ELECTIONS INFORMATION SESSION

CINDY FERENCZ HAMMOND, DEPUTY RETURNING OFFICER
NOVEMBER 22, 2018
Cindy Ferencz Hammond, Deputy Returning Officer
Alexandra Di Blasio, Governance Coordinator
[Council.utm@utoronto.ca](mailto:Council.utm@utoronto.ca)
[https://www.utm.utoronto.ca/governance/](https://www.utm.utoronto.ca/governance/)
905-569-4358
ROOM 3216, W. G. DAVIS
TODAY’S SESSION - AGENDA

1. Mandate & Function of the Governing Council
2. Governing Council Org. Chart
3. Membership of GC and UTM governance bodies
4. EXPECTATIONS & TIME COMMITMENT
5. AVAILABLE POSITIONS
6. VIP DATES
government, management and control of the University and of the property, revenues, business and affairs thereof are vested in the Governing Council
THREE PRIMARY FUNCTIONS OF GOVERNANCE

APPROVAL
SPECIFIC POLICIES, PLANS OR PROJECTS

OVERSIGHT
REPORTS AND INFORMATION; MONITORS DECISION MAKING

ADVICE
CONSULTATION AND INPUT ON PROPOSED INITIATIVES UNDER DEVELOPMENT
GOVERNING COUNCIL

50 MEMBERS:
Chancellor (*ex officio*)
President (*ex officio*)
2 Administrative Staff
  8 Alumni
16 Lieutenant-Governor-in-Council (LGIC) Appointees
  8 Students
12 Teaching Staff
  2 Presidential Appointees
Oversight of campus-specific matters. Concerned with matters affecting the Campus’ objectives and priorities.
Development of long-term and short-term plans.
Effective use of resources in the course of these pursuits.

28 members

- 2 administrative staff (including 1 librarian)
- 11 community members
- 6 teaching staff
- 4 students
- 5 ex officio members
Concerned with matters dealing with the teaching, learning and research functions of the Campus
Amendments to academic policy and modifications to existing degree programs

63 members
2 administrative staff
3 community members
32 teaching staff
2 librarian (1 ex officio)
9 students
11 ex officio members
2 Presidential Assessors
UTM CAMPUS AFFAIRS COMMITTEE

Quality of student and campus life

Areas of Responsibility:
capital projects, campus & student services, co-curricular programs

34 members
4 administrative staff
4 community members
9 teaching staff
7 students
1 librarian
6 ex officio members
3 Presidential assessors
MEMBER EXPECTATIONS

- Ethical Conduct
- Engagement/Adding Value
- Governance, Not Management
- Fiduciary
- Knowledge of the University
- Honesty/Integrity
PRINCIPLES OF GOOD GOVERNANCE

Commitment to the long-term stewardship of the institution

THE MANDATE OF GOVERNANCE

Clarifies what governance is not; boundary between Gov & Admin

EXPECTATIONS & ATTRIBUTES OF GOVERNORS AND KEY PRINCIPLES OF ETHICAL CONDUCT

Understanding role; knowledge; focus on strategic role; preparation; communication
TIME COMMITMENT

Orientation: 2 – 7 hours
Meeting preparation: ~1 hours
Meeting time: 2 to 2.5 hours
Meetings per governance year: 6 per committee
Approximate annual time commitment: 30-50 hours
LEARN ABOUT GOVERNANCE

MEETINGS ARE PUBLIC – ATTEND THEM

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
</tr>
<tr>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
</tr>
<tr>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

GOVERNING COUNCIL WEBSITE
WWW.GOVERNINGCOUNCIL.UTORONTO.CA

UTM CAMPUS COUNCIL WEBSITE
WWW.UTM.UTORONTO.CA/GOVERNANCE
## Opportunities for Elected Positions 2019

