

PROTOCOL FOR COMMUNICATION BETWEEN COUNCIL MEMBERS AND MANAGEMENT

Section 1 – Purpose

- (1) This Protocol has been developed to guide communications between Council members and University management relating to the business of Council and its Committees.

Section 2 – Protocol

- (2) Communication between Council members and University management should generally be conducted through the Vice-Chancellor, or with the agreement of the Vice-Chancellor. In the absence of the Vice-Chancellor or his delegate, communication should be through the Director and Chief of Staff, Office of the Vice-Chancellor or the Council Secretary.
- (3) With the agreement of the Vice-Chancellor, communication can occur between Chairs of Council Committees and appropriate University management on matters pertaining to the business of the Committee.
- (4) Any formal University communication to the Chancellor and members of Council, including invitations to attend functions, correspondence and other communication, should be sent with the permission of the Vice-Chancellor.
- (5) Protected disclosures to the Chancellor in accordance with the University's public interest disclosure Policy, must be sealed inside a second envelope used to send the correspondence and addressed to the Council Secretary. Protected disclosures will not be opened by the Council Secretary.
- (6) Nothing in this Protocol is intended to interfere with or alter the procedures for submission of reports to University Council in accordance with relevant University policies or procedures on reporting wrongdoing or public interest disclosures.