UNIVERSITY OF
TORONTO

OFFICE OF THE GOVERNING COUNCIL

Report for the 2015 Elections for the Governing Council, the Academic Board, University of Toronto Mississauga and University of Toronto Scarborough Campus Councils and their Standing Committees

## 1.	Introduction

The purpose of the report is to provide factual information about the 2015 Governing Council elections and to indicate areas for discussion and possible revisions to the *Guidelines*.

## 2.	Revision of the *Election Guidelines* for 2015

Revisions were made to the *Election Guidelines 2014* to create the *Election Guidelines 2015*.

A number of minor editorial changes were made in an effort to use more precise and consistent language and terms throughout the *Guidelines*. Where necessary, procedures were elaborated in order to provide greater direction to the reader and to reduce the likelihood of misunderstanding.

Due to changes to the distribution of seats and length of terms on the UTM and UTSC Campus Councils and their standing committees that were approved at the June 25, 2014, meeting of the Governing Council, amendments to section 11 of the *Guidelines* were made, including the use of staggered terms. The amendments removed ambiguity and addressed certain cascading issues, in particular the timing between when elections take place and when all seats are elected, to the process undertaken annually by the Governing Council at its April meeting when it confirms the membership of related Boards and Committees for the following academic year.

In addition, an amendment to the requirement of teaching staff candidates for UTM and UTSC bodies to provide signatures of five nominators was changed to three nominators; in order to be consistent with the requirement for teaching staff candidates for the Academic Board.

Finally, sections were reorganized to improve ease of reference, and some minor inconsistencies were eliminated.

## 3.	Outreach to Promote Opportunities in Governance and Elections

As in previous years, many steps are taken each year to promote the Governing Council, Academic Board elections, the UTM and UTSC CCs and their Standing Committees.

The 2015 Call for Nominations was publicized as follows:

- An information session was held on Monday, November 24, 2014 for teaching staff constituencies; students; administrative staff (invites sent November 14, 2015);
- Information sessions for prospective nominees were held at UTM on November 25, 2014 and January 8, 2015; and at UTSC on November 16, 2014; December 1, 2014 and January 8, 2015;
- In a memorandum to all registered sent on December 10, 2014;
- In December 2014 (Dec 3), targeted memoranda were sent to the administrative staff, students, teaching staff, and librarians at UTM and UTSC to promote the election. A similar memorandum was

sent to the broader University community. Recipients included the six representative University-wide groups – the University of Toronto Students' Union (UTSU), the Association of Part-time Undergraduate Students (APUS), the Graduate Students' Union (GSU), the Scarborough Campus Students' Union (SCSU), the University of Toronto Mississauga Student Union (UTMSU), the United Steelworkers of America (USWA), and the University of Toronto Faculty Association (UTFA); and divisional leaders. Information on all the elections was cross-referenced in each memorandum;

- In a memorandum sent to leaders of student organizations;
- By the registrars to promote the elections and nomination of students (Dec 11, 2015) on their listservs and websites;
- In updated announcements on the Governing Council website that were linked to governance pages on the UTM and UTSC websites;
- In a memorandum sent to post-graduate medical trainees on December 2014 and January 2015.
- In a memorandum sent in December 2014 to student media and campus association leaders;
- In customized e-mail messages sent to divisional leaders at all three campuses asking for assistance in promoting participation in the 2015 elections;
- By the Chairs of the Academic Board, Business Board, University Affairs Board, and Governing Council at meetings of the respective bodies in December and by the Chairs of the UTM Campus Affairs and Academic Affairs Committees at their meetings in January 2015;
- By contacting the offices of Deans whose divisions had upcoming vacancies on the Academic Board for teaching staff seats;
- In the December and January issues of the electronic newsletter to U of T staff, the *e-Bulletin*;
- In the January issue of the electronic newsletter to U of T alumni, *News@U of T*;
- Information sessions for prospective candidates were held at UTM and UTSC on January 8, 2015;
- In early January through an announcement on Blackboard accessed by teaching staff and students;
- In a public service announcement that was run on the CIUT 89.5 FM campus radio station thrice daily between January 6 and January 13, 2015;
- On the Governing Council Elections website (http://www.governingcouncil.utoronto.ca/elections) and homepage;
- On the UTM Office of the Campus Council Elections website; http://www.utm.utoronto.ca/governance/elections
- In campus newspapers (*The Bulletin, The Varsity, The Underground*, and *The Medium*) in January and February;
- In a lead story on the U of T homepage (www.utoronto.ca), this was run three times between January 6 and 13, 2015;
- On the U of T events webpage (http://www.events.utoronto.ca), during the campaign period;
- In a mass email sent at the beginning of January, 2015 to all students and post-graduate medical trainees eligible to participate in the elections. Targeted emails to members of the various estates were sent by UTM and UTSC;
- On the U of T student portal between February 9 and 20, 2015;
- In a follow-up email to students who had expressed interest in serving on the Council.

