

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 the public except when otherwise voted for the consideration of matters in an executive session. No final or binding action shall be taken in a closed or executive session.

- B. Executive Committee. A meeting of the Executive Committee shall be held monthly except in those months in which the Board conducts meetings. A majority of the members of the Executive Committee shall constitute a quorum for the transaction of business. It shall consider such matters as are referred to it by the Board. It shall execute such orders and resolutions as shall be assigned to it at any meeting of the Board. It also shall take such action as is necessary when an emergency requiring immediate action arises during an interim between Board meetings. All acts of the Executive Committee shall be submitted to the Board for ratification or rejection at its next meeting, except in matters where the Board has delegated to the Executive Committee full power to act. (R.S. 17:3207.B.& C.)
- C. Special. A special meeting of the Board may be called by the Chair or upon receipt of a written request signed by nine (9) members specifying the purpose of the desired meeting. Written notification shall be sent to each member at least three (3) calendar days before the time of the meeting. In cases of extraordinary emergency, notification shall be given twenty-four (24) hours before the meeting or by such time as the Chair deems appropriate and circumstances permit. (Revised 1/5/96)
- D. Quorum. A majority of voting members, nine (9), shall constitute a quorum for the transaction of business at any regular meeting (R.S. 17:1833.C.).
- E. Vote. Unless as otherwise provided in Section III, Item I, an affirmative vote by a majority of the Board, is required for any official action of the Board (R.S.17:1833.C.). (Revised 12/3/2012)
- F. Motions. Any Board member has the right to require that a motion be in writing before being voted on by the Board.
- G. Rules of Order. When not in conflict with any of the provisions of these bylaws, *Robert's Rules of Order* (latest revision) shall constitute the rules of parliamentary procedure applicable to all meetings.

- H. Order of Business. The order of business of regular meetings of the Board shall be as follows:
1. Roll call and invocation;
 2. Correction and approval of minutes of the preceding regular meeting and of subsequent special meetings;
 3. Reports and recommendations of standing committees;
 4. Reports and recommendations of special committees;
 5. Reports and recommendations of System President;
 6. New business;
 7. Public comments.
- I. Agenda. All regular meetings of the Board shall be open to the public except when otherwise voted for the consideration of executive matters. No final or binding action shall be taken in a closed or executive session. At least ten (10) days prior to each regular meeting, the System President shall prepare and forward to each member a tentative agenda for the meeting. The System President shall place on the agenda any item requested by a Board member when submitted prior to agenda deadline with the approval of the Chair. The agenda shall not be changed less than twenty-four (24) hours prior to the meeting. Items may be added to the published agenda and acted upon only with the unanimous approval of the members present. (Revised 12/3/2012)
- J. Notice. The meeting notice shall be posted on the University of Louisiana System website no less than twenty-four (24) hours immediately preceding a Board meeting. (Revised 12/3/2012)
- K. Compensation of Members. Each member shall be paid \$50 for each day of attendance at Board meetings, meetings of committees on which the member serves, or while conducting duties assigned by the Board, plus travel and other expenses incurred in the performance of official duties. Reimbursement of travel and expenses shall conform to state regulations governing such expenses for state officials (R.S. 17:3206). (*See PPM*)
- L. Minutes. The minutes of Board or Committee meetings shall record official action taken upon motions or resolutions and may contain a summary or report of the action and pertinent discussions. In all cases when the action is not by a unanimous vote, the yeas, nays, and abstentions of the individual members shall be recorded upon the request of any member. The remarks, personal views, or vote explanations of an individual member may be included in the minutes upon request of that member. The minutes of meetings become official when approved by the Board or respective committee at a subsequent meeting. Official actions of the Board may be distributed by the Chair or by the System President after each meeting and prior to the completion or approval of the minutes.

- M. Reference to Committees. Prior to official action, the Board may refer any matter to an appropriate committee.
- N. Attendance at Meetings. The acceptance of an appointment to serve as a member of the Board of Supervisors carries with it the responsibility of attendance at regular meetings of the Board.
- 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 to three minutes or less per witness. The Chair may, however, waive the three-minute limit and grant more time to the witness.
3. The respective Committee or Board Chair shall limit public comments to those items included on the Committee or Board agenda. Comments may not extend to matters related to individual appeals of personnel issues, litigation, or collective bargaining.
4. The respective Committee or Board Chair reserves the right to organize the order of presentation of witnesses as follows:
 - a) University presidents;
 - b) University staff, faculty students, and representatives of university-affiliated organizations;
 - c) Members of the general public. (Revised 8/24/01)