Title 28
EDUCATION
Part V. Student Financial Assistance—Higher Education Loan Program

Chapter 1. Bylaws of the Achieving a Better Life Experience (ABLE) Account Advisory Council

Subchapter A. Purpose and Authority

§101. Purpose of the Advisory Council

A. The purpose of the advisory council is to advise and consult with the Tuition Trust Authority through LOSFA relative to the Authority's administration of and adoption of rules pertaining to the ABLE Account Program.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3084.

HISTORICAL NOTE: Promulgated by the Tuition Trust Authority, Office of Student Financial Assistance, LR 50:490 (April 2024).

§103. Authority of the Advisory Council

A. The advice and recommendations of the advisory council are only advisory in nature and are not binding upon the Tuition Trust Authority, its members, or its officers.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3084.

HISTORICAL NOTE: Promulgated by the Tuition Trust Authority, Office of Student Financial Assistance, LR 50:490 (April 2024).

Subchapter B. Meetings

§111. Regular Meetings

A. The advisory council shall hold regular meetings, but no more than 12 per year. All regular meetings shall be held at the meeting place designated by the executive director of the Office of Student Financial Assistance (OSFA). Proxy voting shall be permitted provided that the proxy holder is an officer or employee of the organization represented by the appointed member and that a proxy does not represent the appointed member at more than two of the meetings scheduled annually.

B. No more than one-third of the regularly scheduled meetings held during the year may be conducted by electronic means provided that all of the requirements of §135 are met. In no case shall successive meetings be conducted electronically.

C. All meetings must provide for electronic access to members of the public to allow those with disabilities recognized by the Americans with Disabilities Act and/or their caregivers to participate.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3084.

HISTORICAL NOTE: Promulgated by the Tuition Trust Authority, Office of Student Financial Assistance, LR 50:491 (April 2024).

§113. Special Meetings

A. Special meetings of the advisory council may be called by the executive director of the Office of Student Financial Assistance at any time, provided the purposes of the meeting are specified, the members notified at least three calendar days before the time of the meeting, and sufficient members to form a quorum confirm their planned attendance. All special meetings, unless conducted solely for the purpose of discussing items subject to executive session, shall provide a means by which members of the public may participate remotely in accordance with §135.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3084.

HISTORICAL NOTE: Promulgated by the Tuition Trust Authority, Office of Student Financial Assistance, LR 50:491 (April 2024).

§115. Compensation

A. Members of the advisory council shall be reimbursed for their travel expenses incurred in attending meetings in accordance with applicable state travel regulations if the organization represented by the appointed member does not reimburse them for their expenses and if otherwise allowed by law. No other compensation is authorized. Members may decline reimbursement for expenses.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3084.

HISTORICAL NOTE: Promulgated by the Tuition Trust Authority, Office of Student Financial Assistance, LR 50:491 (April 2024).

§117. Quorum

A. Six voting members of the advisory council shall constitute a quorum for the transaction of business and a simple majority of the members present at any meeting voting for or against a particular item shall constitute the recommendation of the advisory council.

B. Notwithstanding anything in these rules to the contrary, a member of the Advisory Council who has a disability that is recognized by the Americans with Disabilities Act (ADA) shall be permitted to attend and participate electronically, and their presence shall be counted for the establishment of a quorum. In order to establish that the member has such a disability and should be permitted to attend electronically, the member shall provide a brief letter from a qualified health care provider to LOSFA's Senior Attorney for review and filing for audit purposes.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3084.

HISTORICAL NOTE: Promulgated by the Tuition Trust Authority, Office of Student Financial Assistance, LR 50:491 (April 2024).

Subchapter C. Membership and Officers of the Advisory Council

§121. Membership

A. The advisory council shall be composed of 11 voting members as follows:

1. the chair of the Louisiana Development Disabilities Council or his designee;

2. the executive director of the governor's office of disability affairs or his designee;

3. the executive director of the Arc of Louisiana or his designee;

4. the executive director of People First of Louisiana or his designee;

5. a person with a disability selected by the executive director of People First of Louisiana;

6. a parent or family member of a person with a disability selected by the chair of the Louisiana Developmental Disabilities Council;

7. one member who is affiliated with Louisiana Rehabilitation Services or the Disability Program Navigator Initiative or any successors of these, appointed by the secretary of the Louisiana Workforce Commission;

8. an officer of a bank in Louisiana who is a member of the Louisiana Bankers Association and who is nominated by the Association;

9. one member of the House of Representatives appointed by the Speaker;

10. one member of the Senate appointed by the President; and

11. the state treasurer.

