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Emergency Rules

DECLARATION OF EMERGENCY

Board of Elementary and Secondary Education

The State Board of Elementary and Secondary Education, at its meeting of August 27, 1981, exercised those powers conferred by the emergency provisions of the Administrative Procedure Act R.S. 49:953B and adopted the following as an emergency rule:

1. The Board approved the 1981 revised Bulletin 1508, *Pupil Appraisal Handbook*, as presented by the State Department of Education and amended by Committee. The Board also directed that this Bulletin be advertised as an Emergency Rule, with the effective date to be September 1, 1981.

In order to fully assure that children suspected of being exceptional are competently and accurately evaluated throughout the 1981-82 school year, it is necessary that the revision of Bulletin 1508 be adopted on an emergency basis. Such action will assure continuity in evaluation procedures throughout the year, fair and equal treatment for all referred children, and immediate implementation of the revised Act 754 Regulations.

James V. Soileau
Executive Director

DECLARATION OF EMERGENCY

Department of Health and Human Resources Office of Family Security

The Department of Health and Human Resources, Office of Family Security, does hereby exercise the emergency provision of the Administrative Procedure Act (R.S. 49:953B) to adopt, effective October 1, 1981, the following policies in the Aid to Families with Dependent Children (AFDC) Program.

I. EARNED INCOME DISREGARDS AND FOUR MONTH LIMIT

Each individual in the assistance unit who has earned income is entitled to a standard deduction, to a deduction for child care and to the earned income exemption. The deductions from earned income shall be applied in the following order:

- (1) Standard deduction
 - (2) Child care deduction
 - (3) Earned income exception
- No other deductions are allowed.

A. Standard Deduction:

Maximum allowable standard deduction is \$75.00. This amount is reduced if employed less than full-time or less than a full month.

B. Child Care:

Maximum deduction allowed is determined by the number of hours the wage earner is actually engaged in employment.

Maximum allowed shall be \$1.00 per hour employment per child or incapacitated individual up to \$160.00 per month each.

Verified amount actually paid by the wage earner up to the maximum shall be deducted.

C. Earned Income Exemption:

EIE applied for FOUR months ONLY.

AFDC recipient shall not be entitled to this deduction again until after the expiration of 12 CONSECUTIVE months during which he was not included in any AFDC certification.

II. RESOURCE LIMIT

\$1,000 per assistance unit.

Exclusions are:

- a) Home
- b) Equity value up to \$1,200 in one power-driven land conveyance.

Equity value is fair market value less encumbrances.

III. LUMP SUM PAYMENTS

Lump sum payments received by any members of the income unit shall be considered as income to the AFDC assistance unit unless the income is excluded.

The lump sum payment will be provided by the need standard for the appropriate size income unit.

The assistance unit will be ineligible for the whole number of months that the pro-rated incomes meet their need. Remaining income, after this computation, will be considered as income received in the first month following the period of ineligibility regardless of whether the income is available.

IV. EARNED INCOME CREDIT

EIC shall be considered as income which is potentially available to clients who have earned income; therefore, all clients who have earned income shall be required to file an IRS Form W-5 with an employer to receive advance EIC.

EIC shall be budgeted as earned income.

If the client who has earned income refuses to file an IRS Form W-5 and apply for EIC, the cases shall be rejected or closed because need cannot be established.

V. STEPPARENT LIABILITY

Income of a stepparent residing in home shall be considered in determining eligibility.

VI. STRIKERS

AFDC benefits cannot be paid to families in which the caretaker relative or stepparent is participating in a strike on the last day of the month and, if any other member of the household is participating in a strike, his or her needs cannot be considered in computing the AFDC benefits.

VII. DEPENDENT CHILD AGE LIMIT

Under 16 years of age.

16-18 years of age either exempt from WIN-Work registration or registered for employment-participating in the WIN Program.

18-19 years, if a full-time student in a secondary school or in the equivalent level of vocational or technical training, and reasonably expected to complete the program before reaching the age 19.

VIII. UNBORN CHILD COVERAGE

Unborn children will no longer be eligible for AFDC.

Pregnant woman who has completed fifth month of pregnancy may be certified if otherwise eligible (unborn is not eligible).

IX. PAYMENTS BELOW \$10

AFDC grant payments in an amount of less than \$10 will be prohibited but the AFDC family will remain eligible for Medicaid.

X. ADJUSTMENTS FOR INCORRECT PAYMENTS

All AFDC losses regardless of reason for overpayment will be subject to collection either by recoupment or recovery.

Recipients who failed to timely report a change in earned income will not be given the benefit of the earned income deductions and exemptions in the computation of overpayments-ineligible payments.

XI. ALIEN ELIGIBILITY FOR AFDC

Legally admitted aliens who apply for benefits for the first time after September 30, 1981, shall have the income and resources of their sponsor and the sponsor's legal spouse (if residing in the home) considered available for their support for a period of three years after their entry into the U.S.

XII. TRAINING ALLOWANCE

The \$28 allowance to meet the cost of training connected expenses shall no longer be allowed for the future training in lieu of employment.

XIII. INCOME LIMIT OF 150 PERCENT OF NEED STANDARD

At application, redetermination or any time there is a change in circumstances, the household must meet a pre-test of eligibility based on need. In this pre-test, gross income from employment plus profit from self-employment plus countable unearned income must be less than 150 percent of the appropriate need standard.

XIV. WORK OR WORK REGISTRATION REQUIREMENTS FOR AFDC RECIPIENTS

All AFDC children age 16 to 19 will be required to work or register for work unless attending school full-time. Caretaker relatives and parents will be required to work or register unless personally caring for a child under age 6 with only brief and occasional absences from the child. The caretaker relative under age 21 in a training course which will be completed within two years will be required to register for work and accept employment if available.

XV. RETROSPECTIVE BUDGETING/MONTHLY REPORTING

The amount of assistance for AFDC recipients who have earned income, stepparent's income, voluntary contributions or unemployment compensation included in the budget or those whose grant amount is less than \$10 will be based on the actual income or circumstances which existed in the previous month. These AFDC recipients will be required to submit monthly reports of household circumstances including verification of income to the local Office of Family Security.

The monthly reports shall be received in the local Office of Family Security no later than the third of each month. Failure to submit a completed report, including verification, by the third of each month may result in suspension or closure of the case.

