



## MEMORANDUM

**To:** Executive Committee of Faculty Council (October 8, 2019)  
Faculty Council (October 31, 2019)

**From:** Professor Doug Reeve  
Chair, Working Group to Revise the Faculty's Constitution and Bylaws

**Date:** September 30, 2019

**Re:** **Amendments to the Faculty Council Bylaws**

---

## REPORT CLASSIFICATION

This is a major policy matter that will be considered by the Executive Committee for endorsing and forwarding to Faculty Council for vote as a special motion (requiring a 2/3 majority of members present and voting to carry).

## BACKGROUND

As required by Governing Council, the Faculty must amend its constitution and bylaws to reflect the teaching-stream faculty appointment categories approved by Governing Council and the authority delegated to the Faculty with respect to for-credit certificates (in our Faculty, those offered in conjunction with an undergraduate program).

A working group was struck in July 2018 to draft these amendments, and at the same time, to modernize and align our constitution and bylaws with best practices at the University.

Proposed revisions to the Faculty Council's constitution are described in Report 3629 Revised.

## PROCESS AND CONSULTATION

The working group, comprised of representatives from Council's constituent groups, met extensively in the fall of 2018 to revise the constitution and bylaws. Consultation meetings were held with teaching staff, graduate and undergraduate students, alumni and staff representatives regarding the proposed revisions. Proposed changes were presented as a discussion item at the December 18, 2018 meeting of Council. Council was invited to provide feedback throughout January 2019 on the amendments that were posted on the Faculty Council website, and at a town hall meeting held on January 30, 2019.

## **SUMMARY OF AMENDMENTS**

The proposed amendments to the bylaws are attached as the current version (Appendix 1), final version (Appendix 2), and a change history document (Appendix 3). Proposed revisions to the bylaws include:

1. Responsibilities of the Speaker have been expanded to include conducting an orientation session for new Council members prior to the first meeting of each academic year, and meeting with constituent groups as necessary on an ongoing basis.
2. The Council Secretary is now a non-voting ex officio member of Council.
3. Each standing committee is listed by name.
4. The limit of 20 visitors at Council meetings and the requirement for them to sit in a designated area have been removed.

## **PROPOSAL**

THAT the proposed amendments to the Faculty Council bylaws, as described in Report 3636 Revised, be approved and reported to the Academic Board of Governing Council for information.

## **FACULTY OF APPLIED SCIENCE & ENGINEERING BYLAWS OF COUNCIL**

### **B1 Rules of Procedure for the Appointment of Members to Council**

Appointments for all constituencies will be completed and reported to the Secretary of Council by the end of April of each year.

- 1 Teaching Staff are appointed members of Faculty Council upon appointment to the University, on an ongoing basis.
- 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, to a maximum of 38. The President and one other representative of the Engineering Society are ex officio members. All Undergraduate Student members are appointed for a one-year term.
- 3 Graduate Students from each Department and Extra-Departmental Unit A and B offering graduate programs are appointed annually by the Executive of their respective Graduate Student Associations, to a maximum of two from each such unit for a total of up to 14. Appointments are made before the first Council meeting of the academic year for a one-year term.
- 4 Alumni are appointed annually before the first Council meeting of the academic year by the Executive Board of the Engineering Alumni Network, to a maximum of 15, including the President of the Engineering Alumni Network, who is an ex officio member. All Alumni members are appointed for a one-year term.
- 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.
- 6 The Registrar of the Faculty of Applied Science & Engineering is an ex officio member of Council, on an ongoing basis.
- 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, up to a total of 11, are appointed annually before the first Council meeting of the academic year, for a one-year term.

## Appendix 1 – Proposed Bylaws

Appointments of Administrative Staff representatives 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.

- 8 The Secretary of Faculty Council is appointed by the Dean in consultation with the Speaker, and serves on Council as a non-voting, ex officio member on an ongoing basis.
- 9 University Officers and representatives from appropriate Divisions of the University are invited by the Speaker, to a maximum of 15, including, ex officio, the President of the University or designate; the Vice-President and Provost or designate; the Dean of the School of Graduate Studies or designate; and the University Librarian or designate.

### **B2 Officers of Council**

The Officers of Council are the Speaker and the Secretary.

- 1 The Speaker shall chair the meetings of Council.
- 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.
- 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; prepare and sign all official documents, and discharge such other duties as may be assigned by Council.