Most of the methods listed above were also used to publicize the voting period in February 2015.

4.   Nominations

Governing Council

The one week nomination period for seats on the Governing Council, the Academic Board opened on Tuesday January 6, 2015 at 12:00 noon and closed on Tuesday, January 13 at 5:00 p.m. Nomination forms for each constituency were available electronically from the Governing Council website, which were linked to the

governance websites for UTM and UTSC; and in paper form from the Office of the Governing Council, at UTM, and UTSC. The vast majority of candidates obtained the nomination forms from the internet.

Upon the close of the nomination period, it was determined that Governing Council elections were required for all eight student seats, one administrative staff seat and two teaching staff seats.

For the administrative staff member seat, Mr. P.C. Choo was elected.

Three teaching staff governors were acclaimed – Professor Nicholas Terpstra (Constituency IA – Faculty of Arts and Science), Professor Janice Stein (Constituency IB – Faculty of Arts and Science), and Professor Paul Kingston (Constituency III – UTSU). Successful candidates in the two teaching staff elections were Professor Avrum Gotlieb (Constituency V Faculty of Medicine) and Professor Ernest Lam (Constituency VI – Professional Faculties). Professors Terpstra, Stein and Gotlieb were incumbents.

A by-election for one teaching staff member seat (Constituency VII – Professional Faculties Non-Medical) was required due to a vacancy. Professor Jan Mahrt-Smith was elected to serve a two-year term on Governing Council.

A by-election for one full-time undergraduate student member seat (Constituency II - Professional Faculties) was also required due to a vacancy. The successful candidate was Mr. Faizan Akbani. He served a term that was effective immediately upon election until June 30, 2015 on the Governing Council. The by-election closed on February 6, 2015. He was subsequently elected as a Student Governor for a one year term effective July 1, 2015 for the same constituency.

Academic Board

Nineteen teaching staff seats and one librarian seat on the Academic Board were open for election, most for a three-year term from July 1, 2015 to June 30, 2018. Upon the close of the nomination period, nineteen seats were acclaimed, and one seat was open for election. Professor Lorna Macdonald (Faculty of Music) was elected.

A by-election was required to fill one vacancy for a teaching staff member to represent the Faculty of Forestry on the Academic Board, for a term that was effective immediately upon election to serve until June 30, 2015.

UTM and UTSC Campus Councils and their Standing Committees

This was the third year where elections were held for the UTM and UTSC CCs and their Standing Committees.

The information sessions held at UTM and UTSC on January 8, 2015, generated interest among all the estates and constituencies. A number of the attendees put their names forward as candidates for seats on the CCs and their Standing Committees.

Sufficient nominations for seats in each of the estates and constituencies were received at UTM after the first call for nominations with the exception of a graduate student seat on the AAC, which was subsequently filled. Nominations for a number of estates and constituencies had to be re-opened several times at UTSC. The process of re-opening the nomination for any of the estates and/or constituencies involved updating the nomination form, updating the websites, and sending targeted e-mail reminders to encourage members in each of the constituencies and estates to put forward their names for seats on the CCs and their Standing Committees.

Part-time undergraduate student seats on the UTSC CC and its standing committees remain vacant.

