



University of Toronto  
OFFICE OF THE GOVERNING COUNCIL

**Memorandum**

**To:** Members of the University Affairs Board

**From:** Professor Brian Corman, Chair of the Elections Committee *per Corman*

**Date:** May 24, 2002

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**Item Identification:** Revised Terms of Reference for the Elections Committee

**Sponsor:** Professor Brian Corman, Chair of the Elections Committee

**Jurisdictional Information**

The Governing Council approves Terms of Reference for its Boards and Committee. The first step in this process is the approval of the Terms of Reference by the Committee itself. The second step is the approval of the Terms of Reference by the parent Board.

**Background Information**

The current terms of reference for the Elections Committee were reviewed with the intent of updating the Terms to reflect current practice and to clarify the particular function of the Committee.

The following changes were made to comply with a consistent format across all Terms of Reference:

- the membership is displayed in an easy-to-read table;
- statements of quorum and terms have been added;
- square brackets have been placed around sections that, although they are useful for providing context, are not within the Committee’s responsibility and which seem better placed within the text than in a footnote;
- a section on Committee procedures has been added.

The following sections were expanded to codify what has been normal practice consistent with the current Terms. These include:

- Section 3: clarification of the function of the Committee;
- Sections 4.2, 4.3 and 4.4: addition of areas of responsibility that are described within the Election Guidelines.
- Section 5: a new section outlining Committee procedures, including a process for receiving advice and input from the University community on the Election Guidelines and electoral process for the year.

The Elections Committee, by email ballot, approved the following motion:

That the proposed revised Terms of Reference for the Elections Committee dated May 17, 2002, as amended May 24, 2002, be recommended to the University Affairs Board for approval, effective July 1, 2002.

**Action Sought**

That the proposed revised Terms of Reference for the Elections Committee dated May 24, 2002 be recommended by the University Affairs Board to the Governing Council for approval, effective July 1, 2002.

**ELECTIONS COMMITTEE**  
**TERMS OF REFERENCE**

**1. MEMBERSHIP**

**1.1 Composition**

	<b>GOVERNING COUNCIL</b>
Administrative Staff	1
Alumni	1
LGIC Appointees	1
Teaching Staff	1
Students	1
<i>Ex Officio</i>	
Chancellor	1
Chairman	1
Vice-Chair	1
President	1
<b>TOTAL</b>	<b>9</b>

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

The Committee shall schedule one open meeting annually in the fall term for the purposes of receiving 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 closed session, except when approving recommendations on policy matters to be considered by the University Affairs Board.

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*.

## ELECTIONS COMMITTEE

### TERMS OF REFERENCE

#### 1. COMPOSITION

##### 1. MEMBERSHIP

###### 1.1 Composition

	<u>GOVERNING COUNCIL</u>
<u>Administrative Staff</u>	<u>1</u>
<u>Alumni</u>	<u>1</u>
<u>LGIC Appointees</u>	<u>1</u>
<u>Teaching Staff</u>	<u>1</u>
<u>Students</u>	<u>1</u>
<u>Ex Officio</u>	
<u>Chancellor</u>	<u>1</u>
<u>Chairman</u>	<u>1</u>
<u>Vice-Chair</u>	<u>1</u>
<u>President</u>	<u>1</u>
<b>TOTAL</b>	<u>9</u>

Total membership size is 9 members, all of whom must be Governing Council members. There must be one appointed member Membership will be drawn 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.

Total size is 5 members, all of whom must be Governing Council members. Membership will be drawn from each estate of the Governing Council.

#### 2. QUORUM

Three members shall constitute a quorum, at least two of whom will not be *ex officio* members.

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#### 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.

### **3.4. AREAS OF RESPONSIBILITY**

The Committee is responsible for developing guidelines for procedures to be used in the election of staff and students to the Governing Council and to the Academic Board. Members of the Committee also serve as the Election Overseers.

Specific areas of responsibility include:

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.-]

- ~~2. The Election Overseers shall consider appeals against decisions or rulings of the Chief Returning Officer concerning those matters pertaining to the election which are specified in the Election Guidelines as appealable.~~

~~—Decisions of the Election Overseers with respect to appeals shall be final and will be reported to the University Affairs Board for information.~~

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**

The Committee shall schedule one open meeting annually in the fall term for the purposes of receiving 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 closed session, except when approving recommendations on policy matters to be considered by the University Affairs Board.

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*.

August 1996

May 24, 2002