B. Term

1. The term of voting members shall be for the time period for which the person who holds the respective office or as long as the member is not replaced by the respective organization that appointed him, as applicable.

2. Members may serve consecutive terms.

3. Terms shall begin on October 1 of each year.

C. Notification of Membership

1. LOSFA will send a notice to the organizations represented on the advisory council in the event a member advises that they will no longer be available to serve requesting that someone be appointed. The organization shall respond within 45 days of the date LOSFA sends the notice in order for LOSFA to confirm the appointee's willingness to serve.

2. The appointee must submit the confirmation of membership within 45 days of the notice of appointment.

D. Replacements

1. If an appointee declines to participate or does not submit a timely confirmation, LOSFA shall so notify the appropriate organization and request another person be appointed.

2. In the event a member does not attend at least half of the regularly scheduled meetings of the membership in a year, the chair shall request that another member be appointed.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3084.

HISTORICAL NOTE: Promulgated by the Tuition Trust Authority, Office of Student Financial Assistance, LR 50:491 (April 2024).

§123. Chair and Vice-Chair

A. The chair and vice-chair shall be selected annually by vote of the members of the advisory council from among the members of the advisory council. The chair of the advisory council shall preside over all meetings, serve as ex officio member of all subcommittees, if any, designate the duties of the vice-chair, and appoint the membership of all subcommittees, if any. The vice-chair shall perform the duties of the chair in the chair's absence.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3084.

HISTORICAL NOTE: Promulgated by the Tuition Trust Authority, Office of Student Financial Assistance, LR 50:492 (April 2024).

§125. Executive Director of the Office of Student Financial Assistance (OSFA)

A. The executive director of the Office of Student Financial Assistance shall:

1. prepare the business agenda;

2. provide administrative support to the advisory council within the resources of his/her office allocated for that purpose;

3. approve the travel of advisory council members; and

4. in conjunction with the chair, schedule meetings of the advisory council.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3084.

HISTORICAL NOTE: Promulgated by the Tuition Trust Authority, Office of Student Financial Assistance, LR 50:492 (April 2024).

Subchapter D. Business Rules

§131. Rules of Order

A. When not in conflict with any of the provisions of these bylaws, *Roberts' Rules of Order* shall constitute the rules of parliamentary procedure applicable to all meetings of the advisory council.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3084.

HISTORICAL NOTE: Promulgated by the Tuition Trust Authority, Office of Student Financial Assistance, LR 50:492 (April 2024).

§133. Order of Business

A. The order of business of regular meetings of the advisory council shall be as follows, unless the rules are suspended by a simple majority vote of the quorum present:

1. call to order;
2. roll call;
3. introductions and announcements;
4. corrections and approval of minutes of the preceding regular meeting and of all special meetings held subsequent thereto;
5. public comment;
6. reports and recommendations of subcommittees;
7. unfinished business;
8. new business; and
9. public comment.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3084.

HISTORICAL NOTE: Promulgated by the Tuition Trust Authority, Office of Student Financial Assistance, LR 50:492 (April 2024).

§135. Meetings

A. Meetings shall be conducted in accordance with the state law governing public bodies. It shall be the policy of the advisory council that all meetings are open to the public and that parties with interest in the proceedings are encouraged to attend.

B. All meetings shall provide a method by which individuals with disabilities recognized by the Americans with Disabilities Act (ADA) or their caregiveers may attend and participate via electronic means.

C. Notwithstanding §135.B no more than one-third of the annual meetings conducted by the Advisory Council shall allow for the attendance and participation of its members by electronic means. In such cases, all of the following conditions shall be met.

1. Notice of the meeting shall be published on LOSFA's website at least 24 hours in advance of such meeting, and notification shall be emailed to members of the public and the news media who have requested such notice in advance. The notice shall provide detailed information as to how the public and news media may participate and submit comments during the meeting.

2. The presiding officer must be present at and conduct the meeting from an anchor location to be included on the notice of the meeting and must ensure all of the following:

a. that all public comments received both before and during the meeting are identified and acknowledged;

b. that each person participating in the meeting is clearly identified;

c. that all parts of the meeting, with the exception of any executive session called in accordance with §143.A.4., are able to be seen and heard by those participating electronically:

i. in the event the meeting is no longer audible or visible, the meeting must be recessed until such time as the sound and picture are full functional, but in no case more than one hour;

ii. in the event both auditory and visual access cannot be restored within one hour, the presiding officer must adjourn the meeting and no further business can be transacted;

d. that all votes are taken by roll call and that the responses of all members are heard by all of those participating.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3084.

