



BOARD of REGENTS  
STATE OF LOUISIANA

# **Louisiana Board of Regents Bylaws, Policies and Procedures Table of Contents**

Article I	Creation and Members	2
Article II	Domicile	2
Article III	Meetings	3
Article IV	Officers	5
Article V	Committees	7
Article VI	Staff	10
Article VII	Operating Budget	10
Article VIII	Adoption of Bylaws, Publications and Amendments	11
BPP 1.2 (a)	Election Process for Student Member of the Board of Regents	13
BPP 3.3 (a)	Orientation for New Board Members and Professional Development	14
BPP 3.5 (a)	Notice of Meetings	16
BPP 3.9.c. (a)	Public Comment	17
BPP 3.11 (a)	Public Records and Requests	18
BPP 4.1 (a)	Election of New Officers to the Board	20
BPP 6.1 (a)	Louisiana Commissioner of Higher Education Position Description	21

**BYLAWS**

**FOR THE INTERNAL OPERATION AND THE  
TRANSACTION OF BUSINESS FOR THE BOARD OF REGENTS  
FOR THE STATE OF LOUISIANA**

**ARTICLE I**

**CREATION AND MEMBERS**

**1.1**      **Creation and Functions.** The Board of Regents is created as a body corporate under the 1974 Louisiana Constitution (Const. Article VIII, Section 5 A) and under La. R.S. 17:3121 A. It shall plan, coordinate, and have budgetary responsibility for all public postsecondary education and shall have other powers, duties, and responsibilities as provided in the Constitution or by law (Const. Article VIII, Section 5 A).

**1.2**      **Board Members.** The Board of Regents shall be composed as provided by law (Const. Article VIII, Section 5 B, C; Section 8 B; R.S. 17:3121 B)).

**1.3**      **Ethics.** All members of the Board are appointed public officials of the State of Louisiana. As such, they are subject to the laws of the State as defined by the 1974 Louisiana State Constitution and the laws of the State, specifically the Louisiana State Code of Ethics.

**ARTICLE II**

**DOMICILE**

**2.1**      **Domicile.** The domicile of the Board of Regents, a body corporate, shall be in the City of Baton Rouge, East Baton Rouge Parish, Louisiana (R.S. 17:3123 A).

## **ARTICLE III**

### **MEETINGS**

**3.1 Regular Meetings.** The Regents shall meet in January of each year, and at other times as fixed by the Board, or upon call of the Chairman (R.S. 17:3123 E). The Regents shall meet twice yearly on mutually agreed upon dates with the State Board of Elementary and Secondary Education (Const. Article VIII, Section 5 D).

**3.2 Special and Emergency Meetings.**

- a. Special Meetings may be called at any time by the Chairman in consultation with the Commissioner of Higher Education, or upon written request signed by the majority of members specifying the purpose of the desired meeting. Written or electronic notification along with the purpose of the meeting shall be sent to each member in a timely manner.
- b. Emergency Meetings may be called at any time by the Chairman in consultation with the Commissioner of Higher Education. Written or electronic notification along with the purpose of the meeting shall be sent to each member in a timely manner that is reasonable under the circumstances.

**3.3 Orientation for New Board Members and Board Member Professional Development.** The Board shall provide for the orientation and continued professional development for members of the Board of Regents. Training will focus on assisting members to become more informed and active participants in shaping postsecondary education in the State (BPP 3.3 [a]). No formal business will be conducted during these sessions.

**3.4 Location of Meetings.** The Board of Regents may hold meetings at any location in the state.

**3.5 Notice of Meetings.** Written or printed notice stating the dates, times, places and proposed agenda of Board and/or committee meetings shall be executed in accordance with State law (R.S. 42:19 et seq). The Board will require that Notice be transmitted as soon as feasible (BPP 3.5 [a]).

**3.6** **Quorum.** Eight members of the Board shall constitute a quorum and no action may be taken without a favorable vote of a majority of the members of the Board (R.S. 17:3123 C).

