



Report for the 2016 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 2016 Governing Council elections and to indicate areas for discussion and possible revisions to the *Guidelines*.

2. Revision of the *Election Guidelines* for 2016

Revisions were made to the *Election Guidelines 2015* to create the *Election Guidelines 2016*. 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. The following represents the major changes to the *Election Guidelines 2016*:

Amendment to the *University of Toronto Act*, June 2015

On June 4, 2015, an amendment to the *University of Toronto Act, 1971*, in Schedule 45 had come into force, upon which Bill 91 had received Royal Assent. The amendment had repealed subsection 2(4) of the *Act*, which provided no person could serve as a member of the university's Governing Council (administrative staff, alumni, teaching staff, students and Lieutenant-Governor-in-Council appointees) unless the person was a Canadian citizen. This action had addressed the longstanding wish of the Governing Council to reflect the diversity of the University of Toronto's communities. The *Election Guidelines 2016* reflected this change: all references to "Canadian citizen" were deleted, as per the amended *Act*.

Definition of "Teaching Staff"

On June 25, 2015, Governing Council approved amendments to the *Policy and Procedures on Academic Appointments* (PPAA) which had created new teaching stream ranks. As a result, a more inclusive definition for *Teaching Staff* was required for the purposes of elections of Teaching Staff to the Governing Council, Academic Board and for Campus Council and their Standing Committees at UTSC and UTM. There were no new Teaching Staff members added to this constituency. The *Election Guidelines 2016* reflected this change: definition for *Teaching Staff* was updated.

New Student Elections Platform

The *Election Guidelines 2016* reflected the new election platform (*U-elect*) for the student elections that were used in 2016. This was the result of changes to the central information technology service – Accessible Campus Online Resource Network (ACORN) – which had replaced the Repository of Student Information (ROSI) for the purposes of on-line voting by students, with certain exceptions. The U-elect platform, which was managed by the Office of the Vice-Provost, Students, had been used by many student societies across the three campuses for the past seven years for their respective student society elections.

Part-time Undergraduate & Graduate Constituencies for Campus Council and their Committees: UTSC & UTM
Changes to the *Election Guidelines 2016* were included to reflect the number of nominators required (from five to three) by Part-Time Student and Graduate Student candidates for Campus Council and their Committees at UTSC and UTM. The change came from the general recognition and response to improve the possibility of increasing the number of candidates for these constituencies. Each Administrative Staff, Librarian Staff, and Undergraduate Student candidate would continue to be required to provide signatures of five nominators on their nomination forms.

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. Proactive approaches by the CRO and DROs on all three campuses to engage students, administrative staff and teaching staff with regard to the election process included a series of educational forums and other outreach initiatives were undertaken prior to the nomination period for the 2016 elections; these included focused communications and advertising, as well as election information sessions/open house.

The 2016 Call for Nominations was publicized as follows:

- An information session was held on Tuesday, November 24, 2015 for teaching staff constituencies; students; administrative staff (invites sent November 17, 2015);
- Information sessions for prospective nominees were held at UTM on November 25, 2015 and January 7, 2016; and at UTSC on November 24, 2015 and January 7, 2016;
- In a memorandum to all registered students sent on December 9, 2015;
- In December 2015 (December 9), 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 2015 and January 2016.
- In a memorandum sent in December 2015 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 2016 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 and early February 2016;
- 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 7, 2016;
- In early January through an announcement on ACORN accessed by students;
- 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>;
- On the UTSC dedicated elections website: <http://www.utsc.utoronto.ca/governance/2016-elections>;
- In campus newspapers (*The Bulletin*, *The Varsity*, *The Underground*, and *The Medium*) in January and February;
- 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, 2016 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 (ACORN) between February 8 and 19, 2016;
- 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 2016.

4. Nominations

Governing Council

The one week nomination period for seats on the Governing Council, the Academic Board opened on Tuesday January 5, 2016 at 12:00 noon and closed on Friday, January 15, 2016 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 four teaching staff seats.

For the administrative staff member seat, Ms Catherine Riddell was re-elected. One teaching staff governor was acclaimed – Professor Mark Lautens (Constituency IC – Faculty of Arts and Science).

