



**FOR ENDORSEMENT AND FORWARDING TO THE GOVERNING COUNCIL**

**TO:** Members of the Executive Committee

**SPONSOR:** Bill Gough, Chair of the Elections Committee

**DATE:** November 28, 2012 for December 3, 2012

**AGENDA ITEM:** 3a)

**ITEM IDENTIFICATION:** *Election Guidelines 2013*

**JURISDICTIONAL INFORMATION:**

The Executive Committee is responsible for approving major amendments to the *Election Guidelines*, while minor amendments to the *Guidelines* are approved by the Elections Committee (Section 5.17 of the Terms of Reference of the Executive Committee; Section 4.2 of the Terms of Reference of the Elections Committee).

**PREVIOUS ACTION TAKEN:**

The Elections Committee considers annually the *Election Guidelines*, which outlines the procedures to be used in elections of the Governing Council and its bodies. In the past, the Elections Committee reported to the University Affairs Board, and the *Election Guidelines* were recommended by that Committee to the University Affairs Board for approval. With the approval by the Governing Council on October 27, 2011 of Terms of Reference revisions of a number of Boards and Committees, oversight of the Elections Committee was transferred to the Executive Committee.

Historically, the *Guidelines* have addressed procedures for Governing Council and Academic Board elections for the following constituencies: administrative staff, part-time and full-time undergraduate students, graduate students, and teaching staff. On June 25, 2012, the Governing Council approved in principle the Terms of Reference for the Campus Councils and Standing Committees at the University of Toronto Mississauga (UTM) and the University of Toronto Scarborough (UTSC). As such, the Elections Committee has now assumed responsibility for elections of the UTM and UTSC Campus Councils (CCs) and their Standing Committees - the Academic Affairs Committee (AAC) and the Campus Affairs Committee (CAC). As noted above, major amendments to the *Election Guidelines* require only Executive Committee approval. However, at the June 25<sup>th</sup> Governing Council meeting, the Chair of the Elections Committee indicated that the *Election Guidelines 2013* would be submitted to the Governing Council for approval, given the new election processes that would be required in order to implement the UTM and UTSC governance bodies as of July 1, 2013.

**PREVIOUS ACTION TAKEN:** (cont'd)

In developing the *Election Guidelines 2013*, the Elections Committee solicited written input from the University community with respect to the distribution of seats on the UTM and UTSC CCs, AACs and CACs. A consultation session on election matters was held on each of the three campuses in early November 2012, and the Chair of the Elections Committee and the Secretary of the Governing Council met with members of the Tri-Campus Coalition on Governance to discuss CC matters.

**HIGHLIGHTS:**

The proposed revisions to the *Election Guidelines 2012* to create the *Election Guidelines 2013* are outlined in the table below. The most significant amendment is the addition of Section 11, in which election processes for the CCs, AACs, and CACs are provided in detail and the constituencies and number of seats for which elections may be held<sup>1</sup> are outlined. In general, procedures have been based on those followed for Governing Council and Academic Board elections, with refinements made as necessary for unique circumstances at the UTM and UTSC campuses. A statement on the outcome if a candidate wins a Governing Council and a CC, AAC, or CAC election has been included. In such a scenario, the candidate will be declared elected to the Governing Council only. Similarly, a candidate will be declared elected to a CC only, if he/she wins both a CC and a CAC or AAC election. The development of such a statement was deemed essential by the Elections Committee, given the possibility that an individual might choose to run for a seat on multiple governance bodies. Similarly, the Elections Committee has outlined the maximum spending limit for campaign expenses permitted if an individual chooses to campaign for multiple bodies.