**3.7** **Proxies.** Any manner of proxy voting or secret balloting shall be prohibited (R.S. 42:14 B).

**3.8** **Rules of Order.** When not in conflict with any of the provisions of these Bylaws or any policies of the Board, meetings shall be conducted in accordance with *Robert's Rules of Order*.

**3.9** **Order of Business.** The order of business of the Board shall be as follows:

- a. Call to Order.
- b. Roll Call.
- c. Public Comments (BPP 3.9.c [a]).
- d. Correction and approval of the minutes of the preceding Regular Meeting and all Special and Emergency Meetings.
- e. Reports and recommendations of standing committees.
- f. Reports and recommendations of special committees.
- g. Reports and recommendations of the Commissioner of Higher Education.
- h. Resolutions for Board action.
  - i. Other business.
- j. Adjournment.

If the meeting is a special meeting or a joint meeting with the State Board of Elementary and Secondary Education, then the Order of Business on the Agenda shall be set forth in the call.

**3.10** **Agenda.** When feasible, at least ten days prior to each regular meeting, the Commissioner of Higher Education shall prepare and forward to the Chairman a tentative agenda for the meeting. The Commissioner shall place on the agenda any item requested in writing by at least four (4) members of the Board. The approved Agenda shall be posted on the website in accordance with Bylaws 3.5.

In accordance with R.S. 42:19 A, any item may be acted on even though not listed on the published agenda with unanimous approval of the members present. Any such item shall be identified in a motion with reasonable specificity, including the purpose for the addition to the

agenda, and entered into the minutes of the meeting. Prior to any vote on the motion to take up an item not on the agenda by the Board, there shall be an opportunity for public comment on any such motion in accordance with R.S. 42:14 D.

**3.11 Minutes.** As a public body, the Board of Regents will keep written minutes of its open meetings (R.S. 42:20 A). The minutes of all meetings shall include official actions of the Board. In all cases when the action is not by a unanimous vote, the yeas, nays, and abstentions of the individual members shall be recorded. As a public body, the Board of Regents will comply with State public records laws (R.S. 44:1 et seq) (BPP 3.11 [a]).

Copies of said minutes shall be transmitted to each member of the Board prior to the next scheduled meeting. The minutes shall be considered as tentative until approved by the Board at its next regular meeting. Following approval by the Board, the minutes shall be posted on the website.

## **ARTICLE IV OFFICERS**

### **4.1 Officers.**

#### 4.1. Officers.

4.1.1. Chair. The Chair shall be the presiding member of the Board. The Chair is appointed by the governor pursuant to La. R.S. 42:4, as amended by Act 491 of the 2024 Regular Session of the Louisiana Legislature. The Chair serves at the pleasure of the governor.

4.1.2. Vice Chair and Secretary. The other officers are Vice Chair and Secretary, elected by the members of the Board (R.S. 17:3123 B). These officers shall be elected by the Board at its meeting in December of each year and shall serve for a period of one year. Nominations are made in accordance with Bylaws policy BPP 4.1 (a). A nominee must be a Regent member whose service is not contingent upon reappointment for the year for which he or she is elected to serve as the Vice Chair or Secretary.

Vacancies occurring in the office of the Vice Chair or Secretary shall be filled by election by the Board for the remainder of the unexpired term of said office. A Vice Chair or Secretary of

the Board shall not succeed himself more than one time unless he has been elected to fill less than one-half of an unexpired term or in extraordinary circumstances as described below.

The Board may allow an officer to succeed himself more than one time if the State has suffered an extraordinary event and the Board believes that it is in the best interest of postsecondary education to have one or more of its officers remain in office. The candidate who will be succeeding himself more than one time must be elected by a favorable vote of two-thirds of the members of the Board.

**4.2 Chairman of the Board.** It shall be the duty of the Chairman of the Board to preside over all meetings of the Board; to appoint, subject to approval of the Board, the members and officers of all standing and special committees, except those management board members serving on standing committees; and to expand any standing committee in accordance with the provisions of the Bylaws. The Chairman shall perform any duties assigned to him in these Bylaws.

The Chairman and the Commissioner of Higher Education are designated spokespersons and representatives for the Board.

