



**Memorandum to:** Governing Council  
Academic Board  
Business Board  
University Affairs Board  
Principals, Deans, Academic Directors and Chairs  
Professionals, Managers and Confidential Staff  
President of UTFA  
Presidents of Employee Unions  
Presidents of APUS, GSU, SAC, and SCSU

**From:** Louis R. Charpentier, Secretary of the Governing Council

**Date:** January 25, 2011

**Subject:** **Introduction of the Governing Council On-Line Speaking Request**

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I am writing to inform you about our on-line procedure for non-members who wish to request permission to address the Council or one of its Boards or Committees.

Any non-member wishing to speak to an item being considered by governance is asked to complete the brief request form available at  
<http://www.governingcouncil.utoronto.ca/bac/GCForm.htm>

As noted by the Chair of the Governing Council in his memorandum of November 17, 2008, individuals are advised to make their interventions as early as possible in the governance process. The input provided by non-members is most useful at Board and Committee meetings where items are first introduced and discussed rather than at the Governing Council.

The Governing Council's consolidated Calendar of Business is posted electronically at <http://www.governingcouncil.utoronto.ca/AssetFactory.aspx?did=3932>. It provides a comprehensive listing of business items for the entire year, and the expected schedule for their consideration by the various committees, boards, the Executive Committee and the Council. The Calendar is updated weekly.

Speaking requests for the Governing Council are to be submitted in time for the Executive Committee's consideration at the meeting preceding the Governing Council meeting. The decision on the request will be communicated following the Executive Committee meeting. Similarly, it is expected that requests to address Boards or Committees will be received at least a day in advance of the relevant meeting. Requests received later than the deadlines indicated on the form will not normally be granted.

If you have any questions about these arrangements, please do not hesitate to contact the Office of the Governing Council at 416-978-6576 or [governing.council@utoronto.ca](mailto:governing.council@utoronto.ca).

Thank you very much.