Constitution. Article III. Representation  Current
The Assembly represents professionals and professional faculty of the College.

Constitution. Article III. Representation  Proposed
The Assembly represents professionals and professional faculty of the College, including anyone fulfilling their duties in a professional/professional faculty position. Hereinafter, the phrase “professionals and professional faculty” includes these employees in professional/professional faculty positions.

Discussion/Explanation:
Article III: There are approximately 8 W&M employees who hold professional/professional faculty positions but who are hourly employees. In several cases, this is because the person retired and has returned part-time (often doing the same work), but – because he or she is retired – cannot be salaired. So these few hourly PPFs have hourly policies and benefits, but their work, training, etc., would be professional.
Constitution. Article VI. Amendments to the Constitution  Current
Section 1. Any professional or professional faculty member may propose amendments to the Constitution at a regular meeting of the Assembly or general meeting of professionals and professional faculty. To be approved for consideration, the proposal must receive the affirmative vote of two-thirds of the Assembly members.

Section 2. Proposed amendments that the Assembly has approved for consideration shall be submitted to professionals and professional faculty at least thirty days prior to a vote. Discussion of the amendments shall be at a regularly scheduled or called general professionals and professional faculty meeting. The votes may be conducted at a general meeting or via electronic ballots.

Section 3. In the event a request for an amendment to the Constitution is voted down by the Assembly, any professional or professional faculty member may submit to the Assembly a petition signed by at least twenty-five members. Within sixty days of receipt of the petition, the Assembly shall schedule a vote on the amendment.

Section 4. Adoption of amendments to the Constitution shall require an affirmative vote by two-thirds of members casting or returning ballots, with at least forty percent of professionals and professional faculty voting.

Constitution. Article VII. Dissolution of the Assembly  Current
The Assembly may be dissolved by approval of two-thirds of members casting or returning ballots, with at least forty percent of professionals and professional faculty voting.

Constitution. Article VI. Amendments to the Constitution  Proposed
Section 1. Any professional or professional faculty member may propose amendments at a regular meeting of the Assembly or general meeting of professionals and professional faculty. To be approved for consideration, the proposal must receive the affirmative vote of two-thirds of the Assembly members.

Section 2. In the event a request for an amendment is voted down by the Assembly, any professional or professional faculty member may submit to the Assembly a petition signed by at least twenty-five members. Within sixty days of receipt of the petition, the Assembly shall schedule an Assembly vote on the amendment.

Section 3. Proposed amendments that receive an initial approval by the Assembly will be sent to the Provost for review and authorization to proceed.

Section 4. These proposed amendments shall then be submitted to all professionals and professional faculty at least thirty days prior to a vote. Discussion of the amendments shall be at a regularly scheduled or called general professionals and professional faculty meeting or conducted electronically.

Section 5. After the thirty-day review period, the Assembly will formally vote to approve the amendments. Adoption of amendments shall require an affirmative vote by two-thirds of Assembly members casting or returning ballots.
Section 6. Amendments formally approved by the Assembly shall be sent to the Provost for final review and approval. If the Provost determines that an amendment should be reviewed and approved by the Board of Visitors, the amendment will be sent to the Board of Visitors for final review and approval.

Constitution. Article VII. Dissolution of the Assembly Proposed
The Assembly may be dissolved by approval of two-thirds of members casting or returning ballots, with a balloting period of at least fifteen (15) working days for professionals and professional faculty voting.

Discussion/Explanation:
Constitution. Article VI, Section 3: the changes clarify that it's all 440 - 470 PPFs, not just members of the PPFA.

