



# University of Toronto

OFFICE OF THE GOVERNING COUNCIL

## ELECTIONS COMMITTEE

### 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-Chairman	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

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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