

Elections Committee

Background Information

September 2007

* reserve date
 ** special meeting date
 Strikethrough = cancelled

Governing Council and its Boards and Committees Meeting Schedule 2007-08

9/10/2007

Board or Committee	Committee on Academic Policy & Programs	Planning & Budget Committee	Agenda Committee	Academic Board	Senior Appointments and Compensation Committee	Audit Committee	Business Board	Elections Committee	University Affairs Board	Committee for Honorary Degrees	Executive Committee	Governing Council
Usual meeting time and location	4:10 pm Council Chamber	4:10 pm Council Chamber	2:00 pm Falconer Room	4:10 pm Council Chamber	5:00 pm Chair's Office	4:00 pm Board Room meetings are held in closed session	5:00 pm Council Chamber	2:00 p.m. Falconer Room	4:30 pm Council Chamber	Board Room meetings are held in camera	5:00 p.m. Board Room meetings are held in closed session	4:30 p.m. Council Chamber
Summer Dates												
Retreat / Orientation							Thu Sep 20 9:00 am					Fri Sep 7 10:00 am - 1 pm
Cycle 1	Mon Sep 10	Tues Sep 18	Mon Sep 17	Tue Oct 2	Wed Oct 10		**Tue Sep 4 Mon Oct 1	Wed Sep 19	Tue-Sep-25	Thu Sep 20 8:00 am	Wed Oct 17	Tue Oct 30
Cycle 2	Tue Oct 23	Wed Oct 24	Wed Oct 31	Thu Nov 8	Wed Nov 21		Mon Nov 19	Wed Oct 3 Tue Oct 16	Tue Nov 6	Thu Oct 18 8:00 am	Mon Nov 26	Thu Dec 6
Cycle 3	Tue Nov 27	Wed Nov 28	Tue Dec 4	Thu Dec 13	Wed Dec 12 8:30 am	Thu Nov 29	Mon Dec 17		Tue Dec 11	Wed Nov 14 3:00 pm	Wed Jan 9 12-2:00 pm	Thu Jan 17
Cycle 4	Tue Jan 8	Wed Jan 9	Wed Jan 16	Thu Jan 31	Wed Feb 6		Mon Feb 4		Tue Jan 29		Mon Feb 25	Tue Mar 4
Cycle 5	Tue Feb 26	Wed Feb 6, 5:00 p.m. Wed Feb 27	Thu Feb 28	Thu Mar 6	Thu Mar 27	* Mon Mar 3	Wed Mar 5		Tue Mar 25		Mon Mar 31	Thu Apr 10
Cycle 6	Tue Apr 1	Wed Apr 2	Wed Apr 9 Wed Apr 23*	Thu Apr 24	Wed Apr 30		Mon Apr 28		Tue Apr 29		Mon May 12	Wed May 21
Cycle 7	Tue May 13	Wed May 14	Mon May 5* Tue May 20	Tue June 3 10 am	Tue June 17	Wed May 28 Wed June 18	Thu June 19		Mon June 2		Mon June 16 5:00 pm Mon June 23 3:00 pm	Mon June 23 4:00 pm

If you are a person with a disability who requires accommodation, please contact the Office of the Governing Council (phone: 978-6576 / email: governingcouncil@utoronto.ca) three business days in advance of the meeting.

**Membership of the Governing Council's Boards and Committees
2007-2008**

Elections Committee

Administrative Staff

Mr. P. C. Choo

Government Appointees

Dr. Shari Graham Fell

Students

Mr. Arya Ghadimi, graduate student

Teaching Staff

Professor William Gough

Alumni

Mr. Stephen C. Smith (**Chair**)

Note: The Chair and Vice-Chair of the Governing Council, the President and the Chancellor are *ex officio* voting members of the Elections Committee.



University of Toronto

OFFICE OF THE GOVERNING COUNCIL

ELECTIONS COMMITTEE

1. MEMBERSHIP

1.1 Composition

	GOVERNING COUNCIL
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
TOTAL	9

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: (i) 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, annually, solicit advice and input from the University community on the Election Guidelines and the electoral process for the year.

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*.

