



# University of Toronto

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OFFICE OF THE GOVERNING COUNCIL

## MEMORANDUM

**TO:** Members of the Executive Committee

**FROM:** Louis Charpentier  
Secretary of the Governing Council *Done for Charpentier*

**DATE:** May 13, 2002

**SUBJECT:** **TERMS OF REFERENCE: BOARDS AND COMMITTEES OF GOVERNING COUNCIL**

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One of the objectives for Governing Council for this governance year was to update terms of reference of all the committees and boards of the Governing Council. Accordingly, the senior staff in the Office of the Governing Council has reviewed the current terms of reference with the intent of updating each to reflect current practice.

The composition and function of the Executive Committee are defined in Chapter 3 of the *University of Toronto Act, 1971*. The duties of the Executive Committee are described in Section 28 (d) of *By-law Number 2*.

The attached terms of reference are intended to reflect the range of responsibilities that have been assigned to the Executive Committee not only in the *Act* and in the *By-law*, but also by approved policies and accountability requirements.

### Action Sought:

That the Executive Committee recommend to the Governing Council for approval the revised Terms of Reference dated May 13, 2002.

## EXECUTIVE COMMITTEE

### TERMS OF REFERENCE

#### 1. MEMBERSHIP

##### 1.1 Composition

The composition of the Executive Committee is defined in chapter 3 of *The University of Toronto Act, 1971*. The Chairman of Governing Council is the Chairman of the Executive Committee. Section 28 (b) of By-Law Number 2 of the Governing Council, stipulates that the member elected as Vice-Chair of the Governing Council shall be a member of the Executive Committee and serve as Vice-Chair of the Committee. [The Vice-Chair will be one of the four Government Appointees on the Executive Committee].

	GOVERNING COUNCIL
Administrative Staff	1 or 0
Alumni	2
LGIC Appointees	4
Teaching Staff	3
Students	2
Presidential Appointees	0 or 1
<i>Ex Officio</i>	
Chairman	1
President	1
<b>TOTAL</b>	<b>14</b>

##### 1.2 Term

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

Members are elected annually by and from among the members of the estates defined in chapter 3 of *The University of Toronto Act, 1971* on the Governing Council.

#### 2. QUORUM

A quorum shall consist of six members of the Executive Committee, at least three of whom shall be members elected by the alumni or appointed by the Lieutenant Governor in Council.

#### 3. COMMITTEES

There are none. However, the Executive Committee may establish Special Committees for specific purposes.

#### 4. FUNCTION

Under 3 (4) of *The University of Toronto Act, 1971* the Executive Committee ‘may deal with any matter that is within the responsibility of the Governing Council, but no decision of the Executive Committee is effective until approved by the Governing Council or unless the Governing Council has previously assigned authority therefore to the Executive Committee’.

#### 5. AREAS OF RESPONSIBILITY

5.1 Section 28 (d) of By-Law Number 2 of the Governing Council assigns the following duties to the Executive Committee:

- Preparation of the agenda for meetings of the Governing Council;
- Receipt and review of reports of other committees for transmittal to Council;
- Referral of matters to other committees of Council;
- Acting as a Striking Committee to nominate persons for appointment to the committees of Council;
- Exercising such powers of the Council as the Council by resolution may provide.
  - The Executive Committee confirms decisions reached by the Academic Board.

5.2 The Executive Committee recommends the members of the Presidential Search Committee<sup>1</sup>

5.3 The Executive Committee reviews and reports to the Governing Council on the discharge of the Council’s accountability requirements, including but not limited to the annual Performance Indicators report, and the annual report of Reviews of Academic Units and Programs.

5.4 The Executive Committee also receives an annual report of all namings approved by the Naming Committee and by the President, under the Policy on Naming.

5.5 The Executive Committee determines the manner in which the Office of the Ombudsperson will be reviewed.<sup>2</sup>

5.6 The Executive Committee approves external appointments on behalf of the Governing Council.

#### 6. PROCEDURES

The Executive Committee normally meets in closed session.

May 13, 2002  
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<sup>1</sup> Policy Respecting the Appointment of a President (February 4, 1999)

<sup>2</sup> Terms of Reference for The Office of the University Ombudsperson (May 31, 2001)