### **B3 General Procedures of Council**

Notwithstanding the following, the Speaker shall conduct the proceedings in conformity with any special rules of order the Council may adopt. Ambiguities in these rules shall be resolved by referring to the most recent edition of *Bourinot's Rules of Order*.

#### 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.

## Appendix 1 – Proposed Bylaws

Order of Business	<p>The following order of business shall be observed by the Speaker in preparing the agenda of regular meetings of Council:</p> <ol style="list-style-type: none"><li>1 Adoption of the minutes of the previous regular meeting and those of any intervening special meetings.</li><li>2 Business (to be listed) arising from the minutes.</li><li>3 Motions with respect to reports from the Executive Committee and Standing Committees.</li><li>4 Reports of any Special Committees.</li><li>5 Matters brought by the Dean and Vice- and Associate Deans, including, when relevant, the annual report of the Dean.</li><li>6 Matters brought by the Academic Appeals Board, including its annual report.</li><li>7 Submissions from members.</li><li>8 Announcements.</li><li>9 Questions from members.</li></ol>
Visitors	<p>Subject to the provisions below, meetings of Council shall be open to visitors at the discretion of the Speaker.</p>
Closed Meetings	<p>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.</p>
Minutes	<p>The Secretary shall prepare the minutes of all meetings of the Council, including the date of the meeting and names of members present, and circulate them to all members of Council.</p> <ol style="list-style-type: none"><li>1 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.</li><li>2 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.</li></ol>
Council Special Motions	<p>Motions which, if passed by Council, will have a major academic impact on the Faculty's Departments or Extra-Departmental Units A and B shall be brought before Council by way of a special motion.</p>

## Appendix 1 – Proposed Bylaws

Without limiting the generality of the foregoing, such motions include:

- 1 Amendments of the Bylaws and Constitution.
- 2 Major academic decisions affecting curricula or programs which will have a substantial impact on more than one Department or Extra-Departmental Unit A or B.
- 3 Changes in organizational structure including the creation, elimination or merger of Departments and Extra-Departmental Units A and B.

A special motion shall be passed only if it:

- 1 Has been circulated to all members of Council not less than 14 days prior to the meeting of Council, or in the case of amendments to the Bylaws and Constitution, has been circulated to members of Council not less than 30 days prior to the meeting of Council.
- 2 Is heard, and any amendments to the original motion are accepted by not less than two-thirds of the members present;
- 3 Is accepted, as amended, by not less than two-thirds of the members present.

### **B4 Committees and Boards of Council**

The committees and boards of Council shall be the Executive Committee, the Academic Appeals Board, the Standing Committees and any Special Committees.

- 1 A list of candidates for service on committees and boards shall be provided to the Speaker by each Department and Extra-Departmental Unit A and B.
- 2 The composition and terms of reference of all committees and boards shall be established by Council and reflected in the committee and board manuals, which are kept separately from the Bylaws.
- 3 All committees and boards of Council, except the Executive Committee, shall report to Council at least annually. Standing Committees shall report to Council through the Executive Committee.

## Appendix 1 – Proposed Bylaws

- Executive Committee
- .1 There shall be an Executive Committee that receives and considers the substance of reports and recommends them to Council for final disposition.
  - .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.
- Academic Appeals Board
- .1 There shall be an Academic Appeals Board that hears 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.
- Standing Committees
- The Standing Committees of Council shall include:
- .1 Admissions Committee
  - .2 Community Affairs & Gender Issues Committee
  - .3 Engineering Graduate Education Committee
  - .4 Examinations Committee
  - .5 Research Committee
  - .6 Scholarships & Awards Committee
  - .7 Teaching Methods & Resources Committee
  - .8 Undergraduate Curriculum Committee
- Special Committees
- .1 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:
    - 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;
    - b) An issue does not fall readily under an existing Standing Committee; or

## Appendix 1 – Proposed Bylaws

- c) There is need for the participation of experts not represented on the relevant committee.

- 2 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.

### Discharge of Special Committees

- 3 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.

### B5 Procedures

Notwithstanding the following, Committees of Council and the Academic Appeals Board shall be guided by the Faculty's *Procedures for Committees of Council*.