Table 1: Summary of Nominations for the Governing Council Elections 2015

Constituency	# of seats available	# of nominations received	# of times nominations were re-opened
Teaching Staff (term ending June 30, 2018)			
Constituency IA (Arts and Science – Humanities)	1	1	0
Constituency IB (Arts and Science – Social Sciences)	1	1	0
Constituency III (UTSU)	1	1	0
Constituency V (Faculty of Medicine)	1	5	0
Constituency VI (Professional Faculties)	1	3	0
Teaching Staff (By-Election – term ending June 30, 2017)	1	4	0
Administrative Staff (term ending June 30, 2018)	1	5	0
Full-time Undergraduate Students (By-Election – term ending June 30, 2015)			
Constituency II (Professional Faculties)	1	9	0
Full-time Undergraduate Students (term ending June 30, 2016)			
Constituency I (Arts and Science, UTM, UTSC)	2	10	0
Constituency II (Professional Faculties)	2	6	0
Part-time Undergraduate Students (term ending June 30, 2016)	2	2	0
Graduate Students (term ending June 30, 2016)			
Constituency I	1	4	0
Constituency II	1	2	0

5.   Election Process 2015

Information Meeting for Candidates
The CRO held an information meeting for the student candidates of the Governing Council elections on Thursday, January 22, 2015. The DROs held concurrent information meetings at UTM and UTSC on this day for candidates participating in the elections to the CCs and their Standing Committees.

The purpose of the meetings was to provide candidates with information regarding their respective constituencies, the voting process, and the campaign rules as outlined in the *Election Guidelines 2015*. It was made clear that each candidate's signature on the nomination form indicated his/her agreement to be bound by the rules of the *Guidelines*. Candidates were also asked to review their statements, which would be published in campus newspapers and would accompany all election ballots. Some candidates who were unable to attend the meeting met separately with the CRO and the DROs to review the campaign rules. At the information meetings, the CRO and DROs reassured all candidates that reminders from the Office of the Governing Council and the respective Campus Councils would be sent to all eligible voters encouraging them to exercise their franchise.

Student Voting

The campaign period for candidates, which overlapped with the voting period, was held from Monday, January 26 to Friday, February 20, 2015. All students, except post-graduate medical trainees, were able to vote online through the University's Repository of Student Information (ROSI) system. For the second time, post-graduate medical trainees were able to vote through the online voting system used in previous years for the administrative staff and teaching staff elections.

The size of each student constituency and the number of valid votes cast for the Governing Council elections over the past five years is shown in Table 3. Compared to the 2014 elections, there was a decrease in the number of valid votes cast in both full-time undergraduate constituencies (I and II).   There was also a significant decline in votes cast for the graduate student constituency II. Both seats for part-time undergraduate students were filled by acclamation.

Consistent with previous years, the number of votes cast in the student constituencies for the UTM and UTSC CCs and their Standing Committees were equally low, even though a number of reminders were sent by the CRO and DROs before and during the voting period to students encouraging them to cast their votes. This was in addition to the campaigns conducted by each of the candidates.

Administrative Staff and Teaching Staff Voting

Online voting for teaching staff and administrative staff Governing Council elections was introduced in 2009. Ontario Institute for Studies in Education (OISE) Education Commons staff agreed to continue to host the online elections and help the CRO to update the online ballot and database. This process was also used for the elections that were required for the UTSC and UTM CCs and their Standing Committees. No technical problems were encountered.

Lists of eligible administrative and teaching staff voters were obtained from the central human resources office, together with electors' email addresses, date of birth, and personnel numbers. The date of birth (month and day only) and personnel number were used in a secure electronic environment for voter identification purposes. Emails outlining the online election process were sent to all staff eligible to vote, and ballots were mailed to the departmental address of those who had no email address listed in the Human Resources Information System (HRIS). Voting instructions were also posted on the elections website.

The voting deadline for one teaching staff seat (Constituency VI - Professional Faculties) was extended from Friday, February 20, 2015 (5:00 p.m.) to Wednesday, February 25, 2015 (5:00 p.m.). There was an error in the program provided to the CRO by the central Human Resources for the extraction of data for the running of the elections that did not capture the associates at the Faculty of Dentistry for this Constituency. After being identified, the error was corrected, and the associates were added to the database for the election. The Elections Committee approved the extension and the candidates were informed. A message was sent to all the eligible voters in this particular Constituency. The candidates were informed of the results of the election at 6 p.m. on Wednesday, February 25, 2015. The winner of the election was declared along with those of the other elections as scheduled on Friday, February 27, 2015.