Approved by Governing Council June 27, 2002
Revision approved by Governing Council on December 12, 2005

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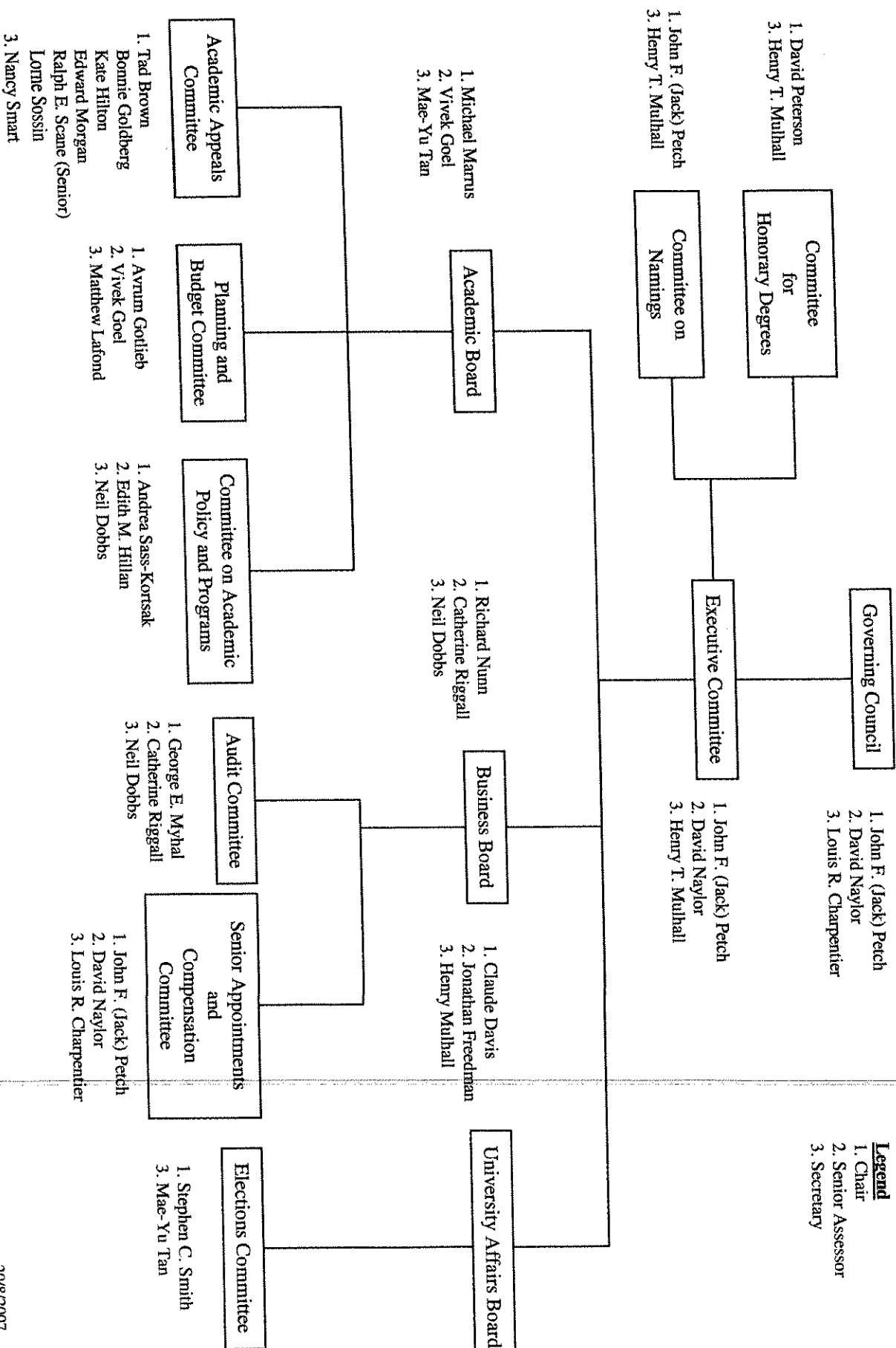
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Organization Chart of the Governing Council, 2007-2008

2.01.02



Legend
 1. Chair
 2. Senior Assessor
 3. Secretary