

**Bylaws Change History**

	Current Bylaws		Recommended Changes		Notes
1			<b>B1 Rules of Procedure for the Appointment of Members to Council</b>	Appointments for all constituencies will be completed and reported to the Secretary of Council as follows:	Adapted from Governing Council Bylaws template, to reflect that our FC members are appointed, not elected.
2				.1 Teaching Staff are members of Faculty Council upon appointment to the University, on an ongoing basis.	The following appointment processes were originally in our Constitution but have been moved here to align with the GC templates.  FASE Working Group to Review the Constitution and GC Bylaws ("WGCB") also added length of terms.
3				.2 Undergraduate Students are appointed annually before the first Council meeting of the academic year by the Engineering Society Executive, with preference given to students in other elected roles. The President and one other representative of the Engineering Society are <i>ex-officio</i> members. All Undergraduate Student members are appointed for a one-year term.	As above. Rewording suggested by EngSoc.
4				.3 Graduate Students are appointed annually before the first Council meeting of the academic year by the Graduate Student Association of each Department and Extra-Departmental Unit A and B offering graduate programs, for a one-year term.	As above. Rewording suggested by FASE's Graduate Student Associations.

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5				.4 Alumni are appointed annually before the first Council meeting of the academic year by the Executive of the Engineering Alumni Network. The President of the Engineering Alumni Network is an <i>ex officio</i> member. All Alumni members are appointed for a one-year term.	As above. Language updated by WGCB.
6				.5 Professors Emeriti who consent to be members of Council are appointed upon the time of their appointment as Professors Emeriti, for a five-year term.	As above. Language updated by WGCB.
7				.6 The Registrar of the Faculty of Applied Science & Engineering is an <i>ex officio</i> member of Council, on an ongoing basis.	As above. Language updated by WGCB.
8				.7 Administrative Staff representatives, one from each of the Faculty's Departments and Extra-Departmental Unit A or B, and two from the Faculty's administrative offices, are appointed annually before the first Council meeting of the academic year.	As above. Language updated by WGCB.
9				Appointments are made by the Chair or Director of the respective Department or Extra-Departmental Unit A and B, or, in the case of the Faculty's administrative offices, by the Dean. All Administrative Staff appointments are for a one-year term.	As above. Language updated by WGCB.

	Current Bylaws		Recommended Changes		Notes
10				.8 The Secretary of Faculty Council is appointed by the Dean in consultation with the Speaker, and serves on Council as a non-voting, <i>ex officio</i> member on an ongoing basis.	Language updated by WGCB.
11				.9 University officers and representatives from appropriate Divisions of the University or their designates, as invited by the Speaker, to a maximum of 15 including, <i>ex officio</i> , the President of the University, Vice-President and Provost, and Dean of the School of Graduate Studies.	Language updated by WGCB.
12	Officers of Council (B1)	The Officers of Council are the Speaker and the Secretary	<b>B2 Roles of Faculty Council Speaker and Secretary</b>	The Officers of Council are the Speaker and Secretary.	Updated by the WGCB.
13	Speaker	i) The Speaker shall chair the meetings of Council	Speaker	.1 The Speaker shall chair the meetings of Council.	Unchanged.
14				.2 The Speaker shall conduct an orientation session for new Council members prior to the first Council meeting of each academic year, and will meet with constituent groups as deemed necessary.	New language from WGCB.

