



University of Toronto

OFFICE OF THE GOVERNING COUNCIL

ELECTIONS COMMITTEE

1. MEMBERSHIP

1.1 Composition

	GOVERNING COUNCIL
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
TOTAL	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 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 developing guidelines for procedures to be used in the election of teaching staff, administrative staff, and students to the Governing Council and teaching/librarian staff to the Academic Board. Members of the Committee also serve as the Election Overseers.

4. AREAS OF RESPONSIBILITY

Specific areas of responsibility of the Elections Committee include:

- 4.1 To review and develop Election Guidelines 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.]

- 4.2 To act as Election Overseers as specified in the Election Guidelines.
- 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.

5. PROCEDURES

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.

The Committee shall ~~schedule one open meeting~~ annually, ~~in the fall term for the purposes of receiving~~ solicit advice and input from the University community on the Election Guidelines and the electoral process for the year.

~~All other 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 Election Overseers **and** deciding on a course of action related to a violation of the Election Guidelines shall normally be held *in camera*.

~~June 11, 2002~~
~~October 18, 2005~~

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