- 1 The Dean is an ex officio member of all Standing Committees (but not the Academic Appeals Board).
- 2 All Standing Committee and Board members, including ex officio members, have voting privileges unless otherwise specified.
- 3 Each Standing Committee and the Academic Appeals Board shall report to Council on its deliberations, recommendations and decisions, at least annually. Standing Committees shall report to Council through the Executive Committee.
- 4 Each Standing Committee and the Academic Appeals Board shall meet at the call of its Chair.
- 5 Unless otherwise stated, 50% of the members shall constitute a quorum for each Standing Committee and the Academic Appeals Board.

### B6 History of Amendments

First approved November 26, 1997. Amendments approved by Faculty Council on [DATE].

Appendix 2 - Current Bylaws

BYLAWS  
of the  
COUNCIL  
of the  
FACULTY OF APPLIED SCIENCE  
AND ENGINEERING  
  
UNIVERSITY OF TORONTO

November 26, 1997  
Revision approved May 26, 2010

<b>Officers of Council</b>	B1	The Officers of Council are the Speaker and the Secretary:
Chair		i) The Speaker shall chair the meetings of Council;
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; be responsible for keeping minutes of all meetings of all Committees of Council; 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.
<b>Absence of Speaker</b>	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.
<b>Regular Meetings</b>	B3	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. Meeting dates will be confirmed with members of Faculty Council no later than the end of June of the previous academic year.
<b>Quorum</b>	B4	The quorum for meetings of Council shall be 45 members.
<b>Notice of Meeting</b>	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.
	B5.2	For regular meetings, the agenda and all matters being reported from the Standing and Special Committees of Council that are either major reports with new policy recommendations, or minor reports establishing new precedents, 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.

<b>Special Meetings</b>	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.
<b>Rules of Order</b>	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.
<b>Order of Business</b>	B8	<p>The following order of business shall be observed by the Speaker in preparing the agenda of Regular Meetings of Council:</p> <ol style="list-style-type: none"> <li>.1 adoption of the Minutes of the previous Regular Meeting and those of any intervening Special Meetings;</li> <li>.2 business (to be listed) arising from the Minutes;</li> <li>.3 motions with respect to reports from the Executive Committee and Standing Committees;</li> <li>.4 reports of Special Committees;</li> <li>.5 matters brought by the Deans and Chair, First Year, including the annual report of the Dean (October Meeting);</li> <li>.6 matters brought by the Ombuds Committee, including its Annual Report (October meeting);</li> <li>.7 submissions from members;</li> <li>.8 announcements;</li> <li>.9 questions from members.</li> </ol>
<b>Visitors</b>	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.
<b>Closed Meetings</b>	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.

<b>Minutes</b>	B11	<p>The Secretary shall prepare the Minutes of all meetings of the Council, and circulate them to all members of Council.</p> <p>.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.</p> <p>.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.</p> <p>.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.</p>
<b>Committees of Council</b>	B12.1	<p>The Committees of Council shall be the Executive Committee, the Standing Committees, the Ombuds Committee, and the Special Committees.</p> <p>.2 The composition and terms of reference of all Committees shall be established by Council.</p> <p>.3 A list of candidates for service on Standing Committees shall be provided to the Speaker by each Department, Division or Institute.</p>
<b>Committee Reports</b>	B13	<p>All Committees of Council shall each report to Council at least annually. Standing Committees shall report to Council through the Executive Committee.</p>
<b>Discharge</b>	B14	<p>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.</p>
<b>Special Motions</b>	B15.1	<p>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:</p> <p>.1 amendments of these Bylaws or Rules of Order;</p> <p>.2 major academic decisions affecting undergraduate curricula or programs which will have a substantial impact on more than one Department, Division or Institute;</p>

.3 changes in organizational structure including the creation, elimination or merger of Departments, Divisions or Institutes.

B15.2 A Special Motion shall be passed only if:

.1 the Special Motion has been circulated to all members of Council not less than 14 days prior to the meeting of Council, and

.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

.3 the Special Motion as amended is accepted by not less than two thirds of the Members present.

**Appendix 3 - 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 by the end of April of each year.	Adapted from Governing Council Bylaws template, to reflect that our FC members are appointed, not elected.
2				.1 Teaching Staff are appointed 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 Governing Council templates. Term lengths added.
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, to a maximum of 38. The President and one other representative of the Engineering Society are ex officio members. All Undergraduate Student members are appointed for a one-year term.	As above. Based on one rep from each year of each undergraduate program, plus one from TrackOne and one from PEY. Rewording suggested by EngSoc (Council reps default to elected class reps. If they opt out, EngSoc will open nominations to all UG students).