	Current Bylaws		Recommended Changes		Notes
15	Secretary	ii) The Secretary shall: take charge of the records and papers of the Council and keep the same properly arranged for convenient reference; attend all meetings of the Council; and keep regular minutes of all the proceedings thereof; <del>be responsible for keeping minutes of all meetings of all Committees of Council;</del> prepare all resolutions, reports, or other papers which the Council may direct, and all copies which may be required of any such documents or papers; prepare and sign all official documents, and discharge such other duties as may be assigned by the Council.	Secretary	.3 The Secretary shall take charge of the records and papers of the Council and keep the same properly arranged for convenient reference; attend all meetings of the Council; and keep regular minutes of all the proceedings thereof; prepare all resolutions, reports, or other papers which the Council may direct, and all copies which may be required of any such documents or papers; prepare and sign all official documents, and discharge such other duties as may be assigned by the Council.	Carried forward from current Bylaws. Not in Governing Council template. Updated to remove sentence about keeping minutes of standing committees.
16	Absence of Speaker (B2)	The speaker shall designate a member of Council as an alternate to assume his/her duties in the Speaker's absence, and shall report the name of the alternate to the Secretary for publication in the Gazette.			Updated and moved to revised Constitution per Governing Council template.
17	Regular Meetings (B3)	<del>Regular meetings of the Council shall be held a minimum of three times per academic year and will align with the University of Toronto governance meeting schedule.</del> Meeting dates will be confirmed with members of Faculty Council no later than the end of June of the previous academic year.			Moved to revised Constitution.
18	Quorum (B4)	The quorum for meetings of Council shall be 45 members.			Removed as is mentioned in the Constitution.

	Current Bylaws		Recommended Changes		Notes
19	Notice of Meetings (B5.1)	A notice of Meeting and the Agenda for that meeting shall be published in the faculty Gazette at least 14 days in advance of the meeting. Publication occurs on the day the Faculty Gazette is distributed by electronic mail or sent by personally addressed regular mail.			Updated and moved to the revised Constitution per the Governing Council template.
20	(B5.2)	For regular meetings, the agenda and all matters being reported <del>from the Standing and Special Committees of Council that are either major reports with new policy recommendations, or minor reports establishing new precedents,</del> shall be delivered to all Council members at least 14 days prior to the announced date of the meeting. No matter that arises after the date of mailing and before the announced date of the meeting can properly be before Council without the consent of two-thirds of the Members present at the Meeting, which Members must constitute a quorum to accept such modification to the agenda.	[Include with General Procedures section] [#] Notice of Meetings	For regular meetings, the agenda and all matters being reported shall be delivered to all Council members at least 14 days prior to the announced date of the meeting. No matter that arises after the date of mailing and before the announced date of the meeting can properly be before Council without the consent of two-thirds of the Members present at the Meeting, which Members must constitute a quorum to accept such modification to the agenda.	This level of detail is not in the GC Constitution or GC Bylaws templates. Updated. Will be re-positioned in General Procedures section, in Word version.

	Current Bylaws		Recommended Changes		Notes
21	Special Meetings (B6)	A special meeting may be called by the Speaker at any time, or, in the absence of the Speaker, by the Secretary, upon a written request of at least thirty members, or upon the request of the Executive Committee. Special Meetings shall normally require not less than one week's notice. However, at the discretion of the Speaker, a Special Meeting may be called with not less than twenty-four hours' notice. Special Meetings shall be for the transaction of such business only as may be specified in the Notice of Meeting.			Moved to the revised Constitution, per the Governing Council template.
22	Rules of Order (B7)	The Speaker shall conduct the proceedings in conformity with the Rules of Order enacted by the Council. Ambiguities in these rules shall be resolved by referring to the most recent edition of Bourinot's Rules of Order.			Removed as this is now (rephrased) in the revised Constitution.
23	Order of Business (B8)	The following order of business shall be observed by the Speaker in preparing the agenda of Regular Meetings of Council:	[#] Order of Business	The following order of business shall be observed by the Speaker in preparing the agenda of Regular Meetings of Council:	This level of detail is not in the Governing Council Constitution or Bylaws templates. It has been updated by the WGCB and will be added to General Procedures section.
24	(B8.1)	adoption of the Minutes of the previous Regular Meeting and those of any intervening Special Meetings;		[#] adoption of the Minutes of the previous Regular Meeting and those of any intervening Special Meetings;	As above.
25	(B8.2)	business (to be listed) arising from the Minutes;		[#] business (to be listed) arising from the Minutes;	As above.
26	(B8.3)	motions with respect to reports from the Executive Committee and Standing Committees;		[#] motions with respect to reports from the Executive Committee and Standing Committees;	As above.

