



University of Toronto

OFFICE OF THE GOVERNING COUNCIL

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MEMORANDUM

TO: Members of the Executive Committee
FROM: Cristina Oke, Committee Secretary
DATE: June 4, 2004
RE: Governing Council/Executive Committee Meeting Dates, 2004-2005

Item Identification: Governing Council and Executive Committee meeting dates for 2004-2005.

Sponsor Secretary of the Governing Council

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 may cancel at most one of the regular meetings of the Governing Council in each academic year, for lack of sufficient business.

Highlights

Seven meeting cycles. The cycle of seven scheduled meetings is intended to provide the flexibility for assessors to introduce business into the governance structure, minimizing the need to call special meetings or to make last minute changes to the meeting schedule. It is always easier to cancel scheduled meetings that are not required than to seek to add them on short notice.

Governing Council Retreat and Accountability Meetings. A retreat and accountability cycle is scheduled at the beginning of the academic year. A Governing Council retreat will be held early in September, concentrating on the governance process and the duties and trusteeship responsibilities of members of the Governing Council. A second meeting, which will be a formal meeting of the Council, will concentrate not on process but on accountability reports and on information to bring members up to speed on the business to come before Council.

.../continued

Action Sought

The Executive Committee is asked to approve the following 2004-2005 meeting dates for Council, as well as its own dates.

| Executive Committee Usual Start time: 5:00 p.m. Location: Board Room | Governing Council Usual Start time: 4:30 p.m. Location: Council Chamber |
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| | Retreat from 8:00 a.m. – 4:00 p.m. Thursday, September 9, 2004 |
| Monday, September 13, 2004 | Thursday, September 23, 2004 at 4:00 p.m. |
| Wednesday, October, 13, 2004 | Thursday, October 28, 2004 |
| Thursday, December 2, 2004 | Thursday, December 16, 2004 |
| Thursday, January 27, 2005 | Thursday, February, 10, 2005 |
| Thursday, March 10, 2005 | Wednesday, March 30, 2005 |
| Wednesday, April 20, 2005 | Thursday, April 28, 2005 |
| Wednesday, May 18, 2005 | Thursday, May 26, 2005 |
| Wednesday, June 22, 2005 | |
| Thursday, June 29, 2005 at 3:00 p.m. | Thursday, June 29, 2005 at 4:00 p.m. |

A calendar of dates for all Boards and Committees will be placed on the table at the meeting.