**4.3 Vice Chairman of the Board.** In the absence of the Chairman, the Vice Chairman shall preside over the meetings of the Board and perform any other duties as requested by the Chairman or by a vote of the Board.

**4.4 Secretary of the Board.** It shall be the responsibility of the Secretary to see to the filing, indexing and preservation of all minutes, papers, and documents pertaining to the business and proceedings of the Board and its committees, and shall be the custodian of the seal of the Board.

A Coordinator of Board Services shall be appointed by the Board upon recommendation of the Commissioner of Higher Education. Such Coordinator of Board Services, under the supervision and control of the Secretary of the Board, shall retain the actual custody of the Board's seal and records. The Coordinator shall be the custodian of public records (R.S. 44:1 et seq).

## ARTICLE V COMMITTEES

**5.1      Executive Committee.** The Executive Committee 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 shall also 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 at its next scheduled meeting except in matters where the Board shall have delegated to the Executive Committee full power to act.

Each member of the Executive Committee may serve as an ex-officio member of each standing committee.

**5.1.1   Membership.** The Executive Committee shall be composed of the Chairman, the Vice Chairman, the Secretary and four (4) members elected by the Board from its membership.

**5.1.2   Officers.** The Chairman of the Board will be the Chairman of the Executive Committee, and the Vice Chairman of the Board will be the Vice Chairman of the Committee. The Vice Chairman will preside in the Chairman's absence.

**5.1.3   Quorum.** A majority of the members of the Executive Committee shall constitute a quorum for the transaction of business. A favorable vote of a majority shall be necessary to take affirmative action. A quorum, once obtained, shall not thereafter be lost during the meeting. The absence of a quorum negates further action by the Committee but does not require adjournment of the meeting.

**5.2      Standing Committees.** The standing committees of the Board, including those in statute, shall be as follows:

- a.      Finance.\*
- b.      Academic and Student Affairs.\*
- c.      Legislative.\*
- d.      Facilities and Property.\*

- e. Planning and Research\* and Performance.
- f. Personnel.
- g. Sponsored Programs.
- h. Nominating Committee. (BBP 4.1 [a])
- i. Statewide Programs.
- j. Audit Committee.

\* Committee required by R.S. 17:3399.5 A, B.

**5.2.1 Membership.** All standing committees shall consist of no less than five voting members unless and until otherwise decided by the vote of a majority of the membership of the Board.

Each standing committee designated by law in subsection A of R.S. 17:3399.5 (i.e., Finance, Academic and Student Affairs, Legislative, and Facilities and Property) shall include as a member, a member of each of the postsecondary education management boards as designated by each board. If the management board member on any Regents' committee is unable to attend any meeting, an alternate management board member previously designated by that board may attend and vote on his behalf.

If a Regents' Board member on a standing committee is absent from any meeting, a member of the Executive Committee may serve as an alternate and shall thereafter be entitled to vote, regardless of the arrival of additional standing committee members.

Upon written notice, the Chairman of the Board may expand a standing committee to include the entire Board to meet as a Committee of the Whole, for a specified time. At meetings thereof, the officers of said committee shall continue to serve in their respective capacities.

**5.2.2 Officers.** The Chairman, Vice Chairman, and members of all standing committees shall be appointed by the Board Chairman following the first January meeting of each year. The Chairman shall present these appointments for ratification by the Board at a duly scheduled Board meeting in January. Committee appointees shall serve at the pleasure of the Chairman of the Board.

The Chairman of each committee will call and preside over necessary meetings. The Chairman will conduct meetings according to the provisions of Bylaws Article IV,



Section 4.10.

**5.2.3 Quorum.** A majority in number of the specified appointed members to each committee shall constitute a quorum. A favorable vote of a majority shall be necessary to take affirmative action. A quorum, once obtained, shall not thereafter be lost during the meeting. The absence of a quorum negates further action by the Committee but does not require adjournment of the meeting.

