

# BYLAWS

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

## SECTION I. DEFINITIONS

- A. University of Louisiana System. The term "University of Louisiana System" or "System" when used in these bylaws shall refer to the system of campuses governed by the Board of Supervisors for the University of Louisiana System as contained in R.S. 17:3217 and, as amended through July 1, 2011, includes the following institutions:

Grambling State University at Grambling  
Louisiana Tech University at Ruston

her/himself (La. Const., Art. 8, Sec. 8.B.). The student member shall be elected to the Board by and from the membership of a council of student body presidents of the universities within the System and, at the time of the appointment, shall be a full-time student at the university at which enrolled (R.S.17:1806). The student member's term shall begin on June 1 of each year (R.S. 17:3121.1).

Members of the Board are considered to be appointed state officials in unclassified service (La. Const., Art. X Public Officials and Employees, Part I., Sec. 2). As such, they may be removed from office through impeachment for cause (La. Const., Art. X. Public Officials and Employees, Part III, Sec. 24). Cause may include, but may not be limited to, commission or conviction during the term of office, of a felony or for malfeasance or gross misconduct while in office. Due process shall be provided with a trial by the Senate. The Board may also establish guidelines for the conduct of its members. (Revised 8/27/04)

- D. Chair of the Board. The term "Chair of the Board" as used in these bylaws shall refer to the member who is duly elected Chair or Acting Chair of the Board.
- E. President of the System. The term "President of the System," or "System President" as used in these bylaws, shall refer to the individual duly appointed by the Board as its chief executive officer.
- F. Domicile and Agent for Service of Process. The Board of Supervisors for the University of Louisiana System shall be domiciled at 1201 North Third Street, Ste. 7-300, Baton Rouge, Louisiana 70802. The Board shall request the System President to designate a System employee, located at the domicile, to act as the agent for service of process. (Revised 10/26/01)
- G. Conflict of Interest. The Board of Supervisors for the University of Louisiana System is the governing board for all institutions that comprise the University of Louisiana System. All members of the Board are appointed officers of the State of Louisiana. As such, they are subject to the laws of the State as defined by the 1974 Louisiana State Constitution (Art. X. Public Officials and Employees, Part I., Sec. 2) and the State Code of Ethics which govern their conduct and responsibilities. (Revised 8/27/04)

## SECTION II. OFFICERS

- A. Election. At the regular meeting of the Board in December of each calendar year, the Board shall elect a Chair and a Vice Chair from the membership of the Board. Each shall hold office for one (1) year or until a successor has been elected. An officer of the Board shall be eligible for no more than two (2) consecutive one-year terms in the same office. In filling vacancies for unexpired terms, an officer who has served more than half a term is considered to have served a full term in that office. (Revised 9/27/96)
- B. Chair. It shall be the duty of the Chair to preside at all meetings of the Board, to name the members of all standing and special committees of the Board, to fill all vacancies in the membership of such committees in accordance with the provisions of these bylaws, and to direct the chair of each committee to call special meetings as deemed necessary.
- C. Vice Chair. In the absence of the Chair, it shall be the duty of the Vice Chair to perform the duties of the Chair.
- D. Secretary. The System President shall serve as Secretary to the Board, to the Executive Committee, and to standing and special committees and shall, ex officio but without vote, be a member of all such committees unless otherwise specified and shall be responsible for maintaining all minutes, papers, records, and documents of the Board.
- E. Board Parliamentarian. The person serving in this position shall be a member of the Board, shall be appointed by the Board Chair, and may serve as a member of the Executive Committee.

### SECTION III. MEETINGS

- A. Regular. The Board shall meet on or before the second Monday of January each year and at other times as fixed by the Board or upon the call of the Chair (R.S. 17:1833).

All regular meetings of the Board shall be open to th





- O. Public Comment at Board Meetings. In accordance with the provisions of L.R.S. 42.14(D), the Board of Supervisors for the University of Louisiana System provides an opportunity for public comment during public sessions of the Board and its committees. To allow for timely and orderly public comment and to accommodate persons who wish to speak at Board or committee meetings, the Board establishes the following procedures:
1. Members of the public who wish to address the Board or its committees should complete a witness testimony/information card (available at the meeting or beforehand at the System office) and submit the card to the respective chair before the meeting begins. The card should include the following:
    - a) name of the person who wishes to testify;
    - b) group he/she represents (where appropriate);
    - c) agenda item on which he/she wishes to comment;
    - d) individual's position on the agenda item, either for or against.