	Current Bylaws		Recommended Changes		Notes
4				.3 Graduate Students from each Department and Extra-Departmental Unit A and B offering graduate programs are appointed annually by the Executive of their respective Graduate Student Associations, to a maximum of two from each such unit for a total of up to 14. Appointments are made before the first Council meeting of the academic year for a one-year term.	As above. Rewording suggested by FASE's Graduate Student Associations.
5				.4 Alumni are appointed annually before the first Council meeting of the academic year by the Executive Board of the Engineering Alumni Network, to a maximum of 15, including the President of the Engineering Alumni Network, who is an ex officio member. All Alumni members are appointed for a one-year term.	As above. Language updated.
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.
7				.6 The Registrar of the Faculty of Applied Science & Engineering is an ex officio member of Council, on an ongoing basis.	As above. Language updated by WGCB.

	Current Bylaws		Recommended Changes		Notes
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, up to a total of 11, are appointed annually before the first Council meeting of the academic year, for a one-year term.	As above. Language updated. Current number is 11.
9				Appointments of Administrative Staff representatives 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.	As above. Language updated.
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, ex officio member on an ongoing basis.	As above. Language updated.
11				.9 University Officers and representatives from appropriate Divisions of the University are invited by the Speaker, to a maximum of 15, including, ex officio, the President of the University or designate; the Vice-President and Provost or designate; the Dean of the School of Graduate Studies or designate; and the University Librarian or designate	Language updated.
12	Officers of Council (B1)	The Officers of Council are the Speaker and the Secretary	<b>B2 Officers of Council</b>	The Officers of Council are the Speaker and Secretary.	Unchanged.
13	Speaker	i) The Speaker shall chair the meetings of Council	Speaker	.1 The Speaker shall chair the meetings of Council.	Unchanged.

	Current Bylaws		Recommended Changes		Notes
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.	Language updated.
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; 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.

	Current Bylaws		Recommended Changes		Notes
18	Quorum (B4)	The quorum for meetings of Council shall be 45 members.			Removed as is mentioned in the Constitution.
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			<b>B3 General Procedures of Council</b>		Notwithstanding the following, the Speaker shall conduct the proceedings in conformity with any special rules of order the Council may adopt. Ambiguities in these rules shall be resolved by referring to the most recent edition of <i>Bourinot's Rules of Order</i> .
21	(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.	[#] 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.	Re-worded. Also mentioned briefly in Constitution (C4 Meetings).

	Current Bylaws		Recommended Changes		Notes
22	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.
23	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.			Edited slightly and moved to B3
24	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 but has been retained in Bylaws with minor edits.
25	(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.
26	(B8.2)	business (to be listed) arising from the Minutes;		[#] Business (to be listed) arising from the Minutes;	As above.
27	(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.
28	(B8.4)	reports of Special Committees;		[#] Reports of any Special Committees;	As above.

	Current Bylaws		Recommended Changes		Notes
29	(B8.5)	matters brought by the Deans and Chair, First Year, including the annual report of the Dean (October Meeting)		[#] Matters brought by the Dean and Vice- and Associate Deans, including, when relevant, the annual report of the Dean.	As above.
30	(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;	As above, plus "Ombuds Committee" has been changed to "Academic Appeals Board".
31	(B8.7)	submissions from members;		[#] Submissions from members;	As above.
32	(B8.8)	announcements;		[#] Announcements;	As above.
33	(B8.9)	questions from members.		[#] Questions from members.	As above.
34	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, 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.
35	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	This level of detail is not in the GC Constitution or GC Bylaws templates. Re-positioned in General Procedures section, in Word version.
36	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, including the date of the meeting and names of members present, and circulate them to all members of Council.	As above. Revised to include reference to making minutes available to Council members (was below).
37	(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			Incorporated into preceding point.

	Current Bylaws		Recommended Changes		Notes
38	(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.
39	(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.
40	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>B4 Committees and Boards of Council</b>	The Committees and Boards 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".
41	(B12.3)	A list of candidates for service on Standing Committees shall be provided to the Speaker by each Department, Division or Institute		.1 A list of candidates for service on Committees and Boards 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.
42	(B12.2)	The composition and terms of reference of all Committees shall be established by Council.		.2 The composition and terms of reference of all Committees and Boards shall be established by Council and reflected in the Committee and Board manuals, which are 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.