**5.3 Special Committees.** As the need arises, the Board or the Chairman of the Board may create special committees for temporary periods with such functions, powers and authority as may be determined. The term of a special committee shall be prescribed at the time of its appointment but shall not exceed the term of the Chairman. Unless otherwise provided in the action creating such a committee, the Chairman of the Board shall designate the number of its members and the Chairman and Vice Chairman thereof. The Chairman may also appoint ad hoc committees for special assignments for specified periods of existence not to exceed the completion of the assigned task.

**5.3.1 Special Committees.** The special committees of the Board, shall contain the following:

a. Artificial Intelligence

**5.3.2 Officers.** The committees shall each have a Chairman, who shall be the presiding officer, and a Vice Chairman to preside in the Chairman's absence. Both shall be appointed by the Chairman of the Board, subject to the Board's approval.

**5.3.3 Quorum.** A majority in number of the specified appointed members to each committee shall constitute a quorum. A favorable vote of a majority shall be necessary to take affirmative action. A quorum, once obtained, shall not thereafter be lost during the meeting. The absence of a quorum negates further action by the Committee but does not require adjournment of the meeting.

## ARTICLE VI

### STAFF

**6.1 Commissioner of Higher Education.** The Board shall employ a Chief Administrative Officer whose title shall be Commissioner of Higher Education for the State of Louisiana. The duties and responsibilities of the Commissioner of Higher Education shall be prescribed by the Board (BPP 6.1 [a]). The Commissioner of Higher Education shall be appointed in accordance with state law (R.S. 17:3123.1) and his performance and competence shall be evaluated annually by the Board.

**6.2 Other Staff.** The Board, through the Commissioner of Higher Education, will hire additional employees as it may deem necessary for the performance of its functions and in accordance with policies and procedures in the *Board Internal Operations Policies and Procedures Manual*. Internal policies pertaining to Board approval for hiring and firing of certain level employees and retirees cannot be amended without Board approval.

## ARTICLE VII

### OPERATING BUDGET

**7.1 Budget.** The Board shall annually adopt an internal operating budget covering the period from July 1 to June 30 of each fiscal year.

**7.2 Obligations.** Once the budget is adopted and funds have been appropriated, the obligations therein reflected may be incurred by the Board.

## ARTICLE VIII

### ADOPTION OF BYLAWS, PUBLICATIONS AND AMENDMENTS

**8.1 Adoption of Bylaws.** The original rules for the Board of Regents were presented to and adopted by the Board of Regents in the State of Louisiana on the 9th day of January 1975.

**8.2 Amendments.** New bylaws may be adopted and may be amended or repealed by a majority vote at any meeting of the board, but no such action shall be taken unless notice of such proposed adoption, amendment, or repeal shall have been given at a previous meeting or notice in writing of the proposed change shall have been served upon each member of the Board at least thirty (30) days in advance of the final vote upon such change. However, the requirements of the 30-day notice may be waived at any time by a vote of two-thirds (2/3) of the entire membership of the Board.

All amendments or additions to the Bylaws shall become effective on the 10<sup>th</sup> day after Board adoption unless otherwise stated.

**8.3 Repealing Clause.** All rules, regulations, orders or resolutions heretofore enacted by the Board which are in conflict with these Bylaws, are hereby repealed.

**8.4 Publications.** All publications of the Board of Regents will be handled and transmitted in accordance with State law (R.S. 44:1 et seq).

Adopted: January 9, 1975

Amended: February 27, 1975

Amended: February 23, 1978

Amended: March 27, 1986

Amended: November 14, 1989

Amended: May 27, 1993

Amended: January 29, 1998

Amended: March 19, 1998

Amended: September 24, 1998

Amended: April 24, 2003

Amended: May 27, 2004

Amended: January 5, 2006

Adopted: March 23, 2011

Adopted: September 25, 2014 (Revised BPP 6.1 (a))

Adopted: June 22, 2016

Adopted: September 27, 2017 (Revised Section 5.2 of Bylaws)

Adopted: February 24, 2021

Adopted: March 27, 2024 (Revised Section 3.1 of Bylaws)

Adopted: June 12, 2024 (Revised Section 5.3 of Bylaws)

Adopted: December 11, 2024 (Revised Section 4 of Bylaws and BPP 4.1)