When a person submits a testimony/information card and requests to make public comments, the respective Committee or Board Chair shall acknowledge the request and invite that person's comments when the designated item is considered. In lieu of oral testimony, an individual may submit written comments to be read aloud by the chair, unless requested otherwise by the individual.

2. The respective Committee or Board Chair reserves the right to limit oral testimony

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## SECTION V. DUTIES, POWERS AND FUNCTIONS

- A. General Duties. It shall be the function of the Board to establish and maintain in each college and university the highest quality of instruction, research, and service.
- B. General Statement of Administrative Policy. The Board shall determine broad administrative and educational policies for the conduct of all Board, System, and institutional affairs and it shall provide for the execution of its policies by the System President and by the institution presidents.
- C. Other Duties, Powers, and Functions. In its supervision and management of the institutions under its administration, the Board shall have authority to (from R.S. 17:3351):
  - 1. sue and be sued, including the right to recover all debts owed to the Board or to any institution under its management, and to retain legal counsel;
  - 2. actively seek and accept donations, bequests, or other forms of financial assistance for educational purposes from any public or private person or agency and to comply with rule

10. employ or approve employment, fix or approve salaries, fix or approve the duties and functions of personnel for the System office and for its institutions, maintain in the System office, as a public record available on request, a current list of approved salaries;
11. accept and approve curricula and programs of study;
12. adopt, amend, or repeal rules and regulations necessary or proper for the business of the Board and for the governance of the institutions under its jurisdiction;
13. adopt, amend, or repeal rules and regulations for the governance and discipline of students;
14. affiliate with any institution giving any special course of instruction upon such terms as the Board deems appropriate, which terms may include the retention by such institution of the control of property, faculty, and staff;
15. award certificates, confer degrees and issue diplomas certifying the same, as well as adopt, amend, or repeal rules and regulations pertaining to the conferring of degrees; (Revised 2/24/95)
16. enter into contracts and agreements with other public agencies with respect to cooperative enterprises and undertakings relating to or associated with its institutions' purposes and programs;
17. perform such other functions as are necessary or incidental to the supervision and management of its institutions;
18. elect the heads of institutions as prescribed by law;
19. employ such technical and professional assistance as needed;
20. assign, designate, or determine the name of, or rename, any building under the jurisdiction of the Board;
21. assign, designate, or determine the name of, or rename, any institution or building under the jurisdiction of the Board, subject to statutory law;
22. adopt policies and rules authorizing institutions to develop and conduct courses of study for inmates and personnel at state correctional institutions;
23. encourage assistance to advance economic development in each institution's community;
24. review and approve any action the Board deems necessary at the institutional level; and
25. perform other duties and actions as prescribed by law and/or deemed necessary for efficient operation of the System.

**SECTION VI. STAFF**

- A. System President. The System President shall be appointed by the Board and shall act

5. The System President, in consultation with the Chair of the Board, sets the agenda for Board meetings. Institution presidents submit agenda items to the System President who recommends action to the Board.
6. At meetings of the Board, the System President calls upon institution presidents to address their respective institutional concerns. The System President addresses items of System-wide concern and coordinates all presentations.
7. Institutional personnel actions, relative to unclassified employees, which are the responsibility of the institution presidents, are submitted to the System President and analyzed by the System staff. Approval may be granted to proceed with search processes. Final action is presented to the System office for evaluation



**SECTION VIII. ORIENTATION FOR NEW BOARD MEMBERS AND BOARD MEMBER PROFESSIONAL DEVELOPMENT**

The System shall provide for the orientation and continued professional development of members of the Board of Supervisors. The main focus of this training will be toward assisting members of the Board to become more informed and active participants in managing the operations of the

## **SECTION XII. BOARD SELF-EVALUATION**

To assess the effectiveness of the Board (as a unit), the Board will continue to regularly define and evaluate its responsibilities and expectations as follows:

1. The Board will conduct a self-evaluation of its responsibilities and expectations at least every two years. The Board may also choose to engage in an additional self-evaluation upon the election of a new Chairman.
2. The self-evaluation will include assessments regarding
  - (a) Board organization, leadership, and committee responsibilities and structure;
  - (b) Board orientation and ongoing education;
  - (c) Board fiduciary oversight of UL System and the ULS institutions;
  - (d) Board's oversight of the President of the System as chief executive officer; and
  - (e) Board's method for identifying and addressing potential conflicts of interest.

(Effective 6/21/18)