



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

**CONSTITUTION, ELECTION CODE &  
BYLAWS**

Constitution Enacted:

May 28, 1995

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April 12, 2014

## **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 those colleges and universities belonging to the LSU System, the SU System, the UL System, and the LCTC System (hereinafter, Member Schools).

### **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 colleges 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 Schools .

## **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.

## **Section 6**

### **Authority to Make Non-substantive Changes**

- A. COSBP Advisers shall have the authority to make non-substantive changes to the governing documents.
- B. This authority shall be limited to non-substantive changes and shall not extend to any changes deemed to alter the substance of the governing documents.

## **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 School 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;
- G. Student Member of the UL System Board of Supervisors; and
- H. Student Member 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 COSBP meeting held in April or May and in Baton Rouge or any other place that the COSBP Chair shall designate in consultation with the COSBP Advisers 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 each semester. COSBP shall meet any other time the COSBP Chair, in consultation with the Executive Board and COSBP Advisers, shall determine a meeting of COSBP is necessary.
- B. The meeting of COSBP at which officers shall be elected shall be held in April or May and in Baton Rouge or any other place that the COSBP Chair shall designate in consultation with the COSBP Advisers 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 (2) meetings shall be held in South Louisiana and two (2) meetings shall be held in North Louisiana.
- D. Louisiana and two (2) meetings shall be held in North Louisiana.

### **ARTICLE IV**

#### **Standing Committees**

- A. COSBP's standing committees shall include, but not be limited to the following:
  - a. Legislative and Academic Affairs - shall be charged with addressing legislation and academic policy issues affecting higher education in Louisiana;
  - b. Executive Initiatives - shall be charged with facilitating any initiative selected by COSBP;
  - c. Research and Development - shall be charged with researching and maintaining appropriate records of COSBP; and
  - d. 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 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 COSBP considers to have influence over the students of higher education in Louisiana; and
- 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 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 position, present at a regular meeting of COSBP provided that notice of such amendment has been forwarded to COSBP's Member School presidents no less than thirty (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 presidents, 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 COSBP shall be distributed to COSBP's member Student Government Association, Student Government, and Student Bar Association presidents and the COSBP Adviser at the next official meeting by the COSBP Chair.

**ARTICLE VII**  
**Area of Application**

This Constitution of the COSBP, its Bylaws, official actions, and rules derived therefrom, 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 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 shall go into effect immediately upon passage by a two-thirds (2/3) vote in a regular meeting of COSBP. All constitutions, by-laws, rulings, and/or regulations in conflict with this Constitution 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 (5) members a commissioner-at-large and assistant commissioner-at-large by a two-thirds (2/3) vote. The commissioner-at-large
- C. and assistant commissioner-at-large cannot be represented by the same system.
- D. 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 Election 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 School presidents and his/her adviser 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. Conduct the COSBP elections, which includes collecting and tabulating all ballots;
  4. Collect questions submitted by Member School presidents, or by proxy, vice presidents his/her executive of a 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 School 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; and
  4. Enter a single vote to break a tie in the event of a run-off election.
- A. In the event that the commissioner-at-large is unable to perform his/her 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;
  3. Dismiss any candidate found in violation of any provisions set forth in Article II of these bylaws; and

4. 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 elected to serve on the Election Commission shall assume their duties at the close of the system meeting at which they were elected. 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, email, and/or in person, etc.) and elect 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 Election 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 (2) 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 School president from the same system set forth in Article I, Section 2 of these Bylaws.

### **Section 3**

#### **Campaigning for Office**

- A. 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
  - 5. Candidates for Parliamentarian
- D. Candidates should be prepared to answer questions submitted through the Election Commission by Member School presidents, or by proxy, vice presidents his/ her executive designee of a SGA position. In the interest of fairness, any question posed to one (1) 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**

###### **Member School Vote**

Each member school shall be granted one (1) vote, which shall reside with that member school's president or his/her proxy who shall be an executive officer. An executive officer is defined as a Member School's President, Vice President, Treasurer, or Secretary.

##### **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/her proxy. If no candidate receives a majority on the first ballot, the top two (2) 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 Schools shall vote at COSBP elections by open ballot in public by voice vote via roll call vote.
- B. The order of voting for member schools 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 that 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 simple majority vote of the newly elected members of COSBP following the respective presidential elections of those Members Schools belonging to COSBP.
- 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 a simple majority vote, as well as the number of votes those candidates received.
  - a. In instances in which no candidate receives the majority of the votes necessary to assume the office sought after, a run-off election shall be held between those two (2) candidates who received the greatest number of votes.
  - b. Each candidate shall be extended the courtesy of delivering a second address to COSBP during the run-off election.
  - c. Speeches during the run-off election shall be limited to five (5) minutes.
  - d. Candidates should be prepared to answer questions submitted through the Election Commission by Member School voting presidents during the run-off elections. In the interest of fairness, any question posed to one (1) candidate will be posed to all other candidates campaigning for the same office.
  - e. 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.
  - f. 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.
  - g. 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:
  - a. Newly elected Student Representative for the Louisiana Board of Regents