George A. Fisher, Secretary
Department of Health and Human Resources

DECLARATION OF EMERGENCY

**Department of Health and Human Resources
Office of Family Security**

The Department of Health and Human Resources, Office of Family Security does hereby exercise the emergency provision of the Administrative Procedure Act (R.S. 49:953B) to adopt, effective October 1, 1981, the policies as described below in the Food Stamp Program. Emergency Rulemaking is necessary in order to comply with the Reconciliation Act of 1981 as passed by the United States Congress.

I. Household Concept

The definition of household has been partially changed. The definition includes a group of individuals who live together and customarily purchase food and prepare meals together for home consumption, except that parents and children who live together shall be treated as a group of individuals who customarily purchase and prepare meals together for home consumption even if they do not do so, unless one of the parents is 60 years of age or older.

In no event shall separate household status be granted to children living with parents unless at least one parent is 60 years of age or older, parents less than 60 years of age living with children, or a boarder. Boarder status, in addition to other restrictions, shall not be granted to children living with parents if both parents are under age 60.

II. Strikers

For food stamp purposes, a striker is defined as anyone involved in a strike or concerted stoppage of work by employees (including a stoppage by reason of the expiration of a collective-bargaining agreement) and any concerted slowdown or other concerted interruption of operations by employees. Any employee engaged in a lockout, however, is not deemed to be a striker.

Households with striking members shall be ineligible to participate in the Food Stamp Program unless the household was eligible prior to the strike. If the household was eligible for food stamps immediately prior to such strike, however, such household shall not receive an increased allotment as the result of a decrease in the income of the striking member or members of the household.

If the household were eligible or participating prior to the strike action, benefits shall be calculated by using the household's income as it stood immediately prior to the strike. That is, the household's regular monthly earned income attributable to the job on which the strike occurred would be deemed to remain the same after the strike as if the household member were still working. If other changes occur, (for example, a change in household size, changes in income from strike benefits or from other, nonstrike-related employment) household benefits shall be adjusted using normal procedures. Strikers shall be subject to the work registration requirement unless otherwise exempt.

III. Income Eligibility Standards

A. The income eligibility standards for the Food Stamp Program shall be as follows:

(1) Gross Income (All households except those specified in (2) below) The income eligibility standards for the contiguous 48 States and the District of Columbia, Guam, Puerto Rico and the Virgin Islands shall be 130 percent of the Office of Management and Budget's (OMB) nonfarm income poverty guidelines for the 48 States and the District of Columbia.

(2) Net Income

For households which contain a member who is 60 years of age or over, or a member who receives Supplemental Security Income (SSI) benefits under Title XVI of the Social Security Act, or disability and blindness payments under Titles I, II, X, XIV, or XVI of the Social Security Act, the net income eligibility standards for the Food Stamp Program shall be as follows: The income eligibility standards for the contiguous 48 States and the District of Columbia, Guam, Puerto Rico, and the Virgin Islands shall be the Office of Management and Budget's (OMB) nonfarm income poverty guideline for the 48 States and the District of Columbia.

(3) The income eligibility limits, as described in this paragraph, are revised each July 1, to reflect OMB's annual adjustment to the nonfarm poverty guidelines for the 48 States and the District of Columbia, for Alaska, and for Hawaii.

B. Income eligibility standard for Louisiana is as follows:

Household Size	Gross Monthly Income	Net Monthly Income
1	\$ 467	\$ 360
2	617	475
3	766	590
4	916	705
5	1,065	820
6	1,215	935
7	1,364	1,050
8	1,514	1,165
Each Additional Person	+ 150	+ 155

IV. Earned Income Deduction

The earned income deduction is 18 percent of gross earned income.

V. Initial Month's Benefits

A household's benefit level for the initial month of certification will be based on the day of the month it applies for benefits. Using a 30-day calendar or fiscal month, households shall receive benefits prorated from the day of application to the end of the month. A household applying on the 31st of a month will be treated as though they applied on the 30th of the month. Initial month means either the first month for which an allotment is issued to a household, or the first month for which an allotment is issued to a household following any period of more than a month during which the household was not certified for participation in the Food Stamp Program. If the prorated allotment results in an amount of \$1, \$3, \$5, the allotment shall be rounded to \$2, \$4, or \$6 respectively.

VI. Income eligibility and Benefit Level.

For households containing a member age 60 or over or who receives SSI under Title XVI of the Social Security Act or disability and blindness payments under Titles I, II, X, XIV, and XVI of the Social Security Act, income eligible shall be based on net income.

For all other households, income eligibility shall be based on gross income.

All eligible one and two-person households shall receive a minimum monthly allotment of \$10.00, except when proration of initial month's benefits occurs. All eligible households whose benefits are prorated to \$1, \$3, or \$5, and eligible households with three or more members which are entitled to \$1, \$3, and \$5, allotments, shall receive allotments of \$2, \$4, and \$6, respectively to correspond with current coupon denominations. For those eligible households with three or more members, which are entitled to no benefits, the eligibility worker shall deny the household's participation, on grounds that its net income exceeds the level below which benefits are issued.

The level of benefits for all eligible households shall be based upon net monthly income.

VII. Expedited Service

Households certified after the 15th of the month under the expedited processing standards shall be certified the initial month with prorated benefits and for the subsequent month with full benefits.

VIII. Recertification of Supplemental Security Income Households.

Supplemental Security Income households which have received a food stamp notice of expiration shall be entitled to make a timely application for food stamp recertification at the SSA office.

IX. Thrifty Food Plan

A. Effective April 1, 1982, the Thrifty Food Plan amounts shall be adjusted to the nearest dollar increment to reflect changes in the Consumer Price Index for all Urban Consumers (CPI-U) for the cost of food, for the fifteen months ending on December 31, 1981.

B. Effective July 1, 1983, the Thrifty Food Plan amounts shall be adjusted to the nearest dollar amount to reflect changes in the CPI-U for the cost of food, for the fifteen months ending March 31, 1983.

C. Effective October 1, 1984, the Thrifty Food Plan amounts shall be adjusted to the nearest dollar increment to reflect changes in the CPI-U for the cost of food, for the fifteen months ending June 30, 1984.

D. Effective October 1, 1985, and each October 1 thereafter, the Thrifty Food Plan amounts shall be adjusted to the nearest dollar increment to reflect changes in the CPI-U for the cost of food, for the twelve months ending on the preceding June 30.

X. Adjustment of Standard Deduction

A. Effective July 1, 1983, the standard deductions shall be adjusted to reflect changes in the Consumer Price Index for all urban consumers (CPI-U) for items other than food and the homeownership component of shelter costs for the fifteen months ending March 31, 1983.

