



FOR RECOMMENDATION

PUBLIC

OPEN SESSION

TO: Elections Committee

SPONSOR: Professor William Gough, Chair, Elections Committee
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PRESENTER: See above
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DATE: May 22, 2014 for May 29, 2014

AGENDA ITEM: 2

ITEM IDENTIFICATION:

Proposed Changes to the Distribution of Seats and Length of Terms on the UTM and UTSC Campus Councils and their Standing Committees

JURISDICTIONAL INFORMATION:

Section 2(14) (e) of the *University of Toronto Act* empowers the Governing Council to “appoint committees and delegate thereto power and authority to act for the Governing Council with respect to matters, provided that where power and authority to act for the Governing Council are delegated, a majority of the members of the committee shall be members of the Governing Council.” Section 2(14) (na) permits delegation of authority to act for the Governing Council to committees that lack a majority of members from the Governing Council in certain purely academic areas: examinations, student academic awards, admission standards, curriculum and academic requirements.

The Governing Council has established Boards and Committees and assigned responsibilities among those bodies through their terms of reference. The Governing Council has periodically approved changes in Board and Committee terms of reference to respond to changing circumstances and expectations of governance.

GOVERNANCE PATH:

1. University of Toronto Scarborough Campus Council [For Information] (May 28, 2014)
2. University of Toronto Mississauga Campus Council [For Information] (May 29, 2014)
- 3. Elections Committee [For Recommendation] (June 9, 2014)**
4. Executive Committee [For Recommendation] (June 16, 2014)
5. Governing Council [For Approval] (June 24, 2014)

PREVIOUS ACTION TAKEN:

On June 25, 2012, the Governing Council initially approved in principle the Terms of Reference for the University of Toronto Mississauga and the University of Toronto Scarborough Campus Councils (CCs) and their Standing Committees, to be effective July 1, 2013. Subsequent revisions to the Terms of Reference were approved by the Governing Council on December 13, 2012. The composition, term, and appointment and election processes for members of the CCs and their standing committees are outlined in their respective Terms of Reference. The *Election Guidelines, 2014*¹, which was approved by the Elections Committee on October 10, 2013, contains detailed information about Governing Council election processes.

When the establishment of the UTM and UTSC governance bodies was approved, a commitment was made to conduct a review of the governance systems at the end of the 2013-2014 governance year. That meant that members of all estates on the CCs and their Standing Committees would serve a one-year term during the implementation period, and that was reflected in the *Election Guidelines 2013*, *Election Guidelines 2014* and in the nomination forms signed by candidates in both of the elections. It should be noted that the Terms of Reference are silent on the length of term of community members, but those members were appointed for a one-year term for 2013-2014, given the expectation of a future review.

HIGHLIGHTS:

Included in the *Election Guidelines, 2014* are lists of seats within each constituency for which an election will be required. Since the establishment of the UTM and UTSC governance bodies on July 1, 2013, and with the second year of election and appointment processes for UTM and UTSC governance bodies now concluding, it is timely that some specific recommendations to strengthen existing processes be put forward for consideration by the UTM and UTSC communities and by the Governing Council. The options proposed below would address some of the challenges presented by the complex staggered elections process followed by the linked appointments process that is currently in place.

The CCs are composed of both Governing Council and non-Governing Council members within each estate - administrative staff, community members, students, and teaching staff. The Terms of Reference state that a) Governing Council members are appointed annually by the Governing Council to the CCs and may be re-appointed; b) non-Governing Council student members are elected annually and are eligible to be re-elected; and c) non-Governing Council administrative staff and teaching staff members are elected for three-year terms and may be re-elected.

Consultations

In February 2014, the Elections Committee endorsed a series of options for proposed changes² to the distribution of seats and length of terms on the CCs and their Standing Committees. These

¹ The Elections Guideline 2014 is available online at <http://uoft.me/EG2014>

² For more information on the proposed changes, please visit <http://www.governingcouncil.utoronto.ca/AssetFactory.aspx?did=10318>

proposed changes were widely distributed to the respective UTM and UTSC communities. Consultation sessions were held at UTM on March 24, 2014 and at UTSC on March 25, 2014. The campus communities at UTM and UTSC were asked to provide their feedback on the proposed changes by April 15, 2014.