HISTORICAL NOTE: Promulgated by the Tuition Trust Authority, Office of Student Financial Assistance, LR 50:492 (April 2024).

§137. Agenda

A. Prior to each regular or special meeting of the advisory council, the executive director of OSFA shall prepare a tentative agenda and forward it to each member of the advisory council at least five working days prior to such meeting. With the concurrence of its members, all matters supportive of the purpose of the advisory council may be discussed even though not scheduled on the agenda.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3084.

HISTORICAL NOTE: Promulgated by the Tuition Trust Authority, Office of Student Financial Assistance, LR 50:493 (April 2024).

§139. Minutes

A. At a minimum, the minutes of the advisory council shall record official motions or recommendations that are voted on by the advisory council. The minutes may contain a summary of reports and pertinent discussion of issues. Each recommendation shall be reduced to writing and presented to the advisory council before it is acted on. The minutes of meetings of the advisory council become official when approved by the advisory council at its next scheduled meeting but, prior to such occurrence, the minutes may be

presented to the Tuition Trust Authority as the unofficial action of the advisory council.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3084.

HISTORICAL NOTE: Promulgated by the Tuition Trust Authority, Office of Student Financial Assistance, LR 50:493 (April 2024).

§141. Meeting Attendance

A. Members unable to continue their service on the advisory council shall so notify the chair and request that a replacement be named in accordance with §221 of these bylaws. Members who fail to regularly attend meetings without just cause, may be removed from membership in accordance with §221 of these bylaws.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3084.

HISTORICAL NOTE: Promulgated by the Tuition Trust Authority, Office of Student Financial Assistance, LR 50:493 (April 2024).

§143. Subcommittees

A. Executive Committee

1. The executive committee shall consist of five members. The chair and vice-chair of the advisory council shall serve in those capacities on the executive committee. The remaining persons, for a total of five members, shall be appointed by the chair of the advisory council from the other members of the advisory council.

2. The executive committee shall:

a. meet for and conduct the business of the advisory council in all instances that the public has been given notice of a meeting of the advisory council and the advisory council does not have a quorum at that meeting. In such cases, the actions of the executive committee shall have the same force and effect as if a quorum of the advisory council had taken the action;

b. consider such matters as shall be referred to it by the advisory council and shall execute such orders and resolutions as shall be assigned to it at any meeting of the advisory council;

c. in the event that an emergency requiring immediate advisory council action shall arise between advisory council meetings, meet in emergency session to take such action as may be necessary and appropriate. The executive committee shall report the actions it takes in emergency session to the advisory council for ratification at the advisory council's next meeting.

3. All official actions of the executive committee shall require a majority vote of the quorum present at the meeting.

4. The executive committee may enter into an executive session only upon two-thirds majority vote of the quorum present and only for one of the reasons specified in the Louisiana open meetings law.

B. Other subcommittees may be appointed by the chair to perform specific functions defined by the advisory council. The membership, chairship, and function of subcommittees shall be determined by the chair. Generally, the business rules defined herein shall be applicable to subcommittees.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3084.

HISTORICAL NOTE: Promulgated by the Tuition Trust Authority, Office of Student Financial Assistance, LR 50:493 (April 2024).

Subchapter E. Approval and Amendment of Bylaws

§145. Approval of Bylaws

A. To receive the Tuition Trust Authority's consideration, the advisory council's bylaws must be favorably recommended by the advisory council and the executive director of LOSFA. Bylaws become effective upon approval by the Tuition Trust Authority and publication as a final Rule in accordance with the Administrative Procedure Act.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3084.

HISTORICAL NOTE: Promulgated by the Tuition Trust Authority, Office of Student Financial Assistance, LR 50:493 (April 2024).

§147. Amendments to Bylaws

A. The advisory council, at any of its scheduled regular meetings, may recommend the amendment or repeal of the provisions herein upon a simple majority vote of the entire membership of the advisory council. Amendment or repeal of the bylaws becomes effective upon approval by the Tuition Trust Authority and publication as an Emergency Rule and/or a final Rule in accordance with the Administrative Procedure Act.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3084.

