



To: Members of the University Affairs Board

From: Nancy Smart, Chief Returning Officer

Date: October 27, 2008 for November 4, 2008

Re: *Election Guidelines 2009*

Attached are the draft *Election Guidelines 2009*. The document has been reformatted for clarity, and information concerning the role of members of the Governing Council has been added. In addition, minor revisions have been made to reflect experience with the *Election Guidelines 2008*.

A summary of the revisions is included below. I would be happy to provide additional information on any of the proposed changes.

A. Overview of Changes in Format

Page(s)	Section	Description of Revisions
7 - 8	1. Introduction to the Governing Council <ul style="list-style-type: none"> a. Preamble: <ul style="list-style-type: none"> Role of Governors Effective Governors Time Commitment b. Powers and Duties of the Governing Council c. Composition of the Governing Council d. Boards and Committees of the Governing Council 	<p>This section has been added to the beginning of the <i>Guidelines</i> to provide information about the Governing Council and the role of Members of the Governing Council.</p> <p>This section includes information previously provided in Appendix A of the <i>Guidelines</i>.</p> <p>This information is a reformatted version of the composition included in Chapter 2: Purpose of previous <i>Guidelines</i>.</p> <p>This information was previously included in Appendix A of the <i>Guidelines</i>.</p>

Page(s)	Section	Description of Revisions
9	2. Authority for Elections	Chapter 3 of previous <i>Guidelines</i> has been revised for clarity to describe the provisions of the <i>University of Toronto Act, 1971</i> and the roles of the Chief Returning Officer, Deputy Returning Officer(s), and the Elections Committee in Governing Council elections.
10	3. Purpose of the <i>Election Guidelines</i>	This section includes information reformatted for clarity that had been part of Chapter 2 of previous <i>Guidelines</i> .
11	4. Definitions	Information in this section was included in Chapter 1: Interpretation in previous <i>Guidelines</i> .
13 - 14	5. 2009 Election Schedule	For increased clarity, separate schedules have been provided for the election of administrative staff and teaching staff members and the election of student members.
15 – 23	6. Constituencies, Terms of Office and Election Process	Separate sections for administrative staff, teaching staff, and students have been provided so that all information about a constituency is available in one place for candidate and nominator reference. The information has been reformatted for clarity.
24 – 34	a. Administrative Staff	
35 – 47	b. Teaching Staff	
48 – 51	c. Students	
48 – 51	Appendix A: Guidelines for Campaigning	All information about campaigning has been consolidated in this Appendix. Guidelines regarding the use of the web and electronic media in campaigns have been expanded.
52	Appendix B: Posters	Sections concerning the use of information technology have been moved to Appendix A.
53	Appendix C: Joint Statement on Campaigning in St. George Campus Residences	Unchanged
54	Appendix D: Policy on Campaigning in Residence (University College)	Unchanged
55	Appendix E: Contact Information for University of Toronto St. George Campus Residence Offices	Unchanged

B. Details of Substantive Changes to Individual Guidelines

Election Guidelines 2008	Proposed Election Guidelines 2009	Comments
<p>Nomination Forms</p> <ul style="list-style-type: none"> Nomination forms will be available at the Office of the Governing Council, Room 106, Simcoe Hall, and on the Governing Council web-site (http://www.governingcouncil.utoronto.ca/elections.htm). Nomination forms will also be available at the University of Toronto at Mississauga (UTM) and at the University of Toronto at Scarborough (UTSC). 	<p>Nomination Forms</p> <ul style="list-style-type: none"> Nomination forms will be available at the Office of the Governing Council, Room 106, Simcoe Hall, and on the Governing Council web-site (http://www.governingcouncil.utoronto.ca/elections.htm). 	<p>As the nomination forms are available on the web, there is no need to have printed forms available in the Registrar's Office at UTM and at UTSC.</p>
<p>Withdrawal of Nomination</p> <ul style="list-style-type: none"> A person nominated as a candidate in the election may withdraw the nomination by submitting a notarized statement to the Chief Returning Officer. The Office of the Governing Council will make available such a document for completion and, if requested a sufficient time in advance, will arrange for its notarization. 	<p>Withdrawal of Nomination</p> <ul style="list-style-type: none"> A person nominated as a candidate in the election may withdraw the nomination by submitting a signed statement to the Chief Returning Officer. The statement will be available in the Office of the Governing Council and on the Governing Council Elections web-site (http://www.governingcouncil.utoronto.ca/elections.htm). The candidate must sign the statement in person in the Office of the Governing Council, in the presence of the CRO or designate, and present appropriate photo identification. 	<p>The requirement for a notarized withdrawal statement has been replaced by a requirement for a signed statement.</p>
<p>Re-opening of nominations</p> <p>If the second re-opening of nominations fails to produce a candidate, the Chief Returning Officer will seek advice from the Elections Committee on how to proceed.</p>	<p>Re-opening of nominations</p> <ul style="list-style-type: none"> If the second re-opening of nominations fails to produce a candidate, the Chief Returning Officer may use his/her discretion to determine the appropriate course of action. 	<p>The CRO will have the responsibility to determine how many times and when to re-open nominations.</p>