Constitution. Article VI, Section 4 and Article VII: although we've been fortunate to get 40% of PPFs voting in our PPFA elections, it's not ensured that we could do so, especially if the Assembly needs to be dissolved due to lack of interest! By changing the requirement to meet a specified number of days for voting, we ensure that everyone has a chance to vote if they so desire.
PPFA BYLAWS
PROPOSED AMENDMENTS

Bylaws. Article I. Assembly Executive Committee, Including Officers  Current
Section 1. The Assembly Executive Committee, hereinafter referred to as the Executive Committee, is drawn from the twenty-one member Assembly and shall consist of nine members: Officers of the Assembly, Chairs of the Standing Committees, and two At-Large Members.
• The Officers shall be elected by the Assembly; the Chairs of the Standing Committees and the At-Large Members shall be appointed by the Officers.
• The Executive Committee members shall assume their duties on July 1. The President and Vice-President/President-Elect shall serve one-year terms. The Secretary and Standing Committee Chairs may be reelected or reappointed to a second one-year term.

Section 2. The Officers shall be:
• The President of the Assembly, hereinafter referred to as the President;
• The Vice-President and President-Elect, hereinafter referred to as the Vice-President, who shall succeed to the Office of President the July following his or her assumption of the Vice-Presidential duties; and
• The Secretary.

Bylaws. Article I. Assembly Executive Committee, Including Officers  Proposed
Section 1. The Assembly Executive Committee, hereinafter referred to as the Executive Committee, is drawn from the twenty-one member Assembly and shall consist of seven members: Officers of the Assembly and Chairs of the Standing Committees.
• The Officers shall be elected by the Assembly; the Chairs of the Standing Committees shall be appointed by the Officers.
• The Executive Committee members shall assume their duties on July 1.
• The President shall serve a one-year term.
• The Vice-President/President-Elect shall also serve a one-year term. However, if the Vice-President assumes the presidency due to a mid-term vacancy, the following guideline applies: if at least ten months remain of the former President’s term, the Vice-President should consider that term to be the one-year term.
• The Secretary and Standing Committee Chairs may be reelected or reappointed to a second one-year term.

Section 2. The Officers shall be:
• The President of the Assembly, hereinafter referred to as the President;
• The Vice-President and President-Elect, hereinafter referred to as the Vice-President, who shall succeed to the Office of President the July following his or her assumption of the Vice-Presidential duties (or if the President is unable to complete his or her term of office); and
• The Secretary.
Discussion/Explanation:

Bylaws. Article I, Section 1:
- pros and cons of reducing the size of the Executive Committee from 9 to 7: more manageable for meetings; but fewer persons to spread the work around; other?

Bylaws. Article I, Section 2:
- we should have a provision for if the President leaves the office.

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Bylaws. Article II. Committees  **Current**

Section 1. The Standing Committees and their responsibilities shall be:

- **Academic Issues Committee**: Monitor academic issues to identify those that directly affect professionals and professional faculty and their areas of responsibility; consult with Assembly members and, if appropriate, recommend courses of action.

- **Policies and Administrative Issues Committee**: Monitor College administrative issues of relevance to professionals and professional faculty, consistent with the purpose of the Assembly as set forth in the Constitution; inform Assembly members and, if appropriate, recommend courses of action; review, research, and recommend changes to policies affecting professionals and professional faculty; ensure that policies for professionals and professional faculty are readily available and accessible, such as through codification in a handbook; advise on grievances related to professionals and professional faculty, upon request.

- **Technology Committee**: Manage Assembly web pages, listservs, and online discussions.

- **Elections Committee**: Manage elections, including nominations and election procedures as outlined in the Constitution and Bylaws; maintain written records of election results; annually review and, if needed, recommend revisions to election procedures; monitor Assembly members’ status and attendance to identify for the President possible vacancies, pursuant to Article IV of the Constitution.

Changes to Standing Committees require amendment to these Bylaws.

**Section 2.** Ad hoc or special committees may be established as the Assembly deems necessary. The purpose and charges for such committees shall be determined by the Assembly upon recommendation from the Executive Committee. The chair of each ad hoc committee shall establish its membership. Ad hoc committee chairs need not serve on the Assembly but will report to the Assembly.

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Bylaws. Article II. Committees  **Proposed**

Section 1. The Standing Committees and their responsibilities shall be:

- **Academic Issues Committee**: Monitor academic issues to identify those that directly affect professionals and professional faculty and their areas of responsibility; consult with Assembly members and, if appropriate, recommend courses of action; ensure that professionals and professional faculty are represented on appropriate university-wide academic committees.

