



**Memorandum to:** Members of the Elections Committee

**From:** Mae-Yu Tan, Secretary to the Elections Committee

**Date:** September 10, 2009

**Re:** **Elections Committee Meeting - September 17, 2009**

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**(a) Agenda Package**

Enclosed is the agenda package for the meeting of the Elections Committee that will be held on **Thursday, September 17, 2009 in the Falconer Room, Simcoe Hall, room 107C, from 4:00 to 6:00 p.m.**

**(b) Information about the Elections Committee**

The following information is provided for reference and background to your work as a member of the Elections Committee in the 2009-10 academic year. If you have any questions or if you would like further information, please do not hesitate to contact me by email ([maeyu.tan@utoronto.ca](mailto:maeyu.tan@utoronto.ca)) or by phone (416-978-8794).

- 2009-10 Schedule of meetings of the Governing Council and its Boards and Committees
- 2009-10 Elections Committee Membership List
- Terms of Reference of the Elections Committee
- [Election Guidelines 2009](#)

**(c) Confirmation of Meeting Attendance**

Please contact Ms Kata Skoko by phone (416-978-6576) or by email ([governing.council@utoronto.ca](mailto:governing.council@utoronto.ca)) to indicate whether or not you will be able to attend the meeting.

Thank you.