

**UNIVERSITY OF TORONTO
THE GOVERNING COUNCIL**

REPORT NUMBER 65 OF THE ELECTIONS COMMITTEE

June 20, 2011

To the University Affairs Board,
University of Toronto

Your Committee reports that it met on Monday, June 20, 2011 at 4:05 p.m. in the Falconer Room, Room 107C, Simcoe Hall, with the following members present:

Professor Bill Gough (Chair)
Professor Emeritus Michael Marrus
Mr. Olivier Sorin

Regrets: Ms Diana Alli
Ms Shirley Hoy

Secretariat:
Mr. Anwar Kazimi, Chief Returning Officer
Ms Mae-Yu Tan, Secretary

In this report all items are reported to the University Affairs Board for information.

1. Reports of the Previous Meetings

The following reports were approved.

Report Number 62 (September 29, 2010)
Report Number 63 (February 3, 2011)
Report Number 64 (March 22, 2011)

2. Business Arising from the Reports of the Previous Meetings

There was no business arising from the Reports of the previous meetings.

3. Report of the 2011 Governing Council and Academic Board Election Process

Mr. Anwar Kazimi, the Chief Returning Officer (CRO), presented the Report of the 2011 Governing Council and Academic Board Election Process to the Committee. He commented that while numerous steps were taken by the Office of the Governing Council to advertise the Governing Council and Academic Board election process, greater assistance from other units within the University was needed in order to increase awareness of the process. A copy of the Report is attached hereto as Appendix "A".

4. Community Input on the 2011 Election Process

The Chair noted that a call for submissions on the 2011 elections process had been sent electronically to members of the University community in the spring, upon completion of the election period. There had been a decrease in the number of responses received this year (54) in comparison with 2010 (73); however, the majority of respondents had been students. A member observed that a number of respondents had admitted to having very little knowledge of the functions of the Governing Council. Another member stated that, in his opinion, it would be worthwhile to continue to gather feedback about elections from the University community.

5. Consultation on Governing Council and Academic Board Election Operations

The Chair noted that the Committee had been invited to provide advice to the Implementation Committee on the recommendations regarding elections contained in the *Report of the Task Force on Governance*. During the discussion that followed, members agreed that, in general, they were in agreement with and supportive of the recommendations. However, further consideration of some issues, such as the appropriate balance of representatives within the various estates and across campuses, would need to occur before the Committee could provide specific advice. A member stated that, in his opinion, a candidate's success in the Governing Council or Academic Board elections should not be contingent on the division to which he or she belonged; the member was of the view that individuals who were able to obtain the greatest number of votes should be granted seats on those bodies.

The Committee moved *in camera*.

The Committee discussed ways in which it might serve an expanded role within governance.

The Committee returned to open session.

6. Date of Next Meeting

The Chair noted that the next meeting of the Committee would be held in the Fall, 2011.

7. Other Business

The Chair thanked members for their contributions over the past year. He stated that their guidance and willingness to set aside time to attend the hearings and appeals during the election period was greatly appreciated. The Chair expressed special thanks to Mr. Sorin, who was completing his term on the Committee and on the Governing Council. A member thanked the Chair for his leadership over the past year.

The meeting adjourned at 6:00 p.m.

Secretary
July 29, 2011

Chair

Appendix “A”**Report of the 2011 Governing Council and Academic Board Election Process****1. Introduction**

This report is the first step in the development of the *Election Guidelines* for 2012. The purpose of the report is to provide factual information about the 2011 Governing Council elections and to indicate areas for discussion and possible revision in the *Guidelines*.

2. Revision of the *Election Guidelines* for 2011

Revisions were made to the *Election Guidelines 2010* to create the *Election Guidelines 2011*¹.

The most significant change was the inclusion of separate appendices for the procedures on the use of poster and banners for the three campuses.

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. As well, sections were reorganized to improve ease of reference, and some minor inconsistencies were eliminated. The section related to the election of administrative staff was removed as no election was required for this estate this year.

3. Promotion of Governing Council and Academic Board Elections

Many steps are taken each year to promote the Governing Council and Academic Board elections, and these were continued for 2011.

The 2011 Call for Nominations was publicized as follows:

- In memoranda sent from the Chief Returning Officer (CRO) on November 16, 2010 and January 7, 2011 to the 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 United Steelworkers of America (USWA), and the University of Toronto Faculty Association (UTFA).
- In a memorandum sent to post-graduate medical trainees on November 18, 2010.
- In a memorandum sent on December 10, 2010 to student media and campus association leaders.
- In customized e-mail messages sent on December 1, 2010 to divisional leaders asking for assistance in promoting participation in the 2011 elections.
- By the Chairs of the Academic Board, Business Board, University Affairs Board, and Governing Council at meetings of the respective bodies in December.