	Current Bylaws		Recommended Changes		Notes
27	(B8.4)	reports of Special Committees;		[#] reports of Special Committees;	As above.
28	(B8.5)	matters brought by the Deans and Chair, First Year, including the annual report of the Dean (October Meeting)		[#] matters brought by the Deans and Chair, First Year, including the annual report of the Dean (October Meeting)	As above.
29	(B8.6)	matters brought by the Ombuds Committee, including its Annual Report (October meeting);		[#] matters brought by the Academic Appeals Board, including its Annual Report (October meeting);	Updated as "Academic Appeals Board". As above.
30	(B8.7)	submissions from members;		[#] submissions from members;	As above.
31	(B8.8)	announcements;		[#] announcements;	As above.
32	(B8.9)	questions from members.		[#] questions from members.	As above.
33	Visitors (B9)	Subject to the provisions of B10, meetings of Council shall be open to visitors, not exceeding twenty in number, who shall be admitted to the designated visitors' area.	[#] Visitors	Subject to the provision below [replace with correct # in final version], meetings of Council shall be open to visitors at the discretion of the Speaker.	As above. Reworded to remove the limit of 20 visitors, and to the designated visitors area. Update reference to section number (is shown as B10) when these subsections have been moved to correct position in Bylaws.
34	Closed Meetings (B10)	An Open Meeting may at any time be declared Closed by Council upon passage of the appropriate motion by majority vote, and visitors shall be required to withdraw. By a similar procedure, a Closed Meeting may at any time be declared to be Open	[#] Closed Meetings	An Open Meeting may at any time be declared Closed by Council upon passage of the appropriate motion by majority vote, and visitors shall be required to withdraw. By a similar procedure, a Closed Meeting may at any time be declared to be Open	As above.
35	Minutes (B11)	The Secretary shall prepare the Minutes of all meetings of the Council, and circulate them to all members of Council.	[#] Minutes	The Secretary shall prepare the Minutes of all meetings of the Council, and circulate them to all members of Council.	As above.
36	(B11.1)	The Minutes shall be open for inspection in the Office of the Registrar and shall include the date of the meeting and names of members present		The Minutes shall be open for inspection in the Office of the Registrar and shall include the date of the meeting and names of members present	As above.

	Current Bylaws		Recommended Changes		Notes
37	(B11.2)	In the case of matters considered in Open Session, a summary of the substance of every matter considered, the text and disposition of every motion considered and the recorded votes as directed by Council shall be included in the minutes.		In the case of matters considered in Open Session, a summary of the substance of every matter considered, the text and disposition of every motion considered and the recorded votes as directed by Council shall be included in the minutes.	As above.
38	(B11.3)	In the case of matters considered in Closed Session, only the motion indicating the final disposition of each matter considered in closed session shall be included in the minutes.		In the case of matters considered in Closed Session, only the motion indicating the final disposition of each matter considered in closed session shall be included in the minutes.	As above.
39	Committees of Council (B12.1)	The Committees of Council shall be the Executive Committee, the Standing Committees, the Ombuds Committee, and the Special Committees.	<b>B3 Committees of Council</b>	The Committees of Council shall be the Executive Committee, the Academic Appeals Board, the Standing Committees and any Special Committees.	Updated to change "Ombuds Committee" to "Academic Appeals Board".
40	(B12.2)	The composition and terms of reference of all Committees shall be established by Council.		The composition and terms of reference of all Committees shall be established by Council and reflected in the Committee manuals, kept separately from the Bylaws.	Updated to reflect practice in FASE, where we do not include the Standing Committees' composition, terms of reference, etc. in the Bylaws (they are maintained as separate documents). The Governing Council Bylaws template includes this information, but their committee info is much shorter and simpler than ours.
41	(B12.3)	A list of candidates for service on Standing Committees shall be provided to the Speaker by each Department, Division or Institute		A list of candidates for service on Standing Committees shall be provided to the Speaker by each Department and Extra-Departmental Unit A and B.	Replaced "Division or Institute" with "EDU:A or B" to be more precise.