Proposed Changes

The proposed changes are based on the extensive discussions held at the two consultation meetings and the feedback received from the two campus communities.

Campus Councils

Teaching Staff

- Change to 1 teaching staff governor seat (appointed) and 5 non-governor teaching staff seats (elected) on the CCs
- This would resolve the uncertainty about the number of seats available each year for elected, non-governor teaching staff numbers, as the number of seats would no longer be linked.
- For the first year of implementation (2015-2016), the length of terms for the 5 non-governor teaching staff seats would be varied (e.g. 2 three-year term seats, 2 two-year term seats, 1 one-year term seat). While the uncertainty of seat allocation would be removed with this option, the opportunity for teaching staff governors to participate in the UTM and UTSC governance bodies would be reduced.

Administrative Staff

- Change to 1 non-Governing Council administrative staff seat (elected) and 1 non-Governing Council librarian (elected) seat on the CCs. Ultimately, each seat would be for three-year term, but during implementation phase, one seat would be for a two-year term, to allow for continuity.
- However, with this option, the opportunity for administrative staff governors to participate in the UTM and UTSC governance bodies would be removed.

Community Members

- Continue to have 3 GC community members (appointed) and 8 non-GC community members (appointed).
- Have the 8 non-governor community members on the CCs serve three-year terms. (This requirement would need to be added to the TORs). The Nominating Committees of the CCs have recommended staggered lengths for 2014-2015 (the first year of implementation) to be varied ensuring continuity of membership on the CCs.

Students

- Continue to have 0 or 1 GC student members (appointed) and 4 or 3 non-GC student members (elected) on the CC, each serving a one-year term with the possibility of re-appointment/re-election.
- As part of the general review of the distribution of elected seats for the administrative staff, teaching staff, and student estate seats on the GC, the Elections Committee might in future recommend allocating one full-time undergraduate seat for each of UTM and UTSC. In such an instance, the TOR for the CCs could be revised to allow for at least one appointed GC student member on each of the CCs.

Academic Affairs Committee

The Terms of Reference of the AAC state that non-CC administrative staff, librarian, and teaching staff members are normally elected for three-year terms and may be re-elected. Non-CC student members are elected annually and are eligible to be re-elected. Governing Council and non-Governing Council members of the CCs are appointed annually to the AACs and may be re-appointed.

The concern of having to stagger three-year terms for administrative staff and librarians on the AACs is not applicable, as each constituency has only one seat for non-CC members. However, within the teaching staff estate, there are multiple seats (each academic unit is represented by one *ex officio* and one elected member). It is proposed that the lengths of terms for 15(UTSC) and 16 (UTM) elected, non-CC teaching staff members be staggered in 2015-2016 through the *Election Guidelines 2015* to ensure continuity of membership.

Campus Affairs Committee

As with the AAC Terms of Reference, the CAC Terms of Reference also state that non-CC administrative staff and teaching staff members are normally elected for three-year terms and may be re-elected. Non-CC student members are elected annually and are eligible to be re-elected. Governing Council and non-Governing Council members of the CCs are appointed annually to the CACs and may be re-appointed.

The CC will appoint one administrative staff member to the CAC. The CC community membership of the CAC should be altered to Governor: 0-2 and Non-Governor: 2-0. Similarly, the CC teaching staff membership of the CAC should be altered to: Governor 0-1 and Non-Governor: 2-0 in order to remove the requirement that the teaching staff governor serve on the CAC, allowing greater flexibility.

Further editorial changes to the TOR of the CACs are proposed to reflect three-year terms for elected librarian members and community members.

FINANCIAL IMPLICATIONS:

There are no financial implications for this proposal.

RECOMMENDATION:

Be It Recommended to the Executive Committee,

THAT the Governing Council approve the proposed changes to the distribution of seats and length of terms on the UTM and UTS Campus Councils and their Standing Committees, as outlined in the memorandum from the Chair of the Elections Committee dated June 9, 2014.

DOCUMENTATION PROVIDED:

- Terms of Reference for the UTM Campus Council and its Standing Committees with proposed changes shown with track changes
- Terms of Reference for the UTSC Campus Council and its Standing Committees with proposed changes shown with track changes