¹ The *Election Guidelines 2011* is available from:

<http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Elections/2011+Elections/election2011.pdf>

A complete list of changes to the *Election Guidelines* is available from:

<http://www.governingcouncil.utoronto.ca/AssetFactory.aspx?did=7253>

3. Promotion of Governing Council and Academic Board Elections (cont'd)

- By contacting the offices of deans whose divisions had upcoming vacancies on the Academic Board for teaching staff seats.
- In the January issue 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*.
- In early January through an announcement on Blackboard accessed by teaching staff.
- In a public service announcement that was run on CIUT 89.5 FM campus radio station thrice daily between January 7 and January 22, 2011.
- On the Governing Council Elections website (<http://www.governingcouncil.utoronto.ca/elections>) and homepage.
- In campus newspapers (*The Bulletin*, *The Varsity*, *The Newspaper*, *The Underground*, and *The Medium*) in January.
- In a lead story on the U of T homepage (www.utoronto.ca), this was run three times between January 7th and 21st.
- On the U of T events webpage (<http://www.events.utoronto.ca>), between February 28th and March 11th.
- In a mass email sent at the beginning of January, 2011 to all students and post-graduate medical trainees eligible to participate in the elections.
- In a mass email sent at the beginning of January, 2011 to all teaching staff eligible to participate in the elections.
- On the U of T student portal between January 7 and 21, 2011
- 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 March, 2011.

4. Nominations

The two week nomination period for seats on the Governing Council and the Academic Board opened on Friday January 7, 2011 at 12:00 noon and closed on Friday, January 21st at 5:00 p.m. Nomination forms each constituency were available electronically from the Governing Council website and in paper form from the Office of the Governing Council. The vast majority of candidates obtained the nomination forms from the internet, with only one or two individuals requesting a hard copy.

Upon the close of the nomination period, it was determined that Governing Council elections were required for eight student seats and one teaching staff seat. Two teaching staff governors were acclaimed, including incumbent Professor Elizabeth Smyth (Constituency VIII – Ontario Institute for Studies in Education). The other acclaimed teaching staff governor was Professor Hugh Gunz (Constituency VII – John H. Daniels Faculty of Architecture, Landscape and Design; Joseph L. Rotman School of Management; Faculty of Forestry; Faculty of Information; Faculty of Information; Faculty of Law; Faculty of Music; Factor-Inwentash Faculty of Social Work).

Overall, there has been a significant interest on the part of students in participating in University governance. Perhaps this is partly due to the increased efforts to publicize the elections process. Of the thirty-seven students who submitted nomination forms for the 2011 Governing Council elections, thirty-six were eligible to participate, an increase of 12.5% over the number of eligible candidates in the 2010 elections (32). The candidate who was disqualified did not provide endorsements from five members of his constituency, as required by the *Election Guidelines 2011*. One former and two current student governors sought re-election.

4. Nominations (cont'd)

Sixteen teaching staff and librarian seats on the Academic Board were open for election, each for a three-year term from July 1, 2011 to June 30, 2014. Upon the close of the nomination period, fourteen of the seats had been filled by acclamation, and nominations were re-opened by the CRO for the remaining two seats. All sixteen seats were subsequently acclaimed.

Constituency	# of seats available	# of nominations received	# of times nominations were re-opened
Teaching Staff			
Constituency II (University of Toronto Mississauga)	1	1	0
Constituency VII (John H. Daniels Faculty of Architecture, Landscape and Design; Joseph L. Rotman School of Management; Faculty of Forestry; Faculty of Information; Faculty of Information; Faculty of Law; Faculty of Music; Factor-Inwentash Faculty of Social Work)	1	2	0
Constituency VIII (OISE)	1	1	0
Full-time Undergraduate Students			
Constituency I (Arts and Science, UTM, UTSC)	2	15 (three withdrew)	0
Constituency II (Professional Faculties)	2	7	0
Part-time Undergraduate Students	2	5 (one was disqualified)	0
Graduate Students			
Constituency I	1	6	0
Constituency II	1	4	0
TOTAL	11	41	0

Table 1: Summary of Nominations for the Governing Council Elections 2011

5. Election Process 2011

Information Meeting for Candidates

The CRO held one information meeting for the student candidates of the Governing Council elections on Thursday, February 10, 2011. The purpose of the meeting was to provide candidates with information regarding their respective constituencies, the voting process, and the campaign rules as outlined in the *Election Guidelines 2011*. 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 to review the campaign rules.

The two teaching staff candidates were provided with an electronic list of the names and e-mail addresses of their constituents so that they could easily contact them for campaign purposes. The candidates chose not to send mass emails as part of their campaign strategy. The teaching staff candidates were also provided with campus addresses of constituents for whom a University email address was not available.