B. Effective October 1, 1984, the standard deductions shall be adjusted to reflect changes in the CPI-U for items other than food and the homeownership component of shelter costs for the fifteen months ending June 30, 1984.

C. Effective October 1, 1985, and each October 1 thereafter, the standard deductions shall be adjusted to reflect changes in the CPI-U for items other than food and the homeownership component of shelter costs for the twelve months ending the previous June 30.

D. These adjustments shall be based on the previous unrounded numbers, and the result rounded to the nearest \$5 increment.

XI. Adjustment of shelter deduction

A. Effective July 1, 1983, the maximum limit for excess shelter expense deductions shall be adjusted to reflect changes in the shelter (exclusive of homeownership costs), fuel, and utilities components of the CPI-U for the fifteen months ending March 31, 1983.

B. Effective October 1, 1984, the maximum limit for excess shelter expense deductions shall be adjusted to reflect changes in the shelter (exclusive of homeownership costs), fuel, and utilities components of the CPI-U for the fifteen months ending June 30, 1984.

C. Effective October 1, 1985, and each October 1 thereafter, the maximum limit for excess shelter expense deductions shall be adjusted to reflect changes in the shelter (exclusive of homeownership costs) fuel, and utilities components of the CPI-U for the twelve months ending the preceding June 30.

D. These adjustments shall be based on the previous unrounded numbers, and the result rounded to the nearest \$5 increment.

XII. Outreach

The Outreach Program will be discontinued but program informational material will continue to be available.

Michael S. Haddad
Assistant Secretary

DECLARATION OF EMERGENCY **Department of Health and Human Resources** **Office of Family Security**

The Department of Health and Human Resources, Office of Family Security, (OFS) does hereby exercise the emergency provision of the Administrative Procedure Act (R.S. 49:453B) to implement effective October 1, 1981, patient liability for the month of entry to a long-term care facility. Income (patient liability as determined by the OFS Parish Office) shall be applied in computing the OFS payment to the long-term care facility beginning with the first day the applicant or recipient is determined categorically and medically eligible, or date of admission if later. OFS will pay the long-term care facility the per diem rate less the recipient's per diem applicable income for the number of eligible days.

This policy is being implemented to bring the policy into compliance with Federal Regulation CFR: 42: CFR 435.733.

George A. Fischer
Department of Health and Human Resources

Rules

RULES

Board of Elementary and Secondary Education

Rule 4.00.73c

The Board adopted an amendment to Bulletin 1213, *Minimum Standards for School Buses in Louisiana*, which provides for allowing contract drivers and/or school systems to convert from gasoline to LP-Gas or CNG systems, and amended as follows:

1. LP-Gas Motor Fuel conversion equipment installed on school buses is permitted by the Louisiana State Board of Elementary and Secondary Education.

2. School systems and/or contract drivers converting school buses to LP-Gas carburetion shall register with the State Department of Education, Bureau of School Transportation, in order to be kept up to date on new developments by the State Department of Education.

3. All installations of LP-Gas Conversion equipment (carburetion, lines, tanks, fittings, etc.) shall meet or exceed all the safety specifications set forth in the Rules and Regulations of the Liquefied Petroleum Gas Commission of the Louisiana Department of Public Safety, Section I, General Requirements, and Section VI, LP-Gas As a Motor Fuel.

4. The LP-Gas Conversion and completed installation of equipment shall be inspected by inspectors from the Liquefied Petroleum Gas Commission during the annual Louisiana State Police bus inspections.

Rule 7.02.05

The Board adopted the Criteria for Awarding the Certificate of Achievement and amended as follows:

Criteria for Awarding the Certificate of Achievement

1. The student has been properly evaluated and determined to be exceptional according to Bulletin 1508.

2. The student has been enrolled in an Alternative to Regular Placement Instructional Program as documented by the Individualized Education program.

3. The student has completed a minimum of 12 years of school or has reached age 22. (This is not to include students younger than 16 years of age.)

The student has met attendance requirements according to Bulletin 741.

5. The student has addressed state alternative minimum standards or a state approved alternative curriculum which was reflected as short-term objectives and annual goals in the student's Individualized Education Program.

6. The student has successfully completed the alternative to regular education program as defined in Parish Pupil Progression Plan and in accordance with the criteria specified therein; however, no criterion will be accepted that is less than 70 percent completion of the valid and appropriate annual goals listed in the IEP during the student's school career.

7. The program is provided by personnel certified in appropriate areas.

Rule 3.01.70v(36)

The Board adopted an amendment to the Interim Requirements for Special Education Certification, on Page 5, under Paragraph 2, Line 9, to change the word "and" to "or."

Rule 3.01.70v(37)

The Board adopted the Interim Policy for Hiring Fulltime and Parttime Noncertified School Personnel as follows:

"In an effort to assist Local Education Agencies experiencing extreme difficulty in providing certified personnel for the classroom, the following interim policy is proposed.

Fulltime-parttime noncertified school personnel may be employed by parishes having difficulty in employing certified persons in certain positions provided that proper documentation be submitted to the Department of Education. This documentation shall include:

1. A signed affidavit by the local school superintendent that the position could not be filled by a certified teacher.

2. Documentation that efforts for recruitment for certified teachers have been made (i.e., newspaper advertisements, letters, contact with colleges, etc).

3. Submission of names, educational background, subject matter and grade level being taught as an addendum to the Annual School Report.

4. It is required that these teachers take the NTE at the earliest date that it is offered in their geographical area.

These individuals shall be employed at the same salary or an hourly basis based on the effective state salary schedule for a beginning teacher with a baccalaureate degree and a certificate.

Fulltime-parttime noncertified school personnel shall be considered part of the regular teacher allotment and local school systems shall be reimbursed in the same manner as regular teachers.

This Interim Policy will remain in effect until July 1, 1983."

James V. Soileau
Executive Director

RULE

Board of Trustees for State Colleges and Universities

Part IX of the Policies and Procedures Manual of the Board of Trustees for State Colleges and Universities is deleted in its entirety and the following is substituted for that Part:

Part IX ATHLETIC POLICIES

Preface

The intercollegiate athletic programs of the institutions under the jurisdiction of the Board shall be governed by these Athletic Policies.

Compliance with policies of the Board, as well as those of the National Collegiate Athletic Association (NCAA), National Junior College Athletic Association (NJCAA) and Association for Intercollegiate Athletics for Women (AIAW), is the personal responsibility of each individual concern insofar as any and all of these policies govern his actions.