HISTORICAL NOTE: Promulgated by the Tuition Trust Authority, Office of Student Financial Assistance, LR 50:493 (April 2024).

Chapter 2. Bylaws of the Louisiana Office of Student Financial Assistance (LOSFA) Advisory Board

Subchapter A. Purpose and Authority

§201. Purpose of the Advisory Board

A. The purpose of the advisory board shall be to consider those matters relating to the student financial assistance programs, and §529, College Savings Plan, of the state and to provide technical advice and recommendations to the Board of Regents through LOSFA staff on such matters.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3021.

HISTORICAL NOTE: Promulgated by the Student Financial Assistance Commission, Office of Student Financial Assistance, LR 24:435 (March 1998), amended by the Board of Regents, Office of Student Financial Assistance, LR 43:1728 (September 2017),

amended by the Tuition Trust Authority, Office of Student Financial Assistance LR 50:493 (April 2024).

§203. Authority of the Advisory Board

A. The advice and recommendations of the advisory board are only advisory in nature and are not binding upon the Board of Regents, its members, or its officers.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3021.

HISTORICAL NOTE: Promulgated by the Student Financial Assistance Commission, Office of Student Financial Assistance, LR 24:435 (March 1998), amended LR 34:610 (April 2008), amended by the Board of Regents, Office of Student Financial Assistance, LR 43:1728 (September 2017), amended by the Tuition Trust Authority, Office of Student Financial Assistance, LR 50:494 (April 2024).

Subchapter B. Meetings

§211. Regular Meetings

A. The advisory board shall hold regular meetings, but no more than 12 per year. All regular meetings shall be held at the meeting place designated by the executive director of the Louisiana Office of Student Financial Assistance (LOSFA). Proxy voting shall be permitted provided that the proxy holder is an officer or employee of the organization represented by the appointed member and that a proxy does not represent the appointed member at more than two of the meetings scheduled annually.

B. No more than one-third of the regularly scheduled meetings held during the year may be conducted by electronic means provided that all of the requirements of Section 235 are met. In no case shall successive meetings be conducted electronically.

C. All meetings must provide for electronic access to members of the public to allow those with disabilities recognized by the Americans with Disabilities Act and/or their caregivers to participate.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3021.

HISTORICAL NOTE: Promulgated by the Student Financial Assistance Commission, Office of Student Financial Assistance, LR 24:435 (March 1998), amended by the Board of Regents, Office of Student Financial Assistance, LR 43:1728 (September 2017), amended by the Tuition Trust Authority, Office of Student Financial Assistance, LR 50:494 (April 2024).

§213. Special Meetings

A. Special meetings of the advisory board may be called by the executive director of the Office of Student Financial Assistance at any time, provided the purposes of the meeting are specified, the members notified at least three calendar days before the time of the meeting, and sufficient members to form a quorum confirm their planned attendance. All special meetings, unless conducted solely for the purpose of discussing items subject to executive session, shall provide a means by which members of the public may participate remotely in accordance with Section 235.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3021.

HISTORICAL NOTE: Promulgated by the Student Financial Assistance Commission, Office of Student Financial Assistance, LR 24:435 (March 1998), amended by the Board of Regents, Office of Student Financial Assistance, LR 43:1728 (September 2017), amended by the Tuition Trust Authority, Office of Student Financial Assistance, LR 50:494 (April 2024).

§215. Compensation

A. Members of the advisory board shall be reimbursed for their travel expenses incurred in attending meetings in accordance with applicable state travel regulations if the organization represented by the appointed member does not reimburse them for their expenses and if otherwise allowed by law. No other compensation is authorized. Members may decline reimbursement for expenses.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3021.

HISTORICAL NOTE: Promulgated by the Student Financial Assistance Commission, Office of Student Financial Assistance, LR 24:435 (March 1998), amended LR 34:610 (April 2008), amended by the Board of Regents, Office of Student Financial Assistance, LR 43:1728 (September 2017), amended by the Tuition Trust Authority, Office of Student Financial Assistance, LR 50:494 (April 2024).

§217. Quorum

A. Six voting members of the advisory board shall constitute a quorum for the transaction of business and a simple majority of the members present at any meeting voting for or against a particular item shall be the recommendation of the advisory board.