- **Policies and Administrative Issues Committee**: Monitor College administrative issues of relevance to professionals and professional faculty, consistent with the purpose of the Assembly as set forth in the Constitution; inform Assembly members and, if appropriate, recommend courses of action; review, research, and recommend changes to policies affecting professionals and professional faculty; ensure that policies for professionals and professional faculty are readily available and accessible, such as through codification in a handbook; advise on grievances related to professionals and professional faculty, upon request; ensure that professionals and professional faculty are represented on appropriate university-wide administrative committees.

- **Communications Committee**: Manage Assembly web pages, listservs, surveys, communications/public relations; assist the Membership Committee with polling and voting.
• **Membership Committee**: Manage Assembly elections, including recruitment of nominations to ensure diverse representation and election procedures as outlined in the Constitution and Bylaws; maintain written records of election results; annually review and, if needed, recommend revisions to election procedures; monitor Assembly members’ status and attendance to identify for the President possible vacancies, pursuant to Article IV of the Constitution; assist Assembly committee chairs with recruitment of committee members.

Changes to Standing Committees require amendment to these Bylaws.

**Section 2.** Ad hoc or special committees may be established as the Assembly deems necessary. The purpose and charges for such committees shall be determined by the Assembly upon recommendation from the Executive Committee. The chair of each ad hoc committee shall establish its membership. Ad hoc committee chairs need not serve on the Assembly but will report to the Assembly.

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**Discussion/Explanation:**

1. **Have these four Standing Committees, with each Chair a member of the Executive Committee**
   - Policies & Administrative Issues Committee
   - Academic Affairs Committee
   - Communications Committee
   - Membership Committee

2. **Distribution of the former ad hoc committees/projects:**
   - Communications – becomes part of Technology/Communications
   - PPF Handbooks – work is completed; was part of Policies & Administrative Issues
   - Committee on Committees project – a project of Academic Affairs and Policies & Administrative Issues committees
   - Strategic Plan – functions would be a part of the four Standing Committees, since these parallel in many ways the 6 Grand Challenges

This results in a 7-member Executive Committee, with the possibility still available, per the Bylaws, of appointing ad hoc committees as needed.

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Bylaws. Article II. Committees  **Current**

Section 5. The chair of each Assembly committee, Standing or other, shall:

- Establish the membership of the committee
- File written records of all committee meetings, hearings, and official correspondence
- Report regularly at Assembly meetings
- Hold open hearings on issues when appropriate
- File annual reports with the Assembly Secretary
- Submit to the Assembly Secretary committee recommendations to be placed on Assembly meeting agendas and
- Arrange for the distribution of a copy of committee reports to each representative in advance of the Assembly meeting at which action on its recommendations is to take place.

Bylaws. Article II. Committees  **Proposed**

Section 5. The chair of each Assembly committee, Standing or other, shall:

- Establish the membership of the committee
- Announce committee meetings to the Assembly at least one week in advance
- In advance of Assembly meetings, provide the Assembly and professionals/professional faculty with timely reports
- In advance of Assembly and general professionals/professional faculty meetings, identify topics or issues that require discussion and request agenda time; in advance of the meetings, provide attendees with relevant documents
- Arrange for the distribution of a copy of committee reports to each representative in advance of the Assembly meeting at which action on its recommendations is to take place
- Hold open hearings on issues when appropriate; give 15 days advance notice when possible
- Update relevant portions of the Assembly’s goals and objectives
- File written records of all committee meetings, hearings, and official correspondence; committee meeting minutes will be publicly available
- File annual reports with the Assembly Secretary.

**Discussion/Explanation:** increased clarity is needed for the roles of PPFA committees.
Bylaws. Article III. Conducting Business  
**Current**

Section 1. The regular meetings of the Assembly shall be held at least once per semester. Regular meetings of professionals and professional faculty shall be held at least once per year.

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**Proposed**

Section 1. The regular meetings of the Assembly shall be held at least six (6) times per year. General meetings of professionals and professional faculty shall be held at least once per year.