<b>Louisiana Board of Regents</b>	
<b>Bylaws Policies and Procedures</b>	
<b>Policy Number</b>	<b>BPP 1.2 (a)</b>
<b>Chapter</b>	<b>Bylaws</b>
<b>Effective Date</b>	<b>3/23/11</b>
<b>Subject</b>	<b>Election Process for Student Member of the Board of Regents</b>

### **Election Process**

The student member shall be elected in an open meeting of the newly elected Council of Student Body Presidents of the member colleges and universities, after the spring election of all student body presidents has taken place. The student member shall be elected for a one-year term beginning on June 1<sup>st</sup> of each year.\*

The student member shall not be elected from the same management system within two consecutive years.

A student representing each of the management systems, under the jurisdiction of the Board, shall be elected to the Board of Regents at least once every five years. At the time of the appointment, the student shall be classified as full-time at the college or university at which enrolled.

### **Vacancy**

A vacancy in the office of the student member shall be filled for the unexpired portion of the term in the manner and from the same management system that the original appointment was made and by and from a council of student body presidents then in office and as otherwise provided by the Board.

June 25, 1981: Initial adoption by the Board of Regents  
 June 1988: Date changed from June 1 to September 1 by R.S. 17:3121.1  
 \*May 24, 2001: Date changed from September 1 to June 1 by Act 93 of 2001

<b>Louisiana Board of Regents</b>	
<b>Bylaws Policies and Procedures</b>	
<b>Policy Number</b>	<b>BPP 3.3 (a)</b>
<b>Chapter</b>	<b>Bylaws</b>
<b>Effective Date</b>	<b>3/23/11</b>
<b>Subject</b>	<b>Orientation for New Board Members and Board Member Professional Development</b>

### **Overview**

The Board is the constitutionally authorized policy-making and coordinating body for Louisiana’s postsecondary education system. To effectively meet the challenges of postsecondary education, the Board and staff must function together as a leadership team. All must understand the vision, structure, accountability, and advocacy needed to provide quality educational programs and services. Participation in orientation and professional development activities will assist in achieving these goals.

This policy establishes guidelines and requirements for the orientation and continued professional development of members of the Board of Regents. The responsibility for such training will rest with the Commissioner of Higher Education. The main focus of this training will be toward assisting members of the Board to become informed and active participants in policy making and coordinating Louisiana postsecondary education in accordance with its constitutional and statutory responsibilities.

### **Orientation of New Board Members**

The orientation session is designed to acquaint new members with the role and activities of the Board as well as the scope of its responsibilities. Additionally, the purpose of the session is to inform new members of the Board’s functions, policies, procedures, and current issues. The session also serves as an opportunity for members to ask and have questions answered.

The session shall be conducted within sixty (60) days following the new member’s appointment. The administrative staff of the Board may be designated to assist new members in understanding the Board’s functions, policies, and procedures as they relate to specific functions.

An Orientation Manual will be provided that contains selected reference materials, Board policies, regulations, budget and finance documents and other helpful information. New members will attend meetings of the Board and be encouraged to participate in periodic professional development sessions.

Each newly appointed member shall be provided a copy of the *Louisiana Code of Governmental Ethics* and the Sexual Harassment Policy.

The Louisiana Department of Boards and Commissions will provide each newly appointed Board member a “Related Party Disclosures” and a “Compliance with the Code of Governmental Ethics” form for his/her review and completion.

**Professional Development**

Several opportunities for members of the Board to participate in professional development activities will be provided yearly. Board members are encouraged to attend all training sessions. These sessions may be in the form of a retreat, workshop, seminar, or forum and each will focus on an area of interest or need as identified by the Chair of the Board or the Commissioner of Higher Education. Sessions will be conducted by Board staff or consultants and typically last between one to three hours.

<b>Louisiana Board of Regents</b>	
<b>Bylaws Policies and Procedures</b>	
<b>Policy Number</b>	<b>BPP 3.5 (a)</b>
<b>Chapter</b>	<b>Bylaws</b>
<b>Effective Date</b>	<b>3/23/11</b>
<b>Subject</b>	<b>Notice of Meetings</b>

### **Procedures**

It shall be the policy of the Board of Regents that all interested parties and the public may be informed of all activities of the Board. All meetings, as defined by R.S. 42:14, shall be open to all who wish to attend.