The director(s) of athletics at each institution shall ensure that each individual concerned has available a current copy of the Board's *Policies and Procedures Manual* and current copies of the appropriate association manuals — NCAA, NJCAA and AIAW.

Unless otherwise specified in these Board policies, the manual of the appropriate association (NCAA, NJCAA, AIAW) should be consulted to determine matters of athletic policy.

Section 9.1 Administration

A. Athletic Committee

1. The athletic policies of the institutions shall be determined by and shall be under direct supervision of the Board's Athletic Committee.

2. The Committee may suspend or place on probation an institution found in violation of any applicable policy, procedure or rule.

3. The Committee may prohibit any student-athlete from competing for an institution and/or for participating in any championship meet or tournament, if the student-athlete has been adjudged in violation of any applicable policy, procedure or rule.

4. When penalties for certain violations are not specifically covered by these Athletic Policies, the Committee shall use its discretion in affixing the penalties.

5. The Committee shall approve all athletic contracts as specified in **Section 9.12 Intercollegiate Athletic Contracts**.

6. All actions of the Committee shall be subject to approval by the Board.

B. Coordinator of Athletics

1. The Coordinator of Athletics shall be appointed by the Board, on recommendation of the Executive Director.

2. Duties of the Coordinator — The Coordinator

a. Shall interpret these Athletic Policies and assist the member institutions in obtaining interpretations of NCAA, NJCAA and AIAW rules.

b. Shall be responsible for the enforcement of these Athletic Policies, and those of the NCAA, NJCAA and AIAW and shall, at his discretion, report violations and actions taken to any association of which an institution is a member.

c. Shall maintain a record of all athletic reports submitted in accordance with Sections 9.6 D and 9.10 of this Part.

d. May, at his discretion, make inspections and investigations of an institution's athletic activities.

e. Shall impose all penalties prescribed in these Athletic Policies, as well as those indicated on the pre-enrollment applications. Public announcements pertaining to penalties imposed upon an institution shall be made only by the Coordinator.

f. Shall receive and act upon requests for eligibility rulings:

(1) All requests for eligibility rulings shall be submitted in writing by the athletic director at the institution.

(2) The following information shall be included in the request:

(a) The student-athlete's full name.

(b) The first date of matriculation in a junior college, college or university.

(c) If a transfer, a positive statement that the student-athlete is eligible to return to the institution from which he is transferring.

(d) If a veteran, a statement as to voluntary or involuntary entrance to service, academic status at time of entering service, and length of time spent in the service.

(e) A positive statement, signed by the athletic director, as to prior participation (number of years and sports) in intercollegiate athletics.

(3) Omission of any of the above information shall invalidate the request.

(4) The Coordinator must respond in writing to any eligibility request before the ruling becomes official.

g. Shall furnish all athletic personnel at each institution sufficient copies of the Board's *Policies and Procedures Manual*, and subsequent revisions.

h. Shall promote all athletic programs of the institutions through news media, alumni associations, and public contact.

i. Shall distribute the minutes of Faculty Commission meetings to presidents, athletic directors and coordinators, and commission members.

3. The chief executive officer of each institution must notify the Coordinator of Athletics in writing upon notice that they are being investigated by their national organization and/or conference. The exact nature of the violations reported shall be reported to the Coordinator.

C. Faculty Commission

1. The Faculty Commission, composed of the Chairperson of the Athletic Council from each institution, shall prepare and present bylaws to the Athletic Committee and shall act as an Appeals Committee on rulings by the Coordinator.

C. Faculty Commission

1. The Faculty Commission, composed of the Chairperson of the Athletic Council from each institution, shall prepare and present bylaws to the Athletic Committee and shall act as an Appeals Committee on rulings by the Coordinator.

2. Any proposed change to these Athletic Policies originating from an institution shall be presented through the Coordinator to the Faculty Commission for its consideration and presentation to the Athletic Committee. Any such proposed change shall be circulated to the Faculty Commission, athletic directors and coordinators, and presidents at least 15 days prior to any recorded vote.

3. The Faculty Commission shall elect a chairperson and vice chairperson on an annual basis from among its members. This election shall be held at the first meeting following the national athletic association conventions.

4. All actions of the Faculty Commission shall be subject to approval by the Athletic Committee.

Section 9.2 Membership Affiliation

A. National Associations

1. Each institution shall be a member of the appropriate national association.

2. An institution may join other national, regional or state associations.

B. Athletic Conferences

An institution may be a member of a conference or participate as an independent; any change in its status shall be communicated to the Coordinator by its chief executive officer.

Section 9.3. Finances

A. All funds, including those from outside sources (cf. Subsection C and D below), used in an institution's athletic program shall be processed by the institution's chief financial officer, and are subject to audit.

B. Gate receipts, scholarship appropriations, athletic staff salary appropriations, receipts from sale of concessions and programs, and the \$20,000 which the Board allocates are the only funds from State sources which may be expended for athletics.

C. Funds other than those from State sources may be used to support the athletic program. The value of a scholarship financed from other than State funds shall not exceed the value set forth in Section 9.4A of this Part, nor shall the use of scholarships financed from other than State funds exceed the limits set forth in Section 9.4B of this Part.

D. Federal money may be used as aid to student athletes. Each institution shall abide by the appropriate conference or national organizations' policies as it applies to the use of federal monies.

E. In order for Revenue Producing Summer Camps to be held on campuses using school employees who are hired on a 12-month basis, the personnel must be on annual leave; the school must be compensated at its regular rate of rental for the use of facilities and equipment; and insurance must be provided by the promoters, with the state and school being held harmless. All monies earned and placed in outside or agency funds must be subject to audit. None of the above will apply if all funds are retained by the institution.

F. Athletic travel by members of an institution's athletic staff shall be charged to its athletic budget.

Section 9.4 Scholarships

A. Value

1. A full athletic scholarship shall be defined according to current NCAA, NJCAA or AIAW policies.

2. Any monies, benefits, and in-kind payments that a student athlete receives for which athletic ability comes into play will constitute a scholarship.

3. A full athletic scholarship plus incidental expenses shall

be determined by the appropriate governing authority.