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<p>i) Mandatory all candidates' meeting</p> <ul style="list-style-type: none"> • Candidates must attend in person or send an authorized representative to an all-candidates' meeting organized by the Chief Returning Officer to review campaign regulations. • If a candidate fails to attend this meeting, or to send an authorized representative, she/he will be declared ineligible to run in the election. • In the event that the meeting is missed due to illness, unforeseen transportation problems, a death or serious illness in the family, or other extenuating circumstances, the candidate can meet with CRO at another time to receive the information given at the all candidates' meeting, without being disqualified. • The candidate, whether present in person or not, is entirely responsible for all information provided at the all-candidates' meeting. 	<p>All candidates' meeting</p> <ul style="list-style-type: none"> • Candidates are required to attend in person or send an authorized representative to an all-candidates' meeting organized by the Chief Returning Officer to review campaign regulations. • In the event that the meeting is missed, the candidate may contact the CRO to receive the information given at the all candidates' meeting. • The candidate, whether present in person or not, is entirely responsible for all information provided at the all-candidates' meeting. 	<p>The requirements concerning the all candidates' meeting have been made more flexible to reflect past experience.</p>
<p>Reimbursement of Election Expenses</p> <ul style="list-style-type: none"> • All candidates, whether they are seeking reimbursement or not, are required to submit receipts for all expenses including a statement of all donated goods and services actually used in the candidate's campaign (except voluntary unpaid labour) with their fair market value thereof, within fourteen days of the close of the election. • Candidates will be required to sign a sworn statement that all expenses have been disclosed and that the total represents the total amount of expenses by the candidate or by anyone acting on his or her behalf or with his or her knowledge and consent. 	<p>Reimbursement of Election Expenses</p> <ul style="list-style-type: none"> • Candidates, whether they are seeking reimbursement or not, are normally expected to submit receipts for all expenses including a statement of all donated goods and services actually used in the candidate's campaign (except voluntary unpaid labour) with their fair market value, within fourteen days of the close of the election. • Candidates will normally be asked to sign a statement that all expenses have been disclosed and that the total represents the total amount of expenses by the candidate or by anyone acting on his or her behalf or with his or her knowledge and consent. • Candidates who have no campaign expenses may, at the discretion of the Chief Returning Officer, be exempt from submitting an expense statement. 	<p>Requirements for the reimbursement of election expenses have been made more flexible to reflect actual practice.</p>

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<p>Student Expense Reimbursement</p> <p>A student candidate who obtains at least 25 percent of the votes obtained by the candidate elected in the constituency with the lesser number of votes will be refunded an amount equal to the lesser of: (a) the first \$100 of spending, plus seventy-five percent of any additional spending of amounts above \$100 and less than the spending limit for the candidate’s constituency, or (b) actual expenses</p>	<p>Student Expense Reimbursement</p> <ul style="list-style-type: none"> • A student candidate will be refunded an amount equal to the lesser of: <ul style="list-style-type: none"> (a) the first \$100 of spending, plus seventy-five percent of additional spending of amounts above \$100 and less than the spending limit for the candidate’s constituency, or (b) actual expenses. 	<p>The requirement that a student candidate must receive 25% of the votes of a candidate who is elected with the lesser number of votes has been eliminated.</p>
<p>By-elections</p> <p>If the vacancy occurs in that period, the Chief Returning Officer shall consult the Elections Committee as to whether a by-election shall be held.</p> <ul style="list-style-type: none"> • Notice of the Committee's meeting will be given to the appropriate recognized constituency organization in sufficient time to allow comments to be made to the Committee. • The decision of the Committee on whether a by-election should be held is final and binding. 	<p>By-elections</p> <ul style="list-style-type: none"> • If the vacancy occurs in that period, the Chief Returning Officer consults the Elections Committee to determine whether a by-election will be held. • Notice of the Committee's meeting will be announced publicly in sufficient time to allow comments to be made to the Committee. • The decision of the Committee on whether a by-election should be held is final and binding. 	<p>The notice of the Committee meeting will be announced publicly, rather than being given to a constituency organization.</p>
<p>Teaching Staff all teaching staff members:</p> <ul style="list-style-type: none"> • in the Faculty of Applied Science and Engineering • in the Faculty of Medicine. • of the Faculty of Dentistry, Lawrence S. Bloomberg Faculty of Nursing, Leslie Dan Faculty of Pharmacy and the Faculty of Physical Education and Health • in OISE/UT 	<p>Teaching Staff all teaching staff members who hold their major appointments:</p> <ul style="list-style-type: none"> • in the Faculty of Applied Science and Engineering • in the Faculty of Medicine. • of the Faculty of Dentistry, Lawrence S. Bloomberg Faculty of Nursing, Leslie Dan Faculty of Pharmacy and the Faculty of Physical Education and Health • in OISE/UT 	<p>The phrase ‘who hold their major appointments’ has been added to four of the teaching staff constituencies to make the language consistent with that in the other five teaching staff constituencies.</p>
<p>Web-based voting</p> <p>The election will normally be held over five consecutive days (Monday to Friday), chosen by the Chief Returning Officer in the period between the beginning of February and the end of March.</p>	<p>Web-based voting</p> <p>The election will be held over a minimum of five consecutive days chosen by the Chief Returning Officer in the period between the beginning of February and the end of March.</p>	<p>The language concerning the voting period for web elections has been revised to permit flexibility in determining the length and timing of the voting period.</p>