- b. Newly elected Chair
  - c. Newly elected Vice Chair
  - d. Newly elected Secretary
  - e. 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 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 School 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 COSBP may be amended by a two-thirds (2/3) majority vote of the Member School presidents present at a regularly scheduled meeting of COSBP provided that notice of such amendment has been forwarded to COSBP Member School 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 COSBP, its official actions, Bylaws, and rules derived therefrom, shall be the complement the COSBP Constitution and responsibility of COSBP. However, nothing herein shall be construed to deny or disparage fundamental rights retained by the Member Schools. 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 COSBP shall go into effect immediately upon passage by a two-thirds (2/3) majority vote 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) (Member Schools) 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 School presidents shall adhere to the following:

- A. Maintain eligibility requirements found in 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 School president shall be eligible for candidacy for any Executive Board office held the previous year by a member of his/her respective system;
- D. No Member School president shall occupy more than one seat on the COSBP Executive Board; and
- E. The limit for the number of Executive Board members from the same system shall be three (3), with the exception of the LCTC System, which shall be four (4).

#### Section 3

##### Eligibility Exclusions

No Member School vice president shall be eligible to occupy any of the offices on COSBP's Executive Board.

#### Section 4

##### Absences and Removal

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

COSBP and committee meetings.

- C. In the event of an absence from a regularly scheduled COSBP meeting and/or committee meeting, a Member School president must supply two (2) 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 and/or COSBP Advisers shall contact the Member School President in question and his/her system adviser 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 Member School President in question shall lose all COSBP voting privileges for the remainder of his/her term. A resolution to revoke voting privileges shall be written by the Secretary and/or COSBP Advisers and placed on the agenda. The Member School President and his/her system adviser shall be notified 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 Member school president 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 Member School's president from COSBP, hence eliminating his/her C O S B P voting privileges for the remainder of his/her 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 and/or Bylaws and/or Election Code 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
- B. 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;
- C. 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;
- D. 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 Member School president then in office, and as otherwise provided by the Board of Regents;
- E. A vacancy in the position of the student representative for any of the four management boards shall be filled by his/her respective system;
- F. 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; and
- G. 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**

An Election Commission shall be charged with conducting all elections within COSBP, as delineated in the COSBP Election Code.

### **Section 3**

#### **Voting in Elections**

- A. Each member school 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 Member School.



- 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 two-third (2/3) vote of 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 Member School 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 COSBP 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 (4) 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 School 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 1 of each year. The student member to the Louisiana Board of Regents shall serve until his/her successor takes office (in accordance with 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 Schools present 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 Advisers.
  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 of the Member Schools present.

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. 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 School 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 School presidents, or by proxy, executive designee of a 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 the COSBPe Constitution or Bylaws . Final parliamentary authority rests with the Chair.

## **Section 5**

### **Agenda**

- A. The following shall be protocol for conducting business at regularly scheduled COSBP
- B. 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. Executive Board Reports
    - a. COSBP Secretary
    - b. COSBP Vice Chair
    - c. COSBP Chair
  7. System Board Member Reports
    - a. Board of Regents
    - b. LSU System
    - c. SU System
    - d. UL System
    - e. LCTC System

8. New Business
9. Old Business
10. Public Input
11. Adjournment

## **Section 6**

### **Voting**

- A. Each Member School shall be granted one (1) vote, which shall reside with that Member School's president or executive designee of a position by proxy 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 COSBP in accordance with Article V of the COSBP Constitution.

- A. Each shall:
  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. title of the resolution;
    - d. listing of all member institutions at the end of the document, and
    - e. 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 approved by a simple majority of the Executive Board.
- B. Submission:
  1. Any member of 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 COSBP 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. In order to pass, an official resolution must be approved 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 (2) weeks of passage.
3. A copy of the fully edited, amended, and signed resolution should be sent to all members of COSBP, COSBP Advisers, 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 passed under this exception 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 executive initiatives; 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 School presidents or vice presidents to be appointed by the COSBP chair.
  - 1. Member School vice presidents shall be granted those same rights and privileges as it relates to standing committees granted to Member School 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;
    - c. Prepare an agenda for each committee meeting;
    - d. Recognize quorum before conducting any business; and
    - e. and 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 Member School presidents vote to bring the matter back to COSBP for consideration.

- C. 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 School 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 COSBP may be amended by a two-thirds (2/3) vote of the Member School presidents, or by proxy, their executive designee of a position present at a regularly scheduled meeting of COSBP provided that notice of such amendment has been forwarded to COSBP Member School 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 COSBP, its official actions, and rules derived thereof, shall be the complement to the COSBP Constitution and responsibility of COSBP. However, nothing herein shall be construed to deny or disparage fundamental rights retained by the Member Schools. 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 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.