Successful candidates in the teaching staff elections were Professor Steven Thorpe (Constituency IV – Faculty of Applied Science and Engineering); and, Professors Andrea Sass-Kortsak and Salvatore M. Spadafora (both seats for Constituency V – Faculty of Medicine, including DLSPH). Professors Sass-Kortsak, Spadafora and Thorpe were incumbents.

Academic Board

Seventeen (17) teaching staff seats on the Academic Board were open for election, most for a three-year term from July 1, 2016 to June 30, 2019. Upon the close of the nomination period, fifteen (15) seats were acclaimed, one seat was open for election and one seat (DLSPH) did not receive any candidate nominations. Professor Linda Kohn (UTM) was elected.

UTM and UTSC Campus Councils and their Standing Committees

This was the fourth 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 7, 2016, 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 four student seats (2 on CC and 2 on CAC), which were subsequently filled. Nominations for a number of estates and constituencies had to be re-opened several times at UTSC. Due to subsequent resignations, the following nominations at UTM will be re-opened in the fall of 2016: one part-time undergraduate student for the AAC, and one graduate student seat on the Campus Council.

At UTSC, there was strong engagement from full-time students and administrative staff during the first Call for Nominations, and as a result, the nomination period was only re-opened once for those estates. In April 2016, a By-election was held to replace a vacant administrative staff seat on the UTSC Campus Council with a term end date of June 30, 2018. There was strong interest, with four nominations being received. As a result, an election was required to fill the seat. Dr. Tayyab Rashid was declared elected. A Call for Nominations will be issued in the Fall 2016 to fill one Teaching Staff seat on the UTSC Campus Affairs Committee and one Part-Time Student seat on the UTSC Academic Affairs Committee.

The process of re-opening the nomination for any of the estates and/or constituencies involve 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.

Table 1: Summary of Nominations for the Governing Council Elections 2016

| Constituency | # of seats available | # of nominations received | # of times nominations were re-opened |
|---|-----------------------------|----------------------------------|--|
| Teaching Staff (term ending June 30, 2019) | | | |
| <i>Constituency IC</i> (Arts and Science) | 1 | 1 | 0 |
| <i>Constituency IV</i> (Applied Science and Engineering) | 1 | 2 | 0 |
| <i>Constituency V</i> (Faculty of Medicine) | 2 | 7 | 0 |
| Administrative Staff (term ending June 30, 2019) | 1 | 5 | 0 |
| Full-time Undergraduate Students (term ending June 30, 2017) | | | |
| Constituency I (Arts and Science, UTM, UTSC) | 2 | 29 | 0 |
| Constituency II (Professional Faculties) | 2 | 6 | 0 |
| Part-time Undergraduate Students (term ending June 30, 2017) | 2 | 3 | 0 |
| Graduate Students (term ending June 30, 2017) | | | |
| Constituency I | 1 | 7 | 0 |
| Constituency II | 1 | 2 | 0 |

5. Election Process 2016

Information Meeting for Candidates

The CRO held an information meeting for the student candidates of the Governing Council elections on Thursday, January 21, 2016. 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 2016*. 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 25, 2016 to Friday, February 19, 2016. All students, except post-graduate medical trainees, were able to vote online through *U-ElecT*.

In 2015, the University's central information technology services implemented changes to its information systems moving away from the Repository of Student Information (*ROSI*) and to the Accessible Campus Online Resource Network (*ACORN*). *ACORN* was a new 'landing' page when logging on to www.rosi.utoronto.ca and provided an opportunity to improve the delivery of the election process using "UelecT" for all student seats for the 2016 elections. The Guidelines were amended as a result of changes to reference *ACORN* and not *ROSI*.

For the third 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.

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.

A rare tied occurred in the Teaching Staff – Constituency IV election. A second election was conducted.

6. Appeals and Campaign Violations

The Elections Committee of the Governing Council, in accordance with Section 7.8(b) of the *Election Guidelines 2016*, met as Election Overseers on Tuesday, January 19, 2016 to consider two appeals: (1) invalidation of a nomination form by the CRO because the individual, for the purposes of Governing Council elections, had not met the operational definition of “administrative staff”; and, (2) invalidation of a nomination form by the CRO because the individual had not met the definition of a “Graduate Student” registered in the School of Graduate Studies to seek a Full-Time Undergraduate Student – Constituency II seat on Governing Council. In both appeals the Election Overseers upheld the decisions of the CRO and the two appeals were dismissed.

