



**University of Delaware College of Engineering
Procedures for Changing Department Bylaws**

September 2023

1. Procedures for changing department bylaws are outlined in the department's [current bylaws](#). A department vote is likely required.
2. Once the department has approved, complete a "Bylaws Approval" [webform](#) found on the "Blanks" tab.
 - Add the department chair as the first approver.
 - The Dean and Provost's office will automatically default as the final approvers.
 - The webform requires that the proposed new version be uploaded in a .docx file. Be sure to use track changes so approvers can easier tell what changes are being made.
3. Once the webform is approved, the Provost's office will post the revised bylaws on their [website](#).
4. There is also a link to webforms on the [COE Faculty/Staff Resources webpage](#) in the "Administrative Support" section.