

## Revisions

### ELECTIONS COMMITTEE Terms of Reference

The Elections Committee reports to the Executive Committee. Recommendations of the Elections Committee may be approved by the Executive Committee or forwarded to the Governing Council for approval.

**Comment [t1]:** It is being proposed that the Executive Committee be designated as the parent body of the Elections Committee rather than the University Affairs Board as the *University of Toronto Act, 1971* authorizes the Governing Council itself to "determine the manner and procedure of election of its members..." (Section 2(14)(nb)).

## 1. MEMBERSHIP

### 1.1 Composition

	<b>GOVERNING COUNCIL</b>
Administrative Staff	1
Alumni	1
LGIC Appointees	1
Teaching Staff	1
Students	1
<i>Ex Officio</i>	
Chancellor	1
Chairman	1
Vice-Chairman	1
President	1
<b>TOTAL</b>	9

Total membership is 9 members, all of whom must be Governing Council members. There must be one appointed member from each estate of the Governing Council.

### 1.2 Term

Terms are for one year, beginning July 1, and may be renewed.

### 1.3 Chair

The Chair shall be appointed by the Executive Committee. ~~University Affairs Board.~~

## 2. QUORUM

Three members shall constitute a quorum, at least two of whom will not be *ex officio* members.

### 3. FUNCTION

The Committee is responsible for recommending the policy on elections and for considering the developing-detailed guidelines for procedures to be used in the election of teaching staff, administrative staff, ~~and students,~~ and teaching staff to the Governing Council and teaching and librarian staff to the Academic Board. Members of the Committee also serve as the Election Overseers.

### 4. AREAS OF RESPONSIBILITY

~~4.1 To review and recommend for approval policy on elections.~~

**Comment [t2]:** A policy on elections, which would require Governing Council approval, should be developed. Election principles currently contained in the *Guidelines* could be transferred to such a policy document, allowing for a separation of policy from procedures.

~~Specific areas of responsibility of the Elections Committee include:~~

~~4.2<sup>1</sup> To review and approvedevelop annually any minor amendments to the Election Guidelines. The Committee shall forward any proposed major amendments of the Guidelines to the Executive Committee for approval. and to forward them to the University Affairs Board for consideration.~~

{The Chief Returning Officer is responsible for the interpretation and implementation of the *Election Guidelines*.}

~~4.3<sup>2</sup> To serveact as the Election Overseers, as specified in the Election Guidelines.~~

~~4.4 To receive for information an annual report on the elections process from the Chief Returning Officer.~~

~~4.3 To decide on whether a by-election should be held if a seat on the Governing Council becomes vacant within eight months of the end of the member's term.~~

~~4.4 To provide advice to the Chief Returning Officer on how to proceed in the event that the nomination period has been re-opened twice and no verified nomination papers have been received.~~

**Comment [t3]:** This specific duty of the Committee, along with others, is described in the *Guidelines*.

~~4.5 The Committee shall, annuallyfrom time to time, solicit advice and input from the University community on the policy on elections, the Election Guidelines, and the electoral process for the year.~~

**Comment [t4]:** Although this responsibility is listed, in practice, the CRO simply takes steps to advertise a vacancy rather than consulting with the Committee about such an administrative matter.

### 5. PROCEDURES

#### 5.1 Meetings

All meetings of the Committee shall be called at the discretion of the Chair. The Committee normally meets in open session but may, pursuant to section 33 of By-Law Number 2, meet in closed session or *in camera* when: (1) matters may be disclosed at the

meeting of such a nature, having regard to the circumstances, that the desirability of avoiding open discussion thereof outweighs the desirability of adhering to the principle that meetings be open to the public; or (ii) intimate financial or personal matters of any person may be disclosed at the meeting or part thereof.

Meetings when the Committee is acting as **the** Election Overseers **and** deciding on a course of action related to a violation of the *Election Guidelines* shall normally be held *in camera*.

### **5.2 Consent Agenda**

The **Chair** may determine that an item should be placed on a “consent” portion of the agenda. Those items are not given individual consideration by the **Committee**, unless a member so requests. Rather, members with questions for clarification, or requests for further information, **should** contact the assessor or other contact person shown on the item in advance of the meeting. Members with concerns who would like an item to be discussed by the **Committee** should notify the Secretary at least 24 hours in advance of the meeting. Upon the request of any member, the matter will be considered by the **Committee** in the usual manner.

Where a consent item requires a resolution of the **Committee**, and where no member has requested consideration of the item in the usual manner, the motion will be placed before the **Committee** and seconded, and it will normally immediately proceed to a vote without introduction or discussion.

Where a consent item is for information only, and where no member has requested consideration of the item in the usual manner, the item will normally be taken as received by the **Committee** without introduction or discussion.

### **5.3 Additional Reports for Information**

To keep members abreast of developments in a timely manner, certain reports for information required by these terms of reference and others as decided by the **Chair** from time to time will be considered by the members of the **Committee** following their electronic publication. Members will be notified once the reports are made available. Members who have questions about a report will be invited to contact the sponsor of the item. Members with concerns about the report who would like it to be discussed by the **Committee** should notify the Secretary at least fourteen days in advance of the next meeting to enable consideration by the agenda planning group. The report will be considered by the **Committee** at that meeting in the usual manner.

Approved by Governing Council June 27, 2002

Revision approved by Governing Council on December 12, 2005