Student Voting

The three-week campaign period for students, which overlapped with the voting period, was held from Thursday, February 17, 2011 to Friday, March 11, 2011. All students, except post-graduate medical trainees, voted online through the University's Repository of Student Information (ROSI) system. Post-graduate medical trainees voted by mail ballot, as they do not have access to ROSI. This was the fourth year that the student online voting period was two weeks, rather than one week (Monday, February 28th to Friday March 11th). The voting period for post-graduate medical trainees was three and a half weeks long (February 22nd to March 11th) to allow time for the ballots to be delivered.

The size of each student constituency and the number of valid votes cast over the past five years is shown in Table 2. The absolute number of valid votes cast within the full-time undergraduate Constituency I increased significantly over 2010 (an increase of 28% or 1,223 votes). However, it is not possible to determine the change in voter participation, as each student within that constituency could vote for two representatives. There was a decrease in the number of votes cast in all other student constituencies, even though there was an increase in the number of candidates compared to 2010.

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. No technical problems were encountered. Lists of eligible 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 (H.R.I.S.). Voting instructions were also posted on the elections website.

6. Election Process 2011 (cont'd)

	2007	2008	2009	2010	2011
Full-Time Undergraduate Students					
<u>Constituency I</u> Constituency Size	40,808	40,914	40,815	42,122	42,814
# of Valid Votes Cast (% Voters)	5,083 (7.5%)	4,538	6,154	4,376	5,599
<u>Constituency II</u> Constituency Size	N/A	12,160	12,357	12,856	13,073
# of Valid Votes Cast (% Voters)	Both seats acclaimed	1 st seat acclaimed 2 nd seat: 716 (5.9%)	1 st seat acclaimed 2 nd seat: 373 (3.0%)	2,111	1,354
Part-Time Undergraduate Students					
Constituency Size	N/A	6,399	5,256	5,306	5,319
# of Valid Votes Cast	Both seats acclaimed	Both seats acclaimed	393	391	266
Graduate Students					
<u>Constituency I</u> Constituency Size	6,271	7,058	7,298	7,636	7,640
# of Valid Votes Cast (% Voters)	317 (5.1%)	484 (6.9%)	472 (6.5%)	424 (5.6%)	396 (5.2%)
<u>Constituency II</u> Constituency Size	5,984	6,442	6,622	6,719	6,882
# of Valid Votes Cast (% Voters)	144 (2.4%)	521 (8.1%)	1,020 (15.4%)	467 (7%)	316 (4.6%)

Table 2: Voting Results 2007-2011

Constituency	Mail Ballots	Email Ballots	Total Ballots
GC Full-time Undergraduate Students	1998 (mailed)		
Constituency II (post-graduate medical residents)	27 (returned with 51 votes cast)	-	1998
GC Teaching Staff (Constituency VII)	39	452	491
Number of Votes Cast	0	62	62
% Voters	0	13.7	12.7

Data on 2011 Mail and Online Ballots**Table 3:**

6. Appeals and Campaign Violations

The CRO investigated six allegations of campaign violations within the student constituency. These dealt with matters such as campaigning prior to the start of the permitted period and poster violations. One of the six cases was referred to the Election Overseers. In addition to this, a candidate appealed the outcome of the election. The Election Overseers convened on February 3rd and March 22nd to discuss the charges of violations to the campaign rules and to decide on the appropriate action to be taken on the appeal regarding the outcome of the election. The details of the rulings are available in Report Number 63 (February 3, 2011) and Report Number 64 (March 22, 2011) of the Elections Committee.² During the voting period, all student candidates were sent an email reminder about the postering and campaigning guidelines.

All allegations of campaign violations were thoroughly investigated by the CRO. Candidates against whom allegations were made were contacted almost immediately and requested to take appropriate corrective action. The CRO investigated the allegations and communicated with the candidates about the allegations.

The number of allegations of campaign violations and appeals that have been made since 2007 are summarized in Table 4. The number of campaign allegations referred to the Election Overseers decreased significantly in 2011 when compared to the previous years.

	2007	2008	2009	2010	2011
Number of allegations of campaign violations	0	4	4	13	6
Number of appeals of election process/results	1	1	0	2	1
Number of appeals of technical invalidation	0	0	1	0	0
Number of allegations and appeals referred to Election Overseers	1	1	2	8	1
Number of <i>serious/severe</i> violations found	0	0	2	6	0

Table 4: Summary of Campaign Violation Allegations and Appeals, 2007-2011

² Reports 63 and 64 of the Elections Committee are available online at:
<http://www.governingcouncil.utoronto.ca/bac/ec/2010.htm>

7. Community and Candidate Feedback for the Governing Council Election Process for 2011

A memorandum from the Chair of the Elections Committee requesting ideas and comments on the 2011 elections process was sent to the University community via email at the end of March. Individuals were invited to complete an online form, which contained open ended questions and space for additional comments.

	2007-2008	2008-2009	2009-2010	2010-2011	2011-12
Number of written submissions received	12	69	51	73	54

Table 5: Community Submissions on 2011 Governing Council Elections Process

Anwar Kazimi
Chief Returning Officer
June 13, 2011