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Discussion/Explanation: The frequency of meetings has been discussed several times; this change would give prospective Assembly members a better idea of the commitment involved.

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Bylaws. Article III. Conducting Business  Current

Section 6. An Assembly quorum shall consist of fifty percent of filled Assembly positions. All Assembly measures, except for amendments to the Constitution and Bylaws, shall pass by a simple majority of the Assembly members present and voting; provided that absent members may (and are encouraged to) provide a written proxy vote to the President or Secretary prior to a meeting. Voting on motions shall normally be viva voce or by show of hands, but five members may require a roll call vote upon any motion.

Section 7. A quorum for professionals and professional faculty general meetings and voting shall be forty percent of all professionals and professional faculty.

Bylaws. Article III. Conducting Business  Proposed

Section 6. Assembly quorums are:
- Meetings: fifty percent of filled Assembly positions
- Approval of minutes, resolutions, etc.: if a quorum exists, a majority of those present and voting (absent members may provide a written proxy vote to the President or Secretary prior to a meeting)
- Constitution and Bylaws amendments: two-thirds of all Assembly members (not just those present)

Voting on motions shall normally be viva voce or by show of hands, but five members may require a roll call vote upon any motion.

Section 7. Except for the election of representatives to the Assembly, all voting -- for Constitution and Bylaws amendments, resolutions, etc. -- is conducted by the Assembly.

Discussion/Explanation:
40% of the approximately 450 PPFs would be 180 PPFs. It’s unlikely that we would get that many persons at a general meeting, and it could be difficult to get 40% to vote electronically on an issue (such as Constitution and Bylaws changes!).

In the Faculty Handbook, there are no provisions for all faculty to need a quorum for voting because the Faculty Assembly handles all the votes:

FACULTY HANDBOOK:
ARTICLE IX  Amendment of Bylaws

These bylaws may be amended by a two-thirds vote of the full Assembly membership and approval by the Board of Visitors.

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Bylaws. Article IV. Election Procedures  **Current**
Section 4. For each regular election, there shall be a public call for nominations at least sixty days in advance of the meeting and a publication of nominees at least thirty days in advance of the meeting. The ballot shall list the names and platform statements of all nominees who are eligible to serve on the Assembly. At least one candidate for each vacant Assembly seat must be listed on the ballot.

Bylaws. Article IV. Election Procedures  **Proposed**
Section 4. For each regular election, there shall be a public call for nominations at least sixty (60) days in advance of the election and a publication of nominees at least thirty (30) days in advance of the election. The ballot shall list the names and platform statements of all nominees who are eligible to serve on the Assembly. At least one candidate for each vacant Assembly seat must be listed on the ballot. The ballot will be open for at least fifteen (15) working days.

**Discussion/Explanation:** we needed to define the length of the balloting, and for consistency, 15 days is also proposed in Constitution, Article VI.
Bylaws. Article IV. Election Procedures  **Current**

Section 8. Resignations from an office, chair, or the Assembly shall be submitted in writing to the Executive Committee and, in the case of a committee chair resignation, the appropriate committee. For resignations from the Assembly, if fewer than six months of the resigning member’s term remain, the Assembly may appoint a professional or professional faculty member to this position. If more than six months of the term remains, a replacement for the vacant seat shall be elected by the professionals and professional faculty within sixty days of the date of the resignation. For resignations from an office, the Assembly shall elect a new member to the office. For resignations from a chair, the officers shall appoint a new chair.

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Bylaws. Article IV. Election Procedures  **Proposed**

Section 8. Resignations from an office, chair, or the Assembly shall be submitted in writing to the Executive Committee and, in the case of a committee chair resignation, the appropriate committee. If membership in the Assembly drops to fewer than 19 seats and more than six (6) months exists before the annual May election, the Assembly will hold an election to fill those vacancies. For resignations from an office, the Assembly shall elect a new member to the office. For resignations from a chair, the officers shall appoint a new chair.
Bylaws. Article IV. Election Procedures   **Current**

**Section 9.** After the election of the new Assembly members, the incumbent Officers shall convene the forthcoming year's Assembly. The incumbent Officers shall officiate at this meeting and shall distribute notices of the meeting and minutes for regular meetings. The new Executive Committee is formed at this meeting, per Bylaws Article I, Section 1 (a.). Bylaws Article IV, Section 9, applies for ties and majorities. At this meeting, only the members of the forthcoming year's Assembly are eligible to vote for Officers, and only the forthcoming year’s Officers are eligible to appoint the remaining members of the Executive Committee.