B. Division of Scholarships

The number of student-athletes on state athletic aid shall not exceed the total number, or the number (or equivalent dollar values) for each sport, as indicated by the following table:

Sports	Board's Limits on Per Year Allocation of Scholarships	
	Men	Women
Football	70	—
Basketball	15	12
Baseball	12	—
Softball	12	12
Track & Field, Cross Country	14	14
Tennis	4	5
Golf	4	5
Gymnastics	—	7
Swimming	—	5
Volleyball	—	9
Floater Scholarships*	10	10

* An additional ten scholarships may be used in any sport other than football or basketball, in which case the limit for a sport set by the Board may be exceeded as long as the applicable national association rules are observed. The allocation of these ten floater scholarships by an institution shall be approved by the Coordinator of Athletics.

C. Restrictions

1. A student-athlete who receives a scholarship in track, baseball, golf, tennis, gymnastics, weight lifting, swimming, bowling, or any spring or other sport shall not take part in football or basketball. However, a scholarship holder in football or basketball may be permitted to take part in such sports. This policy shall not apply if it is in conflict with rules of the applicable national associations.

2. Each institution shall comply with the conference scholarship rules of which it is a member.

D. Out-of-State Scholarships

1. No more than 47 percent of the state subsidized scholarships available to the separate programs for women's athletics and men's athletics shall be awarded to out-of-state students. Of this number, no more than 30 shall be used for football. Out-of-state scholarships in excess of this number may be awarded if funds come from a source other than State funds, and provided the total scholarship limits as set forth in Section 9.4B of this Part are not exceeded.

2. An institution may waive out-of-state fees for a student athlete only while he is an active participant. If the out-of-state student-athlete has completed his eligibility, then his out-of-state fees may be waived for not more than one year. This policy shall not apply if it is in conflict with rules of the applicable national association.

E. Penalties

1. An institution that exceeds the out-of-state limit in any given year may be required to reduce the total number of out-of-state scholarships allowed the following year up to the number in excess of the limit.

2. For violation of giving athletic scholarships other than those authorized, an institution shall lose such scholarships, plus an additional scholarship for not less than one year; the student-athlete(s) awarded the scholarship(s) shall be ineligible at that institution for not more than one year.

3. An alternate penalty for awarding a student-athlete an unauthorized scholarship may be a loss of eligibility for that student-athlete for one year.

Section 9.5 Eligibility

A. The following eligibility policies shall apply to a student-athlete competing in an athletic contest sponsored by an institution:

1. A student-athlete shall be a bona fide registered student, regularly enrolled as a candidate for a degree, and doing full-time work in a regular course of study, unless a graduating senior.

2. A student-athlete shall comply with the applicable national association rules as it applies to graduation and/or years of competition.

3. A high school graduate, upon initial matriculation at an institution, who is ineligible to participate in a contest or organized practice during the first year in residence according to NCAA, NJCAA and AIAW rules, shall be eligible after the completion of two semesters, or three quarters, and 24 credit hours.

4. A student-athlete beyond the first year at an institution shall earn at least 24 semester hours, or the equivalent, in between seasons of participation in that respective sport. In the event of hardship, the respective national organizations' policy shall prevail.

5. All eligibility requirements shall be satisfied during the semester or quarter, or summer session preceding the semester or quarter, in which a student-athlete intends to participate (incomplete work within his own institution excepted). Only those credit hours granted after regular class attendance will satisfy the requirements set forth in Subsection 1, 3 and 4 of Section 9.5A of this Part.

6. A student-athlete who has not officially attended an institution for one full academic year (two full semesters or three full quarters) may appeal to the Coordinator of Athletics for immediate eligibility, if eligible at the time he left school.

7. A student-athlete having served in the armed forces, on official church missions or any other official government service shall:

a. Upon return be eligible at the academic level attained at the time of induction provided that the eligibility shall not exceed four years in any sport and provided he is eligible under all other policies.

b. After serving a minimum of 18 months, Subsection 3 of Section 9.5A of this Part is waived for the period of service.

c. While a member (other than at the service academies), athletic participation shall not count against a student-athlete's total intercollegiate competition.

d. If suspended for academic, disciplinary or other reasons by an institution, and who enlists voluntarily, shall not be eligible upon his discharge until the requirements set forth in Subsection 6.e. of Section 9.5A of this Part are met.

e. Be eligible immediately upon return to the same institution, if he withdraws from an institution after midterm of a regular semester or quarter in good standing and voluntarily enlists and is on active duty for a period of at least six months.

8. A student-athlete whose eligibility changes at the end of a quarter or semester shall become eligible or ineligible to compete at the time the eligibility is officially certified by the student-athlete's institution, which shall not be later than the first day of classes of the following semester or quarter; if the student-athlete is eligible to compete at the time of the institution's first participation in a national association championship, the student-athlete shall remain eligible for the remainder of the meet or tournament.

9. A transfer student must be eligible to reenter the institution from which he is transferring.

10. All junior college level intercollegiate competition will count toward intercollegiate competition at an institution.

11. An institution may abide by a national association's hardship rule. The Coordinator of Athletics shall be presented the pertinent situation in writing and shall act as an agent to the

national association.

12. A junior college graduate or a junior college transfer is eligible upon registration when he meets the appropriate national association requirements regarding the junior college rules.

B. Penalty

A student-athlete entering an institution in violation of Sub-section 9 of Section 9.5 A of this Part (#9 above) shall be permanently barred from participation at the institution.

Section 9.6 Recruiting

A. An institutional employee, who is not a member of the institution's athletic staff, shall not serve as a talent scout (one who travels for an institution checking high school material, grades, and ability during the season and not actively taking part in coaching), unless the service is rendered on a voluntary basis. He shall not receive compensation or travel expenses.

B. Each institution shall be allowed to spend up to \$10,000 of its \$20,000 Board allocation (Cf. Section 9.3 B of this Part) for its athletic recruitment program.

C. Signing Dates

Each institution will honor its national organization concerning the signing dates of students athletes.

D. Pre-enrollment Applications and Letters of Intent

1. Pre-enrollment Applications or Letters of Intent shall be signed on forms furnished and/or approved by the Coordinator of Athletics. A parent's (or guardian's) signature shall be required on the form if and only if the student-athlete is under 18 years of age. When both parents are alive and are not divorced or judicially separated, then the father shall sign this application on behalf of the minor. If one or both parents are deceased, then the tutor of the minor is the proper party to sign the application. If the parents are separated or divorced, then the parent bearing legal custody and/or with whom the minor resides shall sign this application.