Information regarding the impact of possible Governing Council appointments on the number of seats available to be filled by elected candidates has also been inserted in Section 11. That is, given the UTM/UTSC CC membership outlined in the Terms of Reference, it is possible that an elected, non-governor candidate might not serve on the UTM/ UTSC CC if a seat from the candidate's constituency is filled first by a governor appointed by the Governing Council to the CC. Such a scenario is a possible outcome under the concurrent elections model that the Elections Committee decided to adopt. Similarly, it is possible that an elected, non-Campus Council candidate might not serve on the UTM/ UTSC CAC if a seat from the candidate's constituency is filled first by a member appointed to the CAC. Other election models were considered and discarded after great deliberation by the Committee, due to serious flaws. While the option of holding concurrent Governing Council, CC, AAC, and CAC elections during the election period outlined in Section 5 of the *Guidelines* is not ideal, it was determined to be the best at this time. The Committee will carefully evaluate this model as part of the one-year review of the CCs that will be conducted by the Governing Council.

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<sup>1</sup> The number of seats outlined in Section 11 of the *Guidelines* for the following bodies and constituencies is subject to Governing Council approval on December 13, 2012 of proposed revisions to the Terms of Reference for the UTM and UTSC CCs and their Standing Committees: Administrative Staff seats on the UTM/UTSC CCs, Student seats on the UTSC AAC, Teaching Staff seats on the UTM AAC, and Librarian seats on the UTM/UTSC CACs.

**HIGHLIGHTS:** (cont'd)

The proposed election schedule for 2013 has been compressed (from 11 to 8 weeks) to allow sufficient time for subsequent appointment processes to occur to ensure that vacancies on the CCs and their Standing Committee are filled by June 30<sup>th</sup>, prior to the start of members' terms on July 1<sup>st</sup>. The declaration of elected winners of seats on the CCs, the AACs and the CACs will occur at a later date than the declaration of elected winners of seats on the Governing Council and the Academic Board. The later date ensures that any decisions regarding Governing Council appointments to CCs will not have been influenced by the election results. Again, the Elections Committee considered a range of options regarding this matter and decided that this approach, while not ideal (it means that candidates may need to wait for approximately one month to learn of the election results), would be the fairest. The election/appointment process is understandably a complex one, given the complexity of the University, and the election schedule has been developed such that essential, sequential steps may be followed to enable full participation of the University community in local governance bodies.

In addition to the major changes outlined above, key election dates and information about members' term end dates have been updated throughout the *Guidelines*. As well, minor editorial changes have been made.

<b>Election Guidelines 2012</b>	<b>Changes to <i>Election Guidelines 2012</i> for Approval</b>
<b>Section 1.2 (5)</b> (p. 15)	(4) The table containing a list of the Governing Council's Standing Committees has been revised to include the UTM/UTSC Campus Council and their Standing Committees.
<b>Section 2</b> (p. 16)	The third paragraph was amended to include the Elections Committee's responsibility for overseeing the UTM/UTSC Campus Council and their Standing Committees elections, and their authority for establishing constituencies for those elections.
<b>Section 5</b> (p. 21)	The election schedule has been revised for 2013. While the main election period has been compressed from 11 to 8 weeks (including a one-week, rather than a two-week nomination period), the campaign period has been extended from three to four weeks, including the February Reading Week. There will be two separate dates for the announcement of the election results – one for Governing Council and Academic Board elections, and one for UTM/UTSC Campus Council and their Standing Committees elections. Similarly, there will be two separate final appeals periods for the respective groups of elections.

<b>Section 11</b> (p. 99)	This section was added to address CC, AAC and CAC elections. In addition to the standard election information provided in other sections, Section 11.2, Appointments to the UTM and UTSC Campus Councils and their Standing Committees, and Section 11.3, Candidates of more than one election of the Governing Council, the UTM and UTSC Campus Council and their Standing Committees, have been inserted to address special circumstances that might arise.
<b>Appendices C to E</b>	These Appendices, which contained the procedures for use of posters on each of the St. George, University of Toronto Scarborough, and University of Toronto Mississauga campuses, have been removed and candidates are directed to the URLs where the procedures are available online.
<b>Appendices F to H</b>	Information on campaigning in residences was removed, as candidates are expected to seek permission from individual residences.

**RECOMMENDATION:**

Be it Recommended to the Executive Committee

THAT the following recommendation be endorsed and forwarded to the Governing Council:

THAT the proposed *Election Guidelines 2013* be approved, effective immediately.