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Bylaws. Article IV. Election Procedures   **Proposed**

**Section 9 (new).** When mid-term vacancies are filled, the newly elected members will choose which vacant seat (term) they will fill, in order of those receiving the highest number of votes.

Bylaws. Article IV. Election Procedures

**Section 10 (formerly Section 9).** After the election of the new Assembly members, the incumbent Officers shall convene the forthcoming year's Assembly. The incumbent Officers shall officiate at this meeting and shall distribute notices of the meeting and minutes for regular meetings. Bylaws Article IV, Section 6, applies for ties and majorities. At this meeting, only the members of the forthcoming year's Assembly are eligible to vote for Officers.

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**Discussion/Explanation:**

Section 9 will become Section 10 if the new Section 9 is added.

The first deleted sentences are not accurate: the officers meet separately and begin the process of selecting the Executive Committee.

Section 6 is the correct section that covers tie votes, etc.
Bylaws. Article V. Amendments to the Bylaws  

Current

Section 1. Any professional or professional faculty may propose amendments to the Bylaws at a regular meeting of the Assembly or the professionals and professional faculty. To be approved for consideration, the proposal must receive the affirmative vote of two-thirds of Assembly members.

Section 2. Proposed Bylaws amendments that the Assembly has approved for consideration shall be submitted to professionals and professional faculty at least thirty days prior to a vote. Discussion of the amendments shall be at a regularly scheduled or called general professionals and professional faculty meeting. The votes may be conducted at a general professionals and professional faculty meeting or via electronic ballots.

Section 3. In the event a request for a Bylaws amendment is voted down by the Assembly, any professionals and professional faculty may submit to the Assembly a petition signed by at least twenty-five professionals or professional faculty members. Within sixty days of receipt of the petition, the Assembly shall call a general meeting of the professionals and professional faculty to discuss the amendment, and then schedule a vote on the amendment.

Section 4. Adoption of amendments to the Bylaws shall require an affirmative vote by two-thirds of members casting or returning ballots, with at least forty percent of professionals and professional faculty voting.

Proposed

[the following text matches Amendments to the Constitution—Article VI]

Section 1. Any professional or professional faculty member may propose amendments at a regular meeting of the Assembly or general meeting of professionals and professional faculty. To be approved for consideration, the proposal must receive the affirmative vote of two-thirds of the Assembly members.

Section 2. In the event a request for an amendment is voted down by the Assembly, any professional or professional faculty member may submit to the Assembly a petition signed by at least twenty-five members. Within sixty days of receipt of the petition, the Assembly shall schedule an Assembly vote on the amendment.

Section 3. Proposed amendments that receive an initial approval by the Assembly will be sent to the Provost for review and authorization to proceed.

Section 4. These proposed amendments shall then be submitted to all professionals and professional faculty at least thirty days prior to a vote. Discussion of the amendments shall be at a regularly scheduled or called general professionals and professional faculty meeting or conducted electronically.
Section 5. After the thirty-day review period, the Assembly will formally vote to approve the amendments. Adoption of amendments shall require an affirmative vote by two-thirds of Assembly members casting or returning ballots.

Section 6. Amendments formally approved by the Assembly shall be sent to the Provost for final review and approval. If the Provost determines that an amendment should be reviewed and approved by the Board of Visitors, the amendment will be sent to the Board of Visitors for final review and approval.

Discussion/Explanation: see Discussion/Explanation above re Faculty Assembly – in other words, a general PPF meeting wouldn’t conduct any business….only the PPFA would conduct business that required a vote.