Written or printed notices of Board agendas and/or committee meetings shall be executed in accordance with R.S. 42:19 and note the dates, times, places and the agendas for the meetings.

When feasible, the written or printed notice shall be transmitted to appropriate individuals or agencies either personally, by mail, or by fax not less than:

1. Seven (7) days before the meeting date for the Regular Meetings,
2. Two (2) days (48) hours before the meeting date for Special Meetings; and
3. One (1) day (24) hours before the meeting date for Emergency Meetings.

However, nothing herein shall be construed to mean that a meeting cannot be held if not noticed within these timelines.



<b>Louisiana Board of Regents</b>	
<b>Bylaws Policies and Procedures</b>	
<b>Policy Number</b>	<b>BPP 3.9.c.(a)</b>
<b>Chapter</b>	<b>Bylaws</b>
<b>Effective Date</b>	<b>3/23/11</b>
<b>Subject</b>	<b>Public Comment</b>

### **Policy**

In accordance with R.S. 42:14 (D), the Board of Regents will allow an opportunity for public comment at each Committee/Board meeting at any point in the meeting prior to action on an agenda item upon which a vote is to be taken.

### **Guidelines**

1. Any individual interested in addressing the Board must register in writing with the Board Secretary. Registration may be handled in advance through the Regents' website, by calling the Board Secretary at (225) 342-4253, or by fax at (225) 342-9318. Registration may also occur onsite on meeting days.
2. At the time of registration, individuals must identify themselves, the topic on which they will comment, and the entity they represent, if appropriate.
3. Topic(s) to be addressed are limited to those issues included on the meeting agenda. Comments may not be extended to individual personnel issues or litigation.
4. Each presentation will be limited to a maximum of 5 minutes unless otherwise noted by the Chair.
5. No one will be allowed to disrupt the meeting or act in a disruptive manner.

<b>Louisiana Board of Regents</b>	
<b>Bylaws Policies and Procedures</b>	
<b>Policy Number</b>	<b>BPP 3.11 (a)</b>
<b>Chapter</b>	<b>Bylaws</b>
<b>Effective Date</b>	<b>3/23/11</b>
<b>Subject</b>	<b>Public Records and Requests</b>

### **Policy and Procedures**

The Board of Regents is a public body and any documents that are created, used, or kept in order to perform the business of the Board are subject to public records laws of the State (R.S. 44:1 et seq).

At no cost, members of the public may examine any public record in the office where it is kept during regular working hours. Special permission must be granted to view a record in a different place or at a different time.

According to the law, the custodian is the person in charge of releasing or protecting records. At the Board of Regents, the custodian is defined in the Bylaws as the Board Secretary. The custodian is also the person that determines, based on the law, if the record is public or not.

A request to view public records may be made to the Board Secretary over the phone, in person, by e-mail, or in a letter. It is recommended that such request be in writing and dated to ensure an accurate and timely response. Written requests for public records can be sent to the address below or faxed to the Office of the Board of Regents at 225-342-9318:

Board Secretary  
Louisiana Board of Regents  
Post Office Box 3677  
Baton Rouge, Louisiana 70821-03677

Upon receipt of the request for public records, the custodian will determine whether the record is public or not and shall notify the Commissioner of Higher Education of the request. The custodian has three business days within receipt of the request to either provide the public document or provide a written response regarding the legal reason that the document is not public.

If the record is a public record and it is available, it must be provided immediately. If it is a public record and it is not available, the custodian must respond in writing giving a specific time, within three business days of the request, as to when the record will be available. Prior to providing the document, the custodian will ask for the name and affiliation of the person making the request and ask the person making the request to sign a list so as to keep track of who has seen or copied a certain record.

There is no cost to examine a public record; however, requests requiring the viewing of records outside of regular working hours may require a fee to cover the cost of keeping the office open.

