



University of Toronto TORONTO ONTARIO M5S 1A1

OFFICE OF THE GOVERNING COUNCIL

MEMORANDUM

TO: Members of the Executive Committee

SPONSOR: Louis R. Charpentier, Secretary of the Governing Council,
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DATE: March 2, 2004 for March 12, 2004

AGENDA ITEM: 7

ITEM IDENTIFICATION: Meeting Schedule for Executive Committee, 2003-04 - Revision

JURISDICTIONAL INFORMATION:

Section 11 of *By-Law Number 2* of the Governing Council requires that at least five regular meetings of Governing Council be held during the academic year. The date and times of such meetings shall be determined annually in advance by the Executive Committee not later than June 30 preceding the period of such meetings. The Executive Committee also approves the dates of its meetings.

PREVIOUS ACTION TAKEN:

At its meeting of May 20, 2003, the Executive Committee approved meeting dates for the Governing Council, in accordance with Section 11 of *By-Law Number 2* of the Governing Council. The Committee also approved its own meeting schedule.

In April 2004, it is necessary for the President to travel on University business on a date which conflicts with a scheduled meeting. It is therefore necessary to reschedule one meeting of the Executive Committee. In order to change the approved schedule, a formal motion of approval is required.

HIGHLIGHTS:

n/a

FINANCIAL AND/OR PLANNING IMPLICATIONS:

n/a

RECOMMENDATION:

THAT the Executive Committee approve the following change in the 2003-04 meeting schedule:

THAT the Executive Committee meeting scheduled for Monday, April 19, 2004 be re-scheduled to Thursday, April 15, 2004.