<table>
<thead>
<tr>
<th>GOVERNANCE BODY</th>
<th>ADMINISTRATIVE STAFF (UTM includes Librarians*)</th>
<th>STUDENTS</th>
<th>TEACHING STAFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Governing Council</td>
<td>1</td>
<td>8</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>(UTM Constituency I 1 of 4 FTUG; 2PT; 2GR)</td>
<td>(none for UTM in 2019)</td>
<td></td>
</tr>
<tr>
<td>Academic Board</td>
<td>0*</td>
<td>0*</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>One (1) for UTM</td>
</tr>
<tr>
<td>UTM Campus Council*</td>
<td>0</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(2 FT/1 PT/1 Grad)</td>
<td>(cannot be from LS, Bio, Geo., Psyc.)</td>
</tr>
<tr>
<td>UTM Academic Affairs Committee</td>
<td>0</td>
<td>7</td>
<td>5*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(4 FT/1 PT/2 Grad)</td>
<td>(LS, Phil, PoSci, VS, Anth)</td>
</tr>
<tr>
<td>UTM Campus Affairs Committee</td>
<td>1 Admin. Staff* (cannot be from Bus.S. or Library)</td>
<td>6</td>
<td>2*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(4 FT/1 PT/1 Grad)</td>
<td>(cannot be from Anth., Geo., ICCIT, LS, Mgmt.)</td>
</tr>
</tbody>
</table>
ELIGIBILITY: STUDENTS

UTM-Registered
Must be a Student (FT/PT/GRAD) registered at UTM

Nomination
Must be nominated by Student within own constituency (e.g. PT nominated by PT)

Constituency
Must remain a Student of that same constituency from the close of the nomination period to when winners have been declared

Maintain Status
After the Election, must remain a Student in that same constituency between September and May
Administrative staff: the employees of the University, University College, the Constituent Colleges and the Federated Universities who are not members of the Teaching Staff thereof.
**Teaching Staff:** “Teaching Staff” means employees of the University who hold the academic rank of Professor; Associate Professor; Assistant Professor; Professor, Teaching Stream; Associate Professor, Teaching Stream; Assistant Professor, Teaching Stream; Lecturer and Senior Lecturer; Tutor and Senior Tutor; Assistant Professor (Conditional); Assistant Professor, Teaching Stream (Conditional); Sessional Lecturer I, Sessional Lecturer II, Sessional Lecturer III, Athletics Instructor and Senior Athletics Instructor but does not include any part-time lecturer who is registered as a student. For this purpose, “Lecturer” also includes Associates in the Faculty of Dentistry.
NOMINATION FORMS

- Official nomination form
- Signatures
- Submitting your completed nomination form
- Nominee Statement
NOMINEE STATEMENT

100 words or less
What to include

Submitting your statement

What do we do with your statement?
Distributed to voters
Available during voting process
It becomes public
<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominations Open</td>
<td>Monday, January 7</td>
<td>12:00 noon</td>
</tr>
<tr>
<td>Nominations Close</td>
<td>Friday, January 18</td>
<td>5:00 p.m.</td>
</tr>
<tr>
<td>Announcement of Candidates</td>
<td>Monday, January 21</td>
<td>10:00 a.m.</td>
</tr>
<tr>
<td>Election Expenses can be incurred starting</td>
<td>Monday, January 21</td>
<td>10:00 a.m.</td>
</tr>
<tr>
<td>Information Session for Prospective Candidates at UTM</td>
<td>Thursday, January 24</td>
<td>12:00 noon</td>
</tr>
<tr>
<td>Campaign Period Starts</td>
<td>Monday, January 28</td>
<td>9:00 a.m.</td>
</tr>
<tr>
<td>Campaign Period Ends</td>
<td>Friday, February 15</td>
<td>5:00 p.m.</td>
</tr>
<tr>
<td>Deadline for withdrawing name from ballot</td>
<td>Friday, January 25</td>
<td>5:00 p.m.</td>
</tr>
</tbody>
</table>