2. To be valid and binding, a duly signed and dated pre-enrollment application or letter of intent shall be forwarded to the Coordinator of Athletics within 15 days after a student-athlete (and parent or guardian if required) signs the form. Failure to forward the form as prescribed shall render the student-athlete free to sign with another institution.

3. The following policies shall apply to an institution if and only if they are not in conflict with the rules of the national association of which the institution is a member.

a. A student-athlete, who signs an athletic scholarship (partial or full) with one institution, and whose application is filed with the Coordinator of Athletics within 15 days of the signing date, shall not sign with a second institution without loss of one year of eligibility; during this period, he shall not practice with or play for the second institution, nor be eligible for any type of scholarship award or other financial assistance, unless the student-athlete is released by the original signing institution. If released, the policy as set forth in Section 9.6 E of this Part shall prevail. (These provisions shall also apply to a student-athlete who participates with one institution and then transfers to a second institution. These provisions shall not apply to a student-athlete whose financial assistance was terminated by the original institution with which he enrolled.)

b. An athletic scholarship award given by an institution to high school and transfer student-athletes shall be recognized and honored by all other institutions.

E. Migrants or Transfers

1. A migrant or transfer is a student-athlete who enters an institution after having registered at another institution. (Attendance at summer school is excepted.)

2. Migrant and transfer student-athletes will be eligible to participate and can receive aid but cannot compete until the completion of one calendar year of residence at an institution. A student-athlete that attends an AIAW member institution will follow the existing transfer rule.

F. Penalties

1. If a prospective student-athlete is party to falsification of records, he shall be permanently barred from participating in athletics at an institution.

2. If there is proof that an individual, who is in any way a representative of an institution, has been a party to falsifying records or participating in any manner in irregular procedures regarding the establishing of a student-athlete's academic average, that institution shall be barred from any championship and post-season game participation in that sport for a period of one year.

Section 9.7 Supplemental Policies

A. A participant is any student-athlete who is on an athletic scholarship and/or who practices with an official team sponsored by an institution for intercollegiate competition.

B. A competitor is a student-athlete who takes part in any official intercollegiate contest.

C. A participant who drops from an athletic roster during a season may be replaced, provided the NCAA, NJCAA or AIAW rules are not violated.

D. 1. System institutions should operate under NCAA guidelines (Article Six, Personnel & Squad Limitation, Bylaw 6-1 of the Bylaws and Interpretations of the National Collegiate Athletic Association) which are permissive regarding limitation of coaches.

2. Before Athletic Directors, Women's Coordinators, and Head Coaches of major sports (as designated by the Coordinator of Athletics) can be employed by the system institutions, the nominees must be interviewed by the Athletic Committee and subsequently approved by the Board. The Coordinator of Athletics shall receive the nominee's resume at least seven days prior to the Board meeting.

E. Spectator Control

1. The responsibility of spectator control is vested with the Director of Athletics and/or any other institution official designated by the president of the home institution where the game or contest is being held; person(s) so designated shall be responsible for adequate policing, pertinent announcements over public address systems and other measures necessary for the prevention of any exhibition of unsportsmanlike conduct.

2. All students, prior to participating in any intercollegiate athletic activity, must sign a statement allowing the Coordinator of Athletics to examine the students' entire academic record at his discretion.

Section 9.8 Penalties That May be Assessed by the Coordinator

The Coordinator may impose any one or combination of the following penalties:

A. Warn an institution to desist from violating specific policies of the Board or rules of national associations.

B. Reduce an institution's number of scholarships either in total or in a particular sport for a period of one year or more.

C. Reduce an institution's out-of-state scholarships either in total or in a particular sport for a period of one year or more.

D. Require an institution to refund monies spent on scholarships for ineligible student-athletes.

E. Declare any student-athlete ineligible at one or all institutions for any specified period of time (which period may be indefinite or permanent).

F. Place an institution on probation.

G. Declare an institution ineligible for championships or post-season play in one or more sports for a specified period.

H. Prevent an institution from issuing new scholarships in one or more sports for a specified period.

Section 9.9 Appeals

A. A ruling by the Coordinator may be appealed to the Faculty Commission.

B. Procedures for Appealing

1. A notice of appeal shall be submitted in writing to the Coordinator within five days of the ruling. The Coordinator shall not make public any penalties until the institution has appealed the ruling to its satisfaction or has exhausted all routes of appeal.

a. If the institution submits the appeal, it shall be signed by the athletic director.

b. If a student-athlete wishes to appeal, his appeal, along with the institution's recommendations, shall be submitted by the athletic director of the institution which the student-athlete attends or wishes to attend.

c. Only those appeals submitted in accordance with the above shall be considered valid.

2. Upon receipt of a valid appeal, the Coordinator shall:

a. Call a meeting of the Faculty Commission within 15 days.

b. Notify all interested parties of the time and place of the meetings.

C. Meeting of the Faculty Commission

1. Composition and Organization

a. The Faculty Commission representative(s) of the institution(s) which submitted the appeal shall not serve on the Commission during the time this appeal or that of the student-athlete(s) is heard.

b. Five members of the Faculty Commission, who are eligible to serve on the Commission to hear the appeal, shall constitute a quorum.

c. The meeting shall be presided over by the Chairperson of the Faculty Commission, except in cases where the institution which the Chairperson represents is involved in the appeals case; in which case, the Vice Chairperson shall preside.

2. Hearing the Appeal

a. The Coordinator shall present the case and the basis for his ruling. This presentation shall include a written brief of the facts and supporting documents.

b. The institution(s) or individual(s) shall present the information pertinent to the appeal. This presentation shall include a written brief of the facts and supporting documents.

c. These written briefs shall be provided to each eligible member of the Faculty Commission at least seven days prior to the date of the meeting.

d. The Coordinator, the appealing institution(s) or individual(s), and eligible member of the Commission may ask questions of any witness.

e. Copies of all documents related to the case shall be made a part of the minutes of the hearing.

f. If information pertinent to the case is not available at the time of the hearing, the case shall be left open until such information is secured. If an institution refuses to provide information when requested to do so, or provides false information, the Coordinator's ruling shall prevail.

B. Further Appeal

1. An aggrieved party may appeal the decision of the Faculty Commission to the Board through the Athletic Committee. The chairperson of the Committee shall be notified of the party's decision to appeal within five days of the Commission's decision.

2. The review by the Athletic Committee shall be on the record compiled at the Faculty Commission hearing, which shall be forwarded through the Coordinator to the members of the Committee.

