



TO: University Affairs Board

SPONSOR: Mr. Stephen Smith, Chair, Elections Committee

CONTACT INFO: Ms Nancy Smart, Chief Returning Officer (CRO)
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DATE: October 28, 2008 for November 4, 2008

AGENDA ITEM: 6

ITEM IDENTIFICATION:

Election Guidelines 2009

JURISDICTIONAL INFORMATION:

The Terms of Reference of the University Affairs Board provides that the Board approves editorial or updating amendments to the *Election Guidelines*. By contrast, major amendments to policy or procedures relating to the conduct of elections are considered by the Board and recommended to the Governing Council for approval.

PREVIOUS ACTION TAKEN:

The University Affairs Board annually considers the *Election Guidelines*. The *Election Guidelines 2008* were approved by the University Affairs Board on November 6, 2007.

HIGHLIGHTS:

Revision to the *Election Guidelines* was completed in two parts. The Elections Committee first considered the formatting changes suggested by the CRO, evaluating the document for clarity and user-friendliness. Following the Committee's approval, the CRO then undertook to address communication technology issues raised in previous elections. Suggestions were proposed, discussed and revised both in-meeting and on-line.

For detailed information, please see attached memorandum from Ms Nancy Smart, CRO.

FINANCIAL AND/OR PLANNING IMPLICATIONS:

There are no significant implications for the University's operating budget.

RECOMMENDATION:

THAT the University Affairs Board approve the *Election Guidelines 2009*.