6. Appeals and Campaign Violations

All candidates were sent an email during the campaign reminding them of the relevant sections of the *Election Guidelines 2015*, in particular Appendix A (*Guidelines for Campaigning and Enforcement of the Elections Guidelines 2015)*.

There no egregious campaign violations within the student constituencies that were investigated by the CRO and DROs.

The number of allegations of campaign violations and appeals that have been made since 2011 are summarized in Table 2. As was the case from 2012 to 2014, no allegations were referred to the Election Overseers in 2015.

Table 2: Summary of Campaign Violation Allegations and Appeals, 2011-2015

	2011	2012	2013	2014	2015
Number of allegations of campaign violations	6	3	4	2	0
Number of appeals of election process/results	1	0	0	0	0
Number of appeals of technical invalidation	0	0	0	0	0
Number of allegations and appeals referred to Election Overseers	1	0	0	0	0
Number of *serious*/*severe* violations found	0	0	0	0	0

Table 3: Voting Results Governing Council – 2011 to 2015

	2011	2012	2013	2014	2015
Full-Time Undergraduate Students					
Constituency I Constituency Size	42,814	43,556	44,698	45,735	46,262
# of Valid Votes Cast	5,599	6,171	3,376	3,930	2,589 (5.6%)
Constituency II Constituency Size	13,073	13,686	14,166	14,427	14,659

# of Valid Votes Cast	1,354	1,060	814	701	421 (3%)
Part-Time Undergraduate Students					
Constituency Size	5,319	5,319	5,133	5,057	5,097
# of Valid Votes Cast	266	266	1st seat acclaimed 2nd seat: 127	245	Both seats acclaimed
Graduate Students					
Constituency I Constituency Size	7,636	7,636	7,832	8,219	8,561
# of Valid Votes Cast (% Voters)	424 (5.6%)	424 (5.6%)	340 (4.3%)	232 (2.8%)	220 (2.6%)
Constituency II Constituency Size	6,719	6,719	7,340	7,550	7,781
# of Valid Votes Cast (% Voters)	467 (7%)	467 (7%)	513 (6.9%)	520 (6.9%)	151 (2%)
Administrative Staff					
Constituency Size	N/A	6,657	6,979	N/A	7,288
# of Valid Votes Cast (% Voters)	N/A	1,031 (15.5%)	970 (13.9%)	N/A	943 (13%)

	2011	**2012**	**2013**	**2014**	**2015**
Teaching Staff					
Constituency IA Constituency Size	N/A	N/A	N/A	N/A	N/A
# of Valid Votes Cast (% Voters)	N/A	N/A	N/A	N/A	N/A
Constituency IB Constituency Size	N/A	N/A	N/A	N/A	N/A
# of Valid Votes Cast (% Voters)	N/A	N/A	N/A	N/A	N/A
Constituency III Constituency Size	N/A	N/A	N/A	N/A	N/A
# of Valid Votes Cast (% Voters)	N/A	N/A	N/A	N/A	N/A
Constituency V Constituency Size	N/A	7,756	N/A	N/A	4,738
# of Valid Votes Cast (% Voters)		287(4%)	N/A	N/A	147 (3%)
Constituency VI Constituency Size	N/A	N/A	324	N/A	647
# of Valid Votes Cast (% Voters)	N/A	N/A	83 (25.6%)	N/A	96 (14.8%)
Constituency VII Constituency Size	491	N/A	N/A	514	543
# of Valid Votes Cast (% Voters)	62 (12.6%)	N/A	N/A	69 (13.4%)	122 (22.5%)

7.   Recommendations

- Create an *Election Expense Form* that clarifies the requirements and outlines the expense claim procedures for candidates, including a definition of eligible receipts.

- Continue discussions with representatives of the University's central information technology services to discuss pending changes to the University's information systems: Repository of Student Information (*ROSI*) and Accessible Campus Online Resource Network (*ACORN*) in 2015; with a view to improve the delivery of the election process using "UelecT" for all student seats for the 2016 elections. ACORN is a new 'landing' page when logging on to www.rosi.utoronto.ca. Guidelines will be amended as a result of changes to reference ACORN and not ROSI.

Anwar Kazimi
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June 1, 2015