3. The Committee shall review the decision and make recommendations to the Board for its action.

Section 9.10 Lists and Reports

A. To the Coordinator:

1. The following lists shall be completed on forms furnished by the Coordinator (unless furnished by the member con-

ference), shall be certified by the registrar at each institution as to: credits, classification, hours earned and entrance dates; and shall be signed by the institution's athletic director or coordinator:

a. An eligibility squad list shall be submitted the day prior to the beginning of competition in each sport.

b. A participation list shall be submitted within 15 days of the completion of competition of each sport.

c. A transfer and junior college graduate list shall be submitted within six weeks of the date the student-athlete(s) entered the institution.

2. The Coordinator shall forward a completed copy of each of the lists to all institutions.

B. To the Board:

1. The following lists shall be completed on forms furnished by the Coordinator and shall be signed and certified by the institution's president and athletic director(s).

a. An annual report on financial aid to student-athletes shall be submitted at the close of each fiscal year.

b. An annual report on the number of coaches and their respective salaries shall be submitted at the close of each fiscal year.

c. An annual report on athletic income and expenditures shall be submitted at the close of each fiscal year. These reports should be divided to show the amount appropriated for each individual sport for both men and women.

2. The Coordinator shall furnish copies of these reports to all Board members and institution officials.

Section 9.11 Tickets and Passes

A. General Policies

1. Faculty and full-time employees of an institution shall have reduced prices on the purchase of season tickets only.

2. An institution shall offer a student spouse pass for \$10, which shall be valid for all sports.

3. Ticket prices for standing room space is left to the discretion of the institution.

4. An institution shall present a change in ticket plans to the Athletic Committee for its review and approval.

B. Football Ticket Policies

1. Minimum prices for football tickets at an institution shall be as follows:

a. Box Seats — \$5.00

b. Reserved Seats — \$3.50

c. General Admission — \$3.00

d. Student or child — \$1.00

2. An institution may charge \$2.50 for general admission seats in the end zone if the seats are bleachers.

C. Complimentary Tickets and Passes

1. Complimentary tickets for home games may be issued as enumerated below upon an advanced request:

a. Each player of the home team - up to four tickets.

b. Each manager of the home team - up to two tickets.

c. Current members of the Louisiana High School Coaches Association - up to two tickets.

d. President of the home institution - up to 24 tickets.

e. Athletic director(s) of the home institution - up to 16 tickets.

f. Each working member of the media - up to two tickets.

g. Each member of the home athletic staff - up to six tickets.

h. Each member of the Legislature - up to two tickets.

i. Mayor of the city where institution is located - up to two tickets.

j. Coordinator of Athletics - up to four tickets.

k. The home member of the Faculty Commission - up to four tickets.

l. Each working game official - up to two tickets.

- m. Each member of the home Athletic Council - up to two tickets.
- n. Visiting football team: up to 300 tickets, mailed in advance; players and managers - two tickets each.
- o. Visiting basketball team: up to 30 tickets, mailed in advance.
- p. Minister pronouncing invocation - up to two tickets.
- q. Each vice president of the home institution - up to six tickets.
- r. State Superintendent of Education - up to four tickets.
- s. Each member of the Board of Regents - up to two tickets.
- t. Each member of the Board of Trustees - up to two tickets.
- u. Each member of the Board representing the district where the institution is located - up to an additional four tickets.
- v. Each former president of the home institution - up to four tickets.
- w. Each conference commissioner involved - up to four tickets.
- x. Each team physician - up to two tickets.
- y. Parish Superintendent of Education - up to two tickets.
- z. Marching Band Director for the home institution - up to two tickets.

2. Unless precluded by national association rules, an institution shall be allowed to grant three tickets to prospective student-athletes for attendance at an intercollegiate contest.

3. Arrangements for special occasions (e.g., band night) may be made to admit the particular individuals without issuing tickets.

4. Identification cards shall be available to members of the Faculty Commission and members of the institutions' athletic staffs. A holder of one of these cards shall be eligible for two complimentary tickets to any intercollegiate athletic event under the jurisdiction of the Board.

5. Former student-athletes who have lettered may be issued one complimentary ticket for a maximum period of five years following the completion of his eligibility.

6. Any additional tickets, over and above those stipulated above, which are disbursed by system presidents to persons for gifts and/or services must be justified by the president through the Coordinator of Athletics to the Board for its approval prior to the season in question.

Section 9.12 Intercollegiate Athletic Contracts

A. An intercollegiate contract or agreement is valid if:

- 1. It is approved by the Board, or
- 2. It involves \$1,000 or less, or
- 3. It is on a home and home basis with an equal guarantee (not to exceed \$20,000), or
- 4. It contains a penalty clause that requires a reasonable guarantee.

B. Distribution Procedures

1. The presidents of system institutions shall forward one copy of contracts that require the specific review and approval of the Board to the Board through the Coordinator of Athletics.

2. The presidents of system institutions shall forward two copies of contracts that require the specific review and approval of the Board to the Executive Director of the Board.

3. The presidents of system institutions shall forward to the Board through the Coordinator of Athletics a list of those contracts that are within the guidelines, as specified in Subsection A., #2, #3 and #4.

4. All contracts that are within the guidelines, as stated in Subsection A., #2, #3, #4 above, and not sent to the Board for specific review and approval will be retained on file for the information and inspection of the Coordinator of Athletics.

C. Required Provisions of a Contract or Agreement

- 1. It shall be all inclusive.
- 2. It shall contain the final terms of the proposal.
- 3. It shall be signed by the president of the contracting institution.
- 4. It shall have attached an explanation of terms and a statement of benefits to the institution.

D. If the contract is of an urgent nature, an institution may enter into a contract provided that the Coordinator of Athletics and the Athletic Committee review the information and authorize the signing thereof, and subsequently, copies of the contract shall be forwarded to the Board for review.

Bill Junkin
Executive Director

RULE

Board of Trustees for State Colleges and Universities

The following is added to the Policies and Procedures Manual of the Board of Trustees for State Colleges and Universities as Part IV, Sections 4.15 and 4.16

Section 4.15 Interim Courses

For a three semester hour course, a minimum of three calendar weeks, 45 clock hours, are required. Exceptions may be made to the weekly time limitation for undergraduate courses provided such exceptions are justified in writing, approved by a college or university committee and placed on file in the Board of Trustees' office. A student crossing college lines within an institution to enroll in a course offered during an interim session must first secure the written permission of the Dean, or of a person designated in writing by the Dean, of the college in which the student is registered.

