

**BYLAWS TO THE CONSTITUTION  
SANTA ROSA JUNIOR COLLEGE  
PETALUMA FACULTY FORUM**  
Approved at PFF January 28, 2014

**ARTICLE I:**

The Petaluma Faculty Forum (PFF) is an official subcommittee of the Academic Senate and acts as a conduit for bringing issues forward that are of concern and interest to Petaluma Campus faculty.

**ARTICLE II: DUTIES OF OFFICERS**

Section 1:

Chair: It shall be the duty of the Chair to:

- A. Preside at all meetings of the PFF and the PFF Steering Committee (PFFSC).
- B. Set the agenda for PFF meetings in consultation with the PFFSC.
- C. Be non-voting except in cases where a vote by the PFF results in a tie.
- D. Appoint faculty representatives to PFF committees.
- E. Serve as the official representative from the PFF to any other organization.
- F. Represent the PFF at all official meetings as needed during the school year or send a designee.
- G. Call and preside over such special meetings of the PFF as deemed necessary.
- H. Call a special meeting for the purpose of filling vacancies that may occur on the PFF Steering Committee in accordance with the election code as noted in Article ~~8~~-7.
- I. Meet regularly with the Petaluma Campus Administration.
- J. Appoint a parliamentarian from among the participants of the Petaluma Faculty Forum as needed.
- K. Promote the interests and purposes of the organization.
- L. Oversee communication with the participants of the PFF.
- M. Oversee communication with the Academic Senate.
- N. **Serve as Chair-Elect for one semester immediately preceding their term as Chair.**

Section 2:

Members of PFF Steering Committee (PFFSC) as stated in Article III, Section 1 of the PFF Constitution: It shall be the duty of the members of the PFFSC to:

- A. Serve as members of the PFFSC.
- B. Serve as assistant to the Chair in all duties of the Chair.
- C. Assume the duties of the Chair during any temporary absence of the Chair.
- D. Prepare the minutes of regular PFF meetings. Maintain accurate roster of PFF attendees.
- E. Collect archival copies of PFF documents for campus archives.
- F. Transmit documents for distribution to PFF constituency.
- G. Perform such other duties as may be assigned by the Chair.

Section 3:

Past Chair: It shall be the duty of the Past Chair to:

- A. Serve as a member of the PFFSC for one ~~year~~ **semester**.
- B. Advise the PFFSC Chair in matters of the office of the Chair.
- C. Serve the Chair in other duties as assigned.

## **ARTICLE III: PFF SUB-COMMITTEES**

### Section 1:

#### General Committee Provisions

- A. The PFFSC shall establish *ad hoc* subcommittees as needed.

## **ARTICLE IV: MEETINGS**

### Section 1: Frequency of meetings

- A. When the College is in session, the PFF shall meet on an average of once per month.
- B. Special meetings may be called at the discretion of the Chair of the PFF or by written petition to the Chair of at least 4 regular participants of PFF. No business may be transacted other than that for which the meeting was called.

### Section 2: Procedures

- A. The PFFSC shall give written notice, including the agenda, of each meeting to the members of the PFF at least three days prior to the PFF meeting.
- B. The PFFSC shall record all motions other than procedural.
- C. PFF meetings are open to all interested parties, but only PFF eligible participants (as defined in Article III, Section 1 of the PFF Constitution) may vote. Participants may speak when recognized by the Chair of the PFF or by a majority vote of the PFF.

### Section 3: Order of Business

- A. The regular order of business of the PFF shall be the agenda prepared by the PFFSC.
- B. The following shall be the order of business for all regular meetings, unless changed for a particular meeting by two-thirds of those present at a regular meeting:
  - a. Call to order
  - b. Open Forum – not to exceed 15 minutes, 5 minutes per speaker
  - c. Reading, correction, and adoption of the minutes of the previous meeting
  - d. Reading of correspondence
  - e. Reports to PFF
  - f. Action agenda – Items must come from the discussion agenda of a previous meeting or be carried over from a previous action agenda.
  - g. Discussion agenda – Items once discussed may be moved to the action agenda of a subsequent meeting or carried over for further discussion.
  - h. Adjournment
- C. Agenda: Any PFF participant may present to the Chair, in writing, an item for the discussion agenda. The item must be presented not later than two weeks prior to the meeting. The Chair, in consultation with the Steering Committee, shall place the item on the discussion agenda on a priority basis.

## **ARTICLE V: PARLIAMENTARY AUTHORITY**

### Section 1:

All questions of parliamentary procedure in the conduct of all meetings of the PFF and its committees shall be resolved according to the latest edition of *Robert's Rules of Order: Revised* insofar as they do not conflict with the Constitution of the PFF or the Brown Act.

## **ARTICLE VI: ELECTION CODE**

### Section 1:

Elections for PFFSC positions shall be conducted in the spring semester every one or two years. **Chair elections will take place in the Fall semester.**

### Section 2:

PFF participants may offer their own names in nomination for a PFFSC seat or another participant may nominate an eligible faculty member, provided that the name is submitted by permission of the nominee. Any eligible faculty member may run for any position. Whenever possible, an adjunct faculty member shall be part of the PFFSC.

### Section 3:

**PFFSC positions will be elected by a simple majority of faculty members present.**

### Section 3 4:

In the event of a vacancy on the PFFSC, an action item for a nomination and vote to replace that position will be placed on the agenda for the next PFF meeting.

## **ARTICLE VII: CHANGES TO BYLAWS**

### Section 1:

Changes or additions to the Bylaws will be considered by the PFF at two successive meetings. By-Law changes may be adopted by the PFF at the second meeting by a two-thirds vote of those present.

### Section 2:

Whenever there is a change to the Bylaws, the PFFSC will ensure that the changes are made in the PFF records and that revised copies of the Bylaws are distributed to all PFF members.

### Section 3:

The PFFSC will maintain a historical file of all changes to the Bylaws and Constitution.