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<p>Web and Electronic Media</p> <p>Candidates' web-sites and electronic media must similarly accord with the University's policies and procedures regarding information and communication technology, and also with the relevant regulations of each faculty, department, residence and administrative service on each of the three campuses.</p> <p>Candidates are required to blind copy (bcc) the CRO on all campaign email messages sent to electronic mailing lists or listserves.</p> <p>Candidates are required to inform the CRO of their election web-site, if they choose to create one.</p>	<p>Web and Electronic Media</p> <p>Candidates' web-sites and electronic media must accord with the University's policies and procedures regarding information and communication technology, and also with the relevant regulations of each faculty, department, residence and administrative service on each of the three campuses</p> <p>N/A</p> <ul style="list-style-type: none"> • Candidates are required to inform the CRO of their election web-site, election blog and/or social networking tool, if they use any of these for campaign purposes. • Candidates are required to provide to the CRO viewing access to social networking tools used for campaign purposes. <p>Private networking tools should not be used for campaign purposes.</p>	<p>The requirement for candidates to copy the CRO on campaign messages sent to personal email lists has been removed.</p>
<p>Tangible Benefits</p> <p>Candidates are not allowed to use in their campaign any service or tangible benefit conferred on them by virtue of their holding any position in any organization on campus. This includes, but is not limited to, office supplies, equipment, advertising space, secretarial services, privileged email lists and other contact information and funding.</p>	<p>Use of Resources</p> <ul style="list-style-type: none"> • With the exception of the permitted use listed below, candidates may not utilize resources, electronic or otherwise (e.g. photocopiers, computers, supplies), to which they have access by virtue of their membership in (or affiliation with) any University organization or group. • Candidates are permitted to use email lists belonging to University organizations in which they are members provided that: <ol style="list-style-type: none"> 1) They have obtained permission from the University organization. 2) The communication follows the CRO-approved template that will be provided at the All-Candidates' meeting. 	<p>Guidelines on the use of email lists has been clarified and the language concerning the use of resources has been simplified.</p>

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<p>Election Overseers</p> <p>No member of the Elections Committee who is standing for election, involved in an election campaign, or endorsing a candidate for election, may act as an Election Overseer unless observing this principle would result in a failure of quorum.</p>	<p>Election Overseers</p> <p>A member of the Elections Committee, who is standing for election, involved in an election campaign, or endorsing a candidate for election, may act as an Election Overseer provided he or she is not called upon to consider a matter arising from or pertaining to his or her own constituency.</p>	<p>The general restriction on members of the Elections Committee from serving as a member of the Election Overseers in the case of a perceived conflict of interest has been lifted. It will only be applied to cases relevant to their own constituency.</p>
<p>N/A</p>	<p>Campaigning for Teaching and Administrative Staff</p> <ul style="list-style-type: none"> All candidates must be allowed reasonable access to members of their constituency during the campaign period. Such access shall not be unreasonably withheld. 	<p>This statement explicitly outlines a principle for campaigning within the non-student constituencies that was not previously available.</p>