



TO: Members of the Executive Committee

SPONSOR: Professor William Gough, Chair, Elections Committee

DATE: November 28, 2011 for December 5, 2011

AGENDA ITEM: 10

ITEM IDENTIFICATION: *Election Guidelines 2012*

JURISDICTIONAL INFORMATION:

Section 5.17 of the Terms of Reference of the Executive Committee states that the Committee is responsible for approving major amendments to the *Election Guidelines*, while minor amendments to the *Guidelines* are approved by the Elections Committee.

PREVIOUS ACTION TAKEN:

The Elections Committee annually considers the *Election Guidelines*. The *Election Guidelines 2012* were recommended for approval by the Elections Committee on October 3, 2011. On November 1, 2011, the University Affairs Board also recommended the *Guidelines* for approval. Due to an oversight, the sections addressing the procedures for determining the need for a by-election (Sections 7.22, 8.23, 9.23, and 10.23) were not revised in the documentation provided to the University Affairs Board to reflect approved revisions to the Elections Committee Terms of Reference. The attached *Guidelines* have now been corrected.

HIGHLIGHTS:

The proposed revisions to the *Election Guidelines 2011* to create the *Election Guidelines 2012* are outlined in the chart below. As well, some minor editorial changes were made.

<i>Election Guidelines 2011</i>	Changes to <i>Election Guidelines 2012</i> for Approval
Section 1.2(5) (p.11)	(1) The Pension Committee has been added as a Standing Committee of the Governing Council.
Section 5 (p.17)	(1) The election schedule has been updated for 2012, maintaining the three-week campaign period.
N/A	(1) The section devoted to the procedures for election of administrative staff to the Governing Council was added, as there will be a need for an election within this constituency in 2012.
Nomination Process	(1) The sub-section has been revised across all estates to remove the requirement for the <u>hand-delivery</u> of the completed nomination forms to the Office of the Governing Council prior to the close of the nomination period. The revised process will require the receipt of the fully completed original nominated forms at the Office of the Governing Council prior to close of the nomination period.
Sections 7.23 (p.38), 8.23 (p.61), and 9.23 (p.82) By-Elections	(1) Consistent with the amendments to the Terms of Reference for the Elections Committee, approved by the Governing Council on October 27, 2011, the sub-section has been revised across all estates to remove the requirement for the Chief Returning Officer to consult the Elections Committee if a vacancy arises in the Administrative Staff, Students, or Teaching Staff estates for the Governing Council; or for the Teaching Staff and Librarians estates for the Academic Board.

Proposed Changes to the Election Guidelines for 2012

RECOMMENDATION:

Be it Recommended to the Executive Committee

THAT the proposed *Election Guidelines 2012* be approved, effective immediately.