

SECTION IV: ELECTIONS

Chair shall serve the remainder of the Chair's term. In the event that the Immediate Past Chair is unable to serve the remainder of the Chair's term, the Chair-Elect shall assume the position of Chair.

5. Should a vacancy occur during the term of office for the position of Chair-Elect, elections shall be held during the next regularly scheduled COSA meeting to elect the Chair-Elect.

SECTION V: MEETINGS

A. Regular Meetings

1. Regular meetings shall be held monthly throughout the year.
2. The calendar of meetings is established each July, by the newly elected Executive Committee, and posted on the COSA website.
3. Items to be reported or discussed shall be included in writing to the Secretary before the next regularly scheduled COSA Executive Committee meeting. The nature of the item and the expected amount of time needed to present and/or discuss the item should be indicated. Agenda items will be discussed by the Executive Committee before the regularly scheduled COSA meeting.
6. The COSA Chair shall prepare an agenda for each meeting. The order of business shall be:
 - i. Call to Order
 - ii. Roll Call
 - iii. Communication with Administration
 - iv. Special Order of the Day
 - v. Approval of the Minutes
 - vi. Approval of the Treasurer's Report
 - vii. Report from the Chair
 - viii. Staff Attendance and Participation
 - ix. Committee Reports
 - x. New Business
 - xi. Adjournment

B. Special Meetings

1. Special meetings may be called by the Executive Committee. The request for the meeting must include an agenda. At least two (2) working days must elapse between the announcement of a meeting and the scheduled date of the meeting.
2. The Executive Committee may call the meeting with the approval of the Chair or by a written petition, signed by a simple majority of the Representatives, addressed to the Chair.

C. Absences

1. Elected Representatives are expected to attend all COSA meetings. A Representative may have no more than three (3) absences in a fiscal year (July through June). After three (3)

- absences, the Representative may be removed from COSA. Representatives on a leave of absence beyond one (1) semester shall be removed from their position.
2. In the event that a Representative cannot attend a meeting, the Representative may appoint a prorepresentatives on a leave of

- iv. Coordinates with the Secretary to have the meeting agendas prepared and distributed.
 - v. Oversees issues and concerns relating to membership and attendance in collaboration with the Parliamentarian.
 - vi. Notifies COSA Representatives in writing if the COSA Member has missed an excessive number of meetings.
 - vi. Keeps the COSA membership and University staff informed on various projects.
 - vii. Appoints Representatives to various University committees.
 - viii. Prepares annually, or more often if necessary, a report of the activities of COSA.
2. Chair-Elect

- i. Assists the Chair and performs the duties of the Chair in the absence of the Chair.
- ii. Attends Executive Committee meetings and COSA monthly meetings as a voting Representative.
- iii. Serves as Chair of the Employee Appreciation Day Committee
- iv. Serves as the secondary Representative to the shared University governance body.
- v. Serves as the secondary contact and designated Representative to the USGSC for VSU.
- vi. Attends the USGSC meetings, or appoints alternative Representatives.

§. Secretary

- i. Records meeting minutes, attends

- B. Any proposed amendments will be read at the next COSA monthly meeting, and voted on by the elected Representatives at the following COSA monthly meeting. Actions are posted on the COSA website. Changes to the Bylaws require a two-thirds vote of the COSA elected Representatives.