B. Notwithstanding anything in these rules to the contrary, a member of the advisory board who has a disability that is recognized by the Americans with Disabilities Act (ADA) shall be permitted to attend and participate electronically, and their presence shall be counted for the establishment of a quorum. In order to establish that the member has such a disability and should be permitted to attend electronically, the member shall provide a brief letter from a qualified health care provider to LOSFA's Senior Attorney for review and filing for audit purposes.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3021.

HISTORICAL NOTE: Promulgated by the Student Financial Assistance Commission, Office of Student Financial Assistance, LR 24:435 (March 1998), amended by the Board of Regents, Office of Student Financial Assistance, LR 43:1728 (September 2017), amended by the Tuition Trust Authority, Office of Student Financial Assistance, LR 50:494 (April 2024).

Subchapter C. Membership and Officers of the Advisory Board

§221. Membership

A. The advisory board shall be composed of 11 voting members as follows:

1. one member from each postsecondary education board to be appointed by the respective board;

2. one member appointed the Louisiana Association of Independent Colleges and Universities (LAICU);

3. one member appointed by the Louisiana Association of Private Colleges and Schools who will represent proprietary and cosmetology schools;

4. one member to be appointed by the Louisiana Association of Student Financial Aid Administrators;

5. one private/parochial high school counselor to be appointed by the Louisiana Student Counselor Association;

6. one public/charter high school counselor to be appointed by the Louisiana Student Counselor Association;

7. one member appointed by the Board of Elementary and Secondary Education (BESE) to be rotated with one member appointed by the Department of Education;

8. one student member to be appointed by the Council of Student Body Presidents, whose rotation shall be as follows:

a. Louisiana State University System;

b. Southern University System;

c. University of Louisiana System;

d. Louisiana Technical and Community College System.

B. Term

1. The term of voting members shall be for two years except when the organization represented by the appointed member provides for a shorter term, in which case, the member's term shall meet the requirements of the organization represented.

2. Members may serve consecutive terms.

3. Terms shall begin on October 1 of each year.

C. Notification of Membership

1. LOSFA will send a notice to the organizations represented on the advisory board no later than July 1 of the year during which terms expire to begin requesting appointments for the upcoming term. The organization shall respond in sufficient time to allow LOSFA to confirm the appointee's willingness to serve prior to the beginning of the term on October 1.

2. The appointee must submit the confirmation of membership by September 1 of that same year.

D. Replacements

1. If an appointee declines to participate or does not submit a timely confirmation, LOSFA shall so notify the appropriate organization and request another person be appointed.

2. If a member is unable to complete his/her term for any reason, the organization represented by that member shall appoint a replacement who shall complete the rest of the term and shall be eligible for membership for the next two-year term.

3. In the event a member does not attend at least half of the regularly scheduled meetings of the membership in a year, the Chair shall request that another member be appointed.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3021.

HISTORICAL NOTE: Promulgated by the Student Financial Assistance Commission, Office of Student Financial Assistance, LR 24:435 (March 1998), amended LR 33:1339 (July 2007), LR 34:610 (April 2008), LR 37:2598 (September 2011), LR 42:49 (January 2016), amended by the Board of Regents, Office of Student Financial Assistance, LR 43:1728 (September 2017), amended by the Tuition Trust Authority, Office of Student Financial Assistance, LR 50:494 (April 2024).

§223. Chair and Vice-Chair

A. The chair and vice-chair shall be selected annually by vote of the members of the advisory board from among the members of the advisory board. The chair of the advisory board shall preside over all meetings, serve as ex officio member of all subcommittees, if any, designate the duties of the vice-chair, and appoint the membership of all subcommittees, if any. The vice-chair shall perform the duties of the chair in the chair's absence.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3021.

HISTORICAL NOTE: Promulgated by the Student Financial Assistance Commission, Office of Student Financial Assistance, LR 24:435 (March 1998), amended LR 34:611 (April 2008), amended by the Board of Regents, Office of Student Financial Assistance, LR 43:1729 (September 2017), amended by the Tuition Trust Authority, Office of Student Financial Assistance, LR 50:495 (April 2024).

§225. Executive Director of the Office of Student Financial Assistance (OSFA)

A. The executive director of the Office of Student Financial Assistance shall:

1. prepare the business agenda;

2. provide administrative support to the advisory board within the resources of his/her office allocated for that purpose;

3. approve the travel of advisory board members; and

4. in conjunction with the chair, schedule meetings of the advisory board.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3021.

