



**Memorandum to:** Governing Council  
Academic Board  
Business Board  
University Affairs Board  
Principals, Deans, Academic Directors and Chairs  
Professionals, Managers and Confidential Staff  
President of UTFA  
Presidents of Employee Unions  
Presidents of APUS, GSU, SAC, and SCSU

**From:** John F. (Jack) Petch, Chair

**Date:** November 17, 2008

**Re:** **Requests by Non-members to Address the Governing Council**

---

I am writing to reiterate and clarify a statement that I made at the outset of the meeting of the Governing Council on October 23, 2008 regarding requests by non-members to address Governing Council. I am doing so as part of an ongoing process to ensure that Council's processes are understood and that the Council continues to carry out its duties effectively and is able to complete its business in an orderly fashion.

### **Entry Level of Proposals**

As a starting point, any non-member wishing to provide input to items being considered by governance is encouraged to make interventions as early as possible in the process. Non-members' interventions are generally most useful in informing decisions when they are provided to a board or committee where a matter is first introduced, that is before the relevant body has formally made its recommendation to the Governing Council. Normally, the most effective manner in which to communicate is in writing.

### **Executive Committee Role in Considering Speaking Requests**

Should individuals wish to request speaking privileges for meetings of the Governing Council, they will be expected to do so before the meeting of the Executive Committee that precedes the Council meeting. In fulfilling its responsibility for setting the Governing Council agenda, the Executive Committee can then make a reasoned decision on all speaking requests received, balancing the desirability of non-members' speaking against the need for members to have the sufficient time possible to debate and decide a matter.

The Executive Committee agendas are prepared at least one week prior to regular meetings, and make clear what items are proposed to go forward to the next Governing Council meeting. Items proceeding to the Governing Council are normally identified as "items for endorsement and forwarding to the Governing Council" or include a resolution that recommends the item for Governing Council's approval.

I would also note that the Executive Committee agenda is made publicly available to the community in a variety of ways. A paper copy of the agenda and the report of the previous meeting are sent by campus mail to a variety of University groups that have requested this arrangement. Increasingly, many groups have opted instead to receive e-mail notifications with a specific link to the agenda and accompanying non-confidential meeting documentation. The agenda and non-confidential documentation are normally posted on the Governing Council website one week in advance of the Executive Committee meeting. Finally, the Governing Council's consolidated Calendar of Business is posted electronically at <http://www.governingcouncil.utoronto.ca/Assets/Calendars+of+Business/gccob.pdf>. It provides a comprehensive listing of business items for the entire year, and the expected schedule for their consideration by the various committees, boards, the Executive Committee and the Council. The Calendar is updated weekly. If you have any questions about these arrangements, please do not hesitate to contact the Office of the Governing Council at 416-978-6576 or [governing.council@utoronto.ca](mailto:governing.council@utoronto.ca).

Given that this agenda information is publicly available well in advance of the meeting of the Executive Committee, it is reasonable to expect that speaking requests for the subsequent Council meeting will be submitted in time for the Committee's consideration. As I noted at the October 23, 2008 meeting of the Council, in future, speaking requests that are not received by the date of the relevant Executive Meeting will not be considered.

I appreciate in advance your cooperation in submitting speaking requests at the appropriate stage and level of discussion, and in a timely manner.

48618