Section 4.16 Excessive Loads

A student wishing to carry a student credit hour load which exceeds the stated maximum must secure written permission of the Dean, or of a person designated in writing by the Dean, of the college in which the student is registered.

Bill Junkin
Executive Director

RULE

Board of Trustees for State Colleges and Universities

Chapter 1 constitutes an initial publication in a complete revision, by the Board of Trustees for State Colleges and Universities, of its Policies and Procedures Manual. Chapter I replaced Parts I and II, Except Article IX of Part I. Article IX of Part I remains in effect until further notice.

Chapter I. Bylaws

Article A.

Part I. Definitions

Section a. College and University System - The term "college and university system", when used in these bylaws, shall refer to the system of campuses governed by the Board of Trustees for State Colleges and Universities which includes: Delgado Community College at New Orleans; Grambling State University at Grambling; Louisiana Tech University at Ruston; McNeese State University at Lake Charles; Nicholls State University at Thibodaux; Northeast Louisiana University at Monroe; Northwestern State University of Louisiana at Natchitoches; Southeastern Louisiana University at Hammond; University of Southwestern Louisiana at Lafayette.

Any other college, university, school, institution or program now or hereafter under the supervision and management of the Board of Trustees for State Colleges and Universities.

Section b. The Board of Trustees for State Colleges and Universities - The "Board of Trustees for State Colleges and Universities", or "Board", as used in these bylaws, shall refer to the governing board of the college and university system and shall be composed of the Board of Trustees, duly appointed and qualified as provided by law.

Section c. President of the Board - The term "President of the Board" as used by these bylaws shall refer to the Board member who is duly elected President or Acting President of the Board.

Section d. Executive Director of the Board - The term "Executive Director of the Board", or "Director", as used in these bylaws shall refer to the duly appointed Director or Acting Director, who shall be the principal executive officer of the Board.

Part 2. Board Officers

Section a. Election of Officers - At the first regular or special meeting of the Board in the calendar year, the Board shall elect a President and a Vice-President.

The President and Vice-President shall be members of the Board. Each of these officers shall hold office for one year or until a successor has been elected.

Section b. President of the Board - It shall be the duty of the President to preside at all meetings of the Board, to name the members of all standing and special committees of the Board and to fill all vacancies in the membership of such committees, in accordance with the provision of these bylaws.

Section c. Vice-President of the Board - In the absence of the President of the Board, it shall be the duty of the Vice-President to perform all the duties of the President.

Section d. Secretary of the Board - The Executive Director of the Board shall serve as Secretary to the Board, to the Executive Committee and to standing and special committees. He shall be appointed by and shall hold office at the pleasure of the Board and shall keep minutes of all Board and committee meetings. Copies of all minutes, papers and documents of the Board may be certified to be true and correct copies thereof by the Secretary.

Article B.

Part 1. Meetings

Section a. Regular Meetings - The Board or Executive Committee shall meet monthly. The Board shall meet on or before the second Monday of January each year. (R.S. 17:1833).

Section b. Special Meetings - A special meeting of the Board may be called by the President of the Board or upon receipt of a written request signed by nine members specifying the propose of the desired meeting. Notification shall be sent by mail or wire to each member at least five calendar days before the time of the meeting.

Section c. Quorum - A majority of voting Board Members shall constitute a quorum for the transaction of business at any regular or special meeting.

Section d. Rules of Order - When not in conflict with any of the provisions of this article, *Robert's Rules of Order* (latest revision) shall constitute the rules of parliamentary procedure applicable to all meetings of the Board.

Section e. Order of Business - The order of business for regular meetings of the Board shall be as follows:

Roll call and invocation.

Correction and approval of minutes of preceding regular meeting and of all special meetings held subsequent thereto.

Reports and recommendations of standing committees.

Reports and recommendations of special committees.

Reports and recommendations of the Director of the Board.

New business.

Section f. Meetings - All regular meetings of the Board shall be open except when otherwise ordered by the Board for the consideration of executive matters. No final or binding action shall be taken in a closed or executive session. At least ten days prior to each regular meeting of the Board, the Director of the Board shall prepare and forward to each member of the Board a tentative agenda for the meeting. The Director shall place a particular item or subject on the agenda upon the request of any member of the Board.

All matters requiring action of the Board, however, may be acted on even though not carried on the agenda.

A poll by mail or phone shall be authorized only when, in the opinion of the President of the Board, an **extreme emergency** exists.

Section g. Compensation of Members - Each member of the Board shall be paid \$50.00 for each day of actual attendance at meetings of the Board or of a committee appointed by the Board on which the member serves, or while on business for the Board as assigned by it, plus travel and other expenses incurred in the performance of official duties. Reimbursement of travel and expenses shall be in conformity with regulations governing such expenses of State officials.

Section h. Minutes - The minutes of the meetings of the Board shall record official action taken upon motions or resolutions which are voted upon by the Board, and may contain a summary or report and pertinent discussion. In all cases when the action is not by a unanimous vote, the "ayes" and "nays" and abstentions of the individual members shall be recorded upon the request of any member of the Board.

The remarks, personal views, or vote explanation of an individual member shall be included in the minutes only upon request of that member. The foregoing provisions relative to contents of the minutes shall in general also apply to minutes of committees of the Board. The minutes of the Board become official only when completed by the Secretary and approved by the Board.

Official actions of the Board may be given to the press by the President of the Board or by the Director of the Board, after each meeting and prior to the completion or approval of the minutes.

Section i. Refrence to Committees - In cases where practicable or desirable, before taking action on any subject or matter clearly within the sphere of any standing committee, the Board may refer such subject or matter to the appropriate committee, which committee shall submit its recommendations in writing together with any appropriate resolutions necessary to implement them.

Section j. Presentation of Materials to the Board - All college and university presidents shall present their material, as well as the number of required copies, 15 calendar days prior to the Board meeting in order that the agenda may be sent to the members of the Board ten calendar days prior to the meeting date.

All requests for leaves of absence must be in the office of the Board at least 30 calendar days before such action is planned, except in extreme emergency situations.

All personnel changes shall be incorporated in a single item to be brought before the Board for its action.

Article C.

Part I. Committees

Section a. Executive Committee - There shall be an Executive Committee consisting of the President, the Vice-President and seven other members appointed by the President from among the chairmen and vice-chairmen of the standing committees. The Executive Committee shall consider matters referred to it by the Board, shall execute orders and resolutions assigned to it by the