



ELECTIONS COMMITTEE

Terms of Reference

The Elections Committee reports to the Executive Committee. Recommendations of the Elections Committee may be approved by the Executive Committee or forwarded to the Governing Council for approval.

1. MEMBERSHIP

1.1 Composition

	GOVERNING COUNCIL
Administrative Staff	1
Alumni	1
Lieutenant-Governor-in-Council Appointees	1
Students	1
Teaching Staff	1
<i>Ex Officio</i>	
Chancellor	1
Chair	1
Vice-Chair	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 Executive Committee.

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 recommending the policy on elections and for considering the detailed guidelines for procedures to be used in the election of administrative staff, students, and teaching staff to the Governing Council and teaching and librarian staff to the Academic Board. Members of the Committee also serve as the Election Overseers.

4. AREAS OF RESPONSIBILITY

4.1 To review and recommend for approval policy on elections.

4.2 To review annually and approve any minor amendments to the *Election Guidelines*. The Committee shall forward any proposed major amendments of the *Guidelines* to the Executive Committee for approval.

The Chief Returning Officer is responsible for the interpretation and implementation of the *Election Guidelines*.

4.3 To serve as the Election Overseers, as specified in the *Election Guidelines*.

4.4 To receive for information an annual report on the elections process from the Chief Returning Officer.

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, from time to time, solicit advice and input from the University community on the policy on elections, the *Election Guidelines*, and the electoral process.

Meetings when the Committee is acting as the Election Overseers **and** deciding on a course of action related to a violation of the *Election Guidelines* shall normally be held *in camera*.

Revisions approved October 27, 2011 by the Governing Council
Revisions approved December 12, 2005 by the Governing Council
Approved June 27, 2002 by the Governing Council