	Current Bylaws		Recommended Changes		Notes
42	Committee Reports (B13)	All Committees of Council shall each report to Council at least annually. Standing Committees shall report to Council through the Executive Committee.		All Committees of Council, except the Executive Committee, shall report to Council at least annually. Standing Committees shall report to Council through the Executive Committee. The Academic Appeals Board shall report directly to Council.	Unchanged.
43	Discharge (B14)	At the May Meeting of Council, each Special Committee shall recommend either that it be discharged or that it be continued. If no such recommendation be made for a particular Committee, then that Committee shall be deemed to have been discharged as of the adjournment of the May Meeting of Council.			Rephrased slightly and moved to the end of the Special Committee section, below.
44			[#] Executive Committee	.1 There shall be an Executive Committee of Council, responsible for receiving and considering the substance of reports and recommending them to Faculty Council for final disposition.	Was C9 in current Constitution but moved here per Governing Council templates. Re-worded slightly (was "The Executive Committee shall receive and approve reports from Standing Committees and shall submit all reports to Faculty Council for final disposition").

	Current Bylaws		Recommended Changes		Notes
45				.2 Membership of the Executive Committee shall include all Chairs and Directors, all Chairs of Standing Committees, the President of the Engineering Alumni Network, the President of the Engineering Society, the Dean, Vice-Deans and Associate Deans of the Faculty, and as appointed by the Speaker of Faculty Council, one member of the Engineering Society Executive, one Administrative Staff member, and one Graduate Student.	As above. Reworded slightly to rename "Engineering Alumni Network", include "Associate Deans" and remove "Chair of First Year".
46			[#] Academic Appeals Board	.2 There shall be an Academic Appeals Board that will hear appeals of undergraduate students against decisions of the Standing Committees of Council relating to petitions for exemptions from the application of academic regulations or standards and to make rulings on such appeals.	Included general statement about the function of the AAB (taken from AAB's terms of reference).
47			[#] Standing Committees	.3 The Standing Committees of Council shall be the:  - Admissions Committee - Community Affairs & Gender Issues Committee - Engineering Graduate Education Committee - Examinations Committee - Research Committee - Scholarships & Awards Committee - Teaching Methods & Resources Committee - Undergraduate Curriculum Committee	WGCB expanded list to include all standing committees.

	Current Bylaws		Recommended Changes		Notes
48			[#] Special Committees	From time to time, Council may establish Special Committees to consider particular issues. Special Committees are normally formed on the recommendation of the Executive Committee, when one or more of the following conditions exist:	New language from Governing Council template.
49				a) An issue cannot be accommodated easily within a Standing Committee's schedule – either intense scrutiny is required in a relatively short time or thorough examination of complex issues is necessary over a relatively long period of time;	New language from Governing Council template.
50				b) An issue does not fall readily under an existing Standing Committee; or	New language from Governing Council template.
51				c) There is need for the participation of experts not represented on the relevant committee.	New language from Governing Council template.
52				A recommendation from the Executive Committee to establish a Special Committee shall include terms of reference, an outline of membership, the anticipated reporting date, and the proposed date of disestablishment.	New language from Governing Council template.