HISTORICAL NOTE: Promulgated by the Student Financial Assistance Commission, Office of Student Financial Assistance, LR 24:435 (March 1998), amended by the Board of Regents, Office of Student Financial Assistance, LR 43:1729 (September 2017), amended by the Tuition Trust Authority, Office of Student Financial Assistance, LR 50:495 (April 2024).

Subchapter D. Business Rules

§231. Rules of Order

A. When not in conflict with any of the provisions of these bylaws, *Roberts' Rules of Order* shall constitute the

rules of parliamentary procedure applicable to all meetings of the advisory board.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3021.

HISTORICAL NOTE: Promulgated by the Student Financial Assistance Commission, Office of Student Financial Assistance, LR 24:436 (March 1998), amended by the Board of Regents, Office of Student Financial Assistance, LR 43:1729 (September 2017), amended by the Tuition Trust Authority, Office of Student Financial Assistance, LR 50:495 (April 2024).

§233. Order of Business

A. The order of business of regular meetings of the advisory board shall be as follows, unless the rules are suspended by a simple majority vote of the quorum present:

1. call to order;

2. roll call;

3. introductions and announcements;

4. corrections and approval of minutes of the preceding regular meeting and of all special meetings held subsequent thereto;

5. public comment;

6. reports and recommendations of subcommittees;

7. unfinished business;

8. new business; and

9. public comment.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3021.

HISTORICAL NOTE: Promulgated by the Student Financial Assistance Commission, Office of Student Financial Assistance, LR 24:436 (March 1998), amended LR 42:50 (January 2016), amended by the Board of Regents, Office of Student Financial Assistance, LR 43:1729 (September 2017), amended by the Tuition Trust Authority, Office of Student Financial Assistance, LR 50:495 (April 2024).

§235. Meetings

A. Meetings shall be conducted in accordance with the state law governing public bodies. It shall be the policy of the advisory board that all meetings are open to the public and that parties with interest in the proceedings are encouraged to attend.

B. All meetings shall provide a method by which individuals with disabilities may attend and participate via electronic means.

C. Notwithstanding §235.B. no more than one third of the annual meetings conducted by the Advisory Board shall allow for the attendance and participation of its members by electronic means. In such cases, all of the following conditions shall be met:

1. Notice of the meeting shall be published on LOSFA's website at least 24 hours in advance of such meeting, and notification shall be emailed to members of the public and the news media who have requested such notice in advance. The notice shall provide detailed information as to how the public and news media may participate and submit comments during the meeting.

2. The presiding officer must be present at and conduct the meeting from an anchor location to be included on the notice of the meeting and must ensure all of the following:

a. that all public comments received both before and during the meeting are identified and acknowledged;

b. that each person participating in the meeting is clearly identified;

c. that all parts of the meeting, with the exception of any executive session called in accordance with §243.A.4., are able to be seen and heard by those participating electronically:

i. in the event the meeting is no longer audible or visible, the meeting must be recessed until such time as the sound and picture are full functional, but in no case more than one hour;

ii. in the event both auditory and visual access cannot be restored within one hour, the presiding officer must adjourn the meeting and no further business can be transacted;

d. that all votes are taken by roll call and that the responses of all members are heard by all of those participating.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3021.

HISTORICAL NOTE: Promulgated by the Student Financial Assistance Commission, Office of Student Financial Assistance, LR 24:436 (March 1998), amended by the Board of Regents, Office of Student Financial Assistance, LR 43:1729 (September 2017), amended by the Tuition Trust Authority, Office of Student Financial Assistance, LR 50:496 (April 2024).

§237. Agenda

A. Prior to each regular or special meeting of the advisory board, the executive director of OSFA shall prepare a tentative agenda and forward it to each member of the advisory board at least five working days prior to such meeting. With the concurrence of its members, all matters supportive of the purpose of the advisory board may be discussed even though not scheduled on the agenda.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3021.

HISTORICAL NOTE: Promulgated by the Student Financial Assistance Commission, Office of Student Financial Assistance, LR 24:436 (March 1998), amended by the Board of Regents, Office of Student Financial Assistance, LR 43:1730 (September 2017), amended by the Tuition Trust Authority, Office of Student Financial Assistance, LR 50:496 (April 2024).

§239. Minutes

A. At a minimum, the minutes of the advisory board shall record official motions or recommendations that are voted on by the advisory board. The minutes may contain a summary of reports and pertinent discussion of issues. Each recommendation shall be reduced to writing and presented to

the advisory board before it is acted on. The minutes of meetings of the advisory board become official when approved by the advisory board at its next scheduled meeting but, prior to such occurrence, the minutes may be presented to the Board of Regents as the unofficial action of the advisory board.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3021.