	Current Bylaws		Recommended Changes		Notes
43	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.		.3 All Committees and Boards of Council, except the Executive Committee, shall report to Council at least annually. Standing Committees shall report to Council through the Executive Committee.	Unchanged.
44	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.
45			[#] Executive Committee	.1 There shall be an Executive Committee that receives and considers the substance of reports and recommends them to 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").
46				.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".

	Current Bylaws		Recommended Changes		Notes
47			[#] Academic Appeals Board	.1 There shall be an Academic Appeals Board that hears 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.	From the AAB terms of reference.
48			[#] Standing Committees	<p>The Standing Committees of Council shall include:</p> <ul style="list-style-type: none"> <li>.1 Admissions Committee</li> <li>.2 Community Affairs &amp; Gender Issues Committee</li> <li>.3 Engineering Graduate Education Committee</li> <li>.4 Examinations Committee</li> <li>.5 Research Committee</li> <li>.6 Scholarships &amp; Awards Committee</li> <li>.7 Teaching Methods &amp; Resources Committee</li> <li>.8 Undergraduate Curriculum Committee</li> </ul>	WGCB expanded list to include all standing committees.
49			[#] Special Committees	.1 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.

	Current Bylaws		Recommended Changes		Notes
50				(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.
51				(b) An issue does not fall readily under an existing Standing Committee; or	New language from Governing Council template.
52				(c) There is need for the participation of experts not represented on the relevant committee.	New language from Governing Council template.
53				.2 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.
54			Discharge of Special Committees	.3 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.

	Current Bylaws		Recommended Changes		Notes
55			B5 Procedures	Notwithstanding the following, Committees of Council and the Academic Appeals Board shall be guided by the Faculty's <i>Procedures for Committees of Council</i> .	Added.
56				.1 The Dean is an ex officio member of all Standing Committees (but not the Academic Appeals Board).	Adapted from GC template (but removed inclusion of AAB, since Dean is not a member).
57				.2 All Standing Committee and Board members, including ex officio members, have voting privileges unless otherwise specified.	New language from Governing Council template.
58				.3 Each Standing Committee and the Academic Appeals Board shall report to Council on its deliberations, recommendations and decisions. Standing Committees shall report to Council through the Executive Committee.	New language from Governing Council template.
59				.4 Each Standing Committee and the Academic Appeals Board shall meet at the call of its Chair.	New language from Governing Council template.
60				.5 Unless otherwise stated, 50% of the members shall constitute a quorum for each Standing Committee and the Academic Appeals Board.	New language from Governing Council template. Our Standing Committee procedures state that quorum is a "simple majority". WCGB changed to 50%.
61	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	[##] Council Special Motions	Motions which, if passed by Council, will have a major academic impact on the Faculty's Departments or Extra-Departmental Units A or B shall be brought before Council by way of a Special Motion. Without limiting the generality of the foregoing, such motions include:	This and the following aren't in the Governing Council templates, but they are relevant to our Faculty. They've been retained and moved to "General Procedures of Council".

	Current Bylaws		Recommended Changes		Notes
62	(B15.1)	1) amendments of these Bylaws or Rules of Order;		.1 Amendments of the Bylaws and Constitution.	Reworded slightly.
63		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.	Reworded slightly.
64		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.	Reworded to replace "Divisions or Institutes" with "Extra-departmental Units A and B" (EngSci Division is an EDU:B and IBBME, UTIAS and ISTEP 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.
65	(B15.2)	A Special Motion shall be passed only if:		A Special Motion shall be passed only if it:	
66				.1 Has been circulated to all members of Council not less than 14 days prior to the meeting of Council, or in the case of amendments to the Bylaws and Constitution, has been circulated to all members of Council not less than 30 days prior to the meeting of Council.	Re-worded to remove "Rules of Order" and add "Constitution".
67				.2 Is heard, and any amendments to the original motion are accepted by not less than two-thirds of the Members present;	
68				.3 Is accepted, as amended, by not less than two-thirds of the Members present.	

	Current Bylaws		Recommended Changes		Notes
69		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 "General Procedures of Council".
70		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 "General Procedures of Council".
71		3) the Special Motion as amended is accepted by not less than two thirds of the Members present.			Moved to "General Procedures of Council".
72			<b>B6 History of Amendments</b>	First approved November 26, 1997. Amendments approved by Faculty Council on [DATE].	New language from Governing Council template. Will be updated upon approval of revisions.