* shall go into effect immediately upon passage by a two-thirds (2/3) of the voters in a regularly scheduled COSBP meeting. All constitutions, bylaws, rulings, and/or regulations in conflict with this document are hereby repealed and prohibited.