	Current Bylaws		Recommended Changes		Notes
53			[#] Discharge of Special Committees	At the final meeting of Council, each Special Committee shall recommend either that it be discharged or that it be continued. If no such recommendation be made for a particular Committee, then that Committee shall be deemed to have been discharged as of the adjournment of the final meeting of Council.	Was B14 in current Bylaws, but rephrased slightly and repositioned here.
54			<b>B4 General Procedures</b>	Notwithstanding the following, Committees of Council shall be guided by the Faculty's <i>Procedures for Committees of Council</i> .	Per WGCB.
55				.1 The Dean is an <i>ex-officio</i> member of all Standing Committees	Adapted from GC template (but removed inclusion of AAB, since Dean is not a member).
56				.2 All Standing Committee members, including <i>ex-officio</i> members, have voting privileges unless otherwise specified.	New language from Governing Council template.
57				.3 All Standing Committees shall report to Council on their deliberations, recommendations, and decisions.	New language from Governing Council template.
58				.5 Each Standing Committee shall meet at the call of its Chair.	New language from Governing Council template.
59				.6 Unless otherwise stated, 50% of the members shall constitute a quorum for Standing Committees.	New language from Governing Council template. Our Standing Committee procedures state that quorum is a "simple majority". WCGB changed to 50%.

	Current Bylaws		Recommended Changes		Notes
60	Special Motions (B15.1)	Motions which, if passed by Council, will have a major academic impact on the Departments, Divisions or Institutes of the Faculty of Applied Science and Engineering shall be brought before Council by way of a Special Motion. Without limiting the generality of the foregoing, such motions include	<b>B5 Special Motions</b>	Motions which, if passed by Council, will have a major academic impact on the Departments, Divisions or Institutes of the Faculty of Applied Science and Engineering shall be brought before Council by way of a Special Motion. Without limiting the generality of the foregoing, such motions include:	This isn't in the Governing Council template, but special versus regular motions is relevant for our Faculty, in that this dictates the bar for passing a motion. If a special motion, 2/3 of members present and voting must approve for the motion to pass; if a regular motion, a simple majority is required.
61	(B15.1)	1) amendments of these Bylaws or Rules of Order;		1. Amendments of the Bylaws and Constitution.	Re-worded to remove "Rules of Order" and add "Constitution".
62		2) major academic decisions affecting undergraduate curricula or programs which will have a substantial impact on more than one Department, Division or Institute;		.2 Major academic decisions affecting curricula or programs which will have a substantial impact on more than one Department or Extra-Departmental Unit A and B.	Removed "undergraduate".
63		3) changes in organizational structure including the creation, elimination or merger of Departments, Divisions or Institutes		.3 Changes in organizational structure including the creation, elimination or merger of Departments and Extra-Departmental Units A and B.	Replaced "Divisions or Institutes" with "Extra-departmental Units A and B" (EngSci Division is an EDU:B and IBBME and UTIAS are EDU:As) to be more precise. Also, this will allow the creation and closure of EDU:Cs to be decided by regular, not special motion. This is more realistic, as EDU:Cs don't generally represent "changes in organizational structure" within the Faculty.

	Current Bylaws		Recommended Changes		Notes
64	(B15.2)	A Special Motion shall be passed only if:		<p>.4 A Special Motion shall be passed only if it:</p> <p>Has been circulated to all members of Council not less than 14 days prior to the meeting of Council;</p> <p>Is heard, and any amendments to the original motion are accepted by not less than two-thirds of the Members present;</p> <p>Is accepted, as amended, by not less than two-thirds of the Members present.</p>	From current Bylaws, but reorganized.
65				.5 Notwithstanding the above, amendments to the Bylaws and Constitution will be passed by Special Motion only if such amendments have been circulated to all members of Council not less than 30 days prior to the meeting of Council.	Added by WGCB.
66		1) the Special Motion has been circulated to all members of Council not less than 14 days prior to the meeting of Council, and			Moved to preceding.
67		2) the Special Motion is heard, and any amendments to the original motion are accepted by not less than two-thirds of the Members present, and			Moved to preceding.
68		3) the Special Motion as amended is accepted by not less than two thirds of the Members present.			Moved to preceding.
69			<b>B6 History of Amendments</b>	Amendments approved by Faculty Council on [date].	New language from Governing Council template.