If copies of the document are requested, the Board of Regents will charge 25 cents per page for regular size paper documents and basic computer printouts. Additional fees may be charged for larger paper copies or if special work is required to pull information stored in a computer system.

Public records must be kept for at least three years from the date on which the public record was made (R.S. 44:36 (A)).

<b>Louisiana Board of Regents</b>	
<b>Bylaws Policies and Procedures</b>	
<b>Policy Number</b>	<b>BPP 4.1. (a)</b>
<b>Chapter</b>	<b>Bylaws</b>
<b>Effective Date</b>	<b>3/23/11</b>
<b>Subject</b>	<b>Election of New Officers to the Board</b>

### **Procedures**

In October of each year, the Board Secretary submits the list of returning incumbent members from the previous year to the Board Chair. The Board Chair will select from the list a Chair of the Nominating Committee and four additional Board members to serve on the Committee.

At the regularly scheduled meeting of the Board in December, the Nominating Committee shall submit a slate of nominees to the Board for the following positions:

1. Board Officers other than Chair – Vice Chair, Secretary;
2. Four Non-Officer Members to also serve on the Executive Committee; and
3. One representative to serve on the Board of Regents' Proprietary Schools Advisory Commission.

A majority vote of the Board is required to fill each position for the next year. These officers shall be installed at the scheduled Board meeting at the beginning of January.

<b>Louisiana Board of Regents</b>	
<b>Bylaws Policies and Procedures</b>	
<b>Policy Number</b>	<b>BPP 6.1 (a)</b>
<b>Chapter</b>	<b>Bylaws</b>
<b>Effective Date</b>	<b>9/25/14</b>
<b>Subject</b>	<b>Louisiana Commissioner of Higher Education Position Description</b>

### **Structure and Reporting**

The Commissioner of Higher Education is hired by and works directly for the Louisiana Board of Regents (Board). The appointment is subject to Senate confirmation.

The Commissioner is chief executive officer of the Board and reports directly to the Board of Regents. The Commissioner works collaboratively with the presidents of Louisiana's four systems of public postsecondary education (Louisiana Community and Technical College System, Louisiana State University System, Southern University System, and the University of Louisiana System) and the president of the Louisiana Association of Independent Colleges and Universities (LAICU).

### **Duties and Responsibilities of the Commissioner**

- Interacts effectively with state and postsecondary officials and the public
- Conducts the affairs of the Board and coordinates the statewide activities for the state's postsecondary education enterprise
- Executes and enforces all the decisions, orders, rules, and regulations of the Board
- Acts on behalf of the Board of Regents in fulfilling its responsibilities as spokesperson for postsecondary education in addressing and making recommendations to the Governor, Legislature, and the public on matters of policy
- Oversees Staff in:
  - Revision or elimination of degree programs, departments of instruction, divisions or similar subdivisions
  - Approval, disapproval, or modification of proposed degree programs, departments of instruction, divisions, or similar subdivisions
  - Studies of recommendations regarding the creation, merging, or elimination of institutions or branches
  - Formulation and revision of a master plan for postsecondary education including a formula for equitable distribution of funds to the institutions of postsecondary education
  - Budget recommendations for all systems of postsecondary education and recommendation of priorities for capital construction and improvements

- Meets regularly with system presidents to discuss mutual matters of concern or interest
- Addresses items of statewide concern and coordinates all presentations at meetings of the Board
- Coordinates senior staff personnel in preparing recommendations to the Board
- Sets the agenda for Board meetings in consultation with the Board Chair
- Employs and directs staff who serve at the will of the Board. Deputy-level appointments are subject to ratification by the Board
- Works collaboratively with the Board to establish yearly short- and long-term goals, objectives and priorities
- As required, serves and participates on numerous committees, commissions, boards and groups
- Performs other duties prescribed by the Board for the efficient operation of the office

The Commissioner serves at the will of the Board at a salary and benefits fixed by the Board. The Commissioner is also subject to Senate confirmation (R.S. 17:3123.1).

The Commissioner shall be annually evaluated on performance and competence by the Board in accordance with the Commissioner of Higher Education Evaluation Policy.

Revised: September 25, 2014

Revised: February 24, 2021