HISTORICAL NOTE: Promulgated by the Student Financial Assistance Commission, Office of Student Financial Assistance, LR 24:436 (March 1998), amended by the Board of Regents, Office of Student Financial Assistance, LR 43:1730 (September 2017), amended by the Tuition Trust Authority, Office of Student Financial Assistance, LR 50:496 (April 2024).

§241. Meeting Attendance

A. Members unable to continue their service on the advisory board shall so notify the chair and request that a replacement be named in accordance with §221 of these bylaws. Members who fail to regularly attend meetings without just cause, may be removed from membership in accordance with §221 of these bylaws.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3021.

HISTORICAL NOTE: Promulgated by the Student Financial Assistance Commission, Office of Student Financial Assistance, LR 24:436 (March 1998), amended LR 34:612 (April 2008), amended by the Board of Regents, Office of Student Financial Assistance, LR 43:1730 (September 2017) , amended by the Tuition Trust Authority, Office of Student Financial Assistance, LR 50:496 (April 2024).

§243. Subcommittees

A. Executive Committee

1. The executive committee shall consist of four members. The chair and vice-chair of the advisory board shall serve in those capacities on the executive committee. The remaining persons, for a total of four members, shall be appointed by the chair of the advisory board from the other members of the advisory board.

2. The executive committee shall:

a. meet for and conduct the business of the advisory board in all instances that the public has been given notice of a meeting of the advisory board and the advisory board does not have a quorum at that meeting. In such cases, the actions of the executive committee shall have the same force and effect as if a quorum of the advisory board had taken the action;

b. consider such matters as shall be referred to it by the advisory board and shall execute such orders and resolutions as shall be assigned to it at any meeting of the advisory board;

c. in the event that an emergency requiring immediate advisory board action shall arise between advisory board meetings, meet in emergency session to take such action as may be necessary and appropriate. The executive committee shall report the actions it takes in emergency session to the advisory board for ratification at the advisory board's next meeting.

3. All official actions of the executive committee shall require a majority vote of the quorum present at the meeting.

4. The executive committee may enter into an executive session only upon two-thirds majority vote of the quorum present and only for one of the reasons specified in the Louisiana open meetings law.

B. Other subcommittees may be appointed by the chair to perform specific functions defined by the advisory board. The membership, chairship, and function of subcommittees shall be determined by the chair. Generally, the business rules defined herein shall be applicable to subcommittees.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3021.

HISTORICAL NOTE: Promulgated by the Student Financial Assistance Commission, Office of Student Financial Assistance, LR 24:436 (March 1998), amended by the Board of Regents, Office of Student Financial Assistance, LR 43:1730 (September 2017), amended by the Tuition Trust Authority, Office of Student Financial Assistance, LR 50:496 (April 2024).

Subchapter E. Approval and Amendment of Bylaws

§245. Approval of Bylaws

A. To receive the Board of Regents' consideration, advisory board bylaws must be favorably recommended by the advisory board and the executive director of LOSFA. Bylaws become effective upon approval by the Board of Regents and publication as a final Rule in accordance with the Administrative Procedure Act.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3021.

HISTORICAL NOTE: Promulgated by the Student Financial Assistance Commission, Office of Student Financial Assistance, LR 24:436 (March 1998), amended LR 34:612 (April 2008), amended by the Board of Regents, Office of Student Financial Assistance, LR 43:1730 (September 2017), amended by the Tuition Trust Authority, Office of Student Financial Assistance, LR 50:497 (April 2024).

§247. Amendments to Bylaws

A. The advisory board, at any of its scheduled regular meetings, may recommend the amendment or repeal of the provisions herein upon a simple majority vote of the entire membership of the advisory board. Amendment or repeal of the bylaws becomes effective upon approval by the Board of Regents and publication as an Emergency Rule and/or a final Rule in accordance with the Administrative Procedure Act.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3021.

HISTORICAL NOTE: Promulgated by the Student Financial Assistance Commission, Office of Student Financial Assistance, LR 24:436 (March 1998), amended LR 34:612 (April 2008), amended by the Board of Regents, Office of Student Financial Assistance, LR 43:1730 (September 2017), amended by the Tuition Trust Authority, Office of Student Financial Assistance, LR 50:497 (April 2024).