All candidates were sent an email during the campaign reminding them of the relevant sections of the *Election Guidelines 2016*, in particular Appendix A (*Guidelines for Campaigning and Enforcement of the Elections Guidelines 2016*). 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 2012 are summarized in Table 2. As was the case from 2012 to 2015, no allegations were referred to the Election Overseers in 2016.

Table 2: Summary of Campaign Violation Allegations and Appeals, 2012-2016

| | 2012 | 2013 | 2014 | 2015 | 2016 |
|--|------|------|------|------|------|
| Number of allegations of campaign violations | 3 | 4 | 2 | 0 | 0 |
| Number of appeals of election process/results | 0 | 0 | 0 | 0 | 0 |
| Number of appeals of technical invalidation | 0 | 0 | 0 | 0 | 2 |
| Number of allegations and appeals referred to Election Overseers | 0 | 0 | 0 | 0 | 2 |
| Number of <i>serious/severe</i> violations found | 0 | 0 | 0 | 0 | 0 |

Table 3: Voting Results Governing Council, 2012 to 2016

| | 2012 | 2013 | 2014 | 2015 | 2016 |
|---|--------|--------|--------|--------------|--------------|
| Full-time Undergraduate Students | | | | | |
| <u>Constituency I</u> Constituency Size | 43,556 | 44,698 | 45,735 | 46,262 | 47,422 |
| # of Valid Votes Cast | 6,171 | 3,376 | 3,930 | 2,589 (5.6%) | 4,348 (9.1%) |
| <u>Constituency II</u> Constituency Size | 13,686 | 14,166 | 14,427 | 14,659 | 14,216 |
| # of Valid Votes Cast | 1,060 | 814 | 701 | 421 (3%) | 603 (4.2%) |

| Part-Time Undergraduate Students | | | | | |
|---|---------------|--|------------|-------------------------|------------|
| Constituency Size | 5,319 | 5,133 | 5,057 | 5,097 | 6,856 |
| # of Valid Votes Cast | 266 | 1 st seat acclaimed 2 nd seat: 127 | 245 | Both seats acclaimed | 201 |
| Graduate Students | | | | | |
| <u>Constituency I</u> Constituency Size | 7,636 | 7,832 | 8,219 | 8,561 | 8,416 |
| # of Valid Votes Cast (% Voters) | 424 (5.6%) | 340 (4.3%) | 232 (2.8%) | 220 (2.6%) | 476 (5.6%) |
| <u>Constituency II</u> Constituency Size | 6,719 | 7,340 | 7,550 | 7,781 | 7,808 |
| # of Valid Votes Cast (% Voters) | 467 (7%) | 513 (6.9%) | 520 (6.9%) | 151 (2%) | 266 (3.4%) |
| Administrative Staff | | | | | |
| Constituency Size | 6,657 | 6,979 | N/A | 7,288 | 7,440 |
| # of Valid Votes Cast (% Voters) | 1,031 (15.5%) | 970 (13.9%) | | 943 (13%) | 628 (8.4%) |

| | 2012 | 2013 | 2014 | 2015 | 2016 |
|---|-------------|-------------|-------------|-------------|-------------|
| Teaching Staff | | | | | |
| <u>Constituency IC</u> Constituency Size | N/A | N/A | N/A | N/A | N/A |
| # of Valid Votes Cast (% Voters) | | | | | |
| <u>Constituency IV</u> Constituency Size | 263 | N/A | N/A | N/A | 317 |
| # of Valid Votes Cast (% Voters) | 67 (25.5%) | | | | 95 (30%) |
| <u>Constituency V</u> Constituency Size | 7,756 | N/A | N/A | 4,738 | 4,944 |
| # of Valid Votes Cast (% Voters) | 287(4%) | | | 147 (3%) | 341 (7%) |

Voting Results – 2016 UTM Campus Council and its Standing Committees - Students

| Governance Body | Constituency | |
|--------------------------|-------------------------|------------------|
| Campus Council | Full-time Undergraduate | 12,645 (Size) |
| | | 598 (Votes Cast) |
| Campus Affairs Committee | Full-time Undergraduate | 12,645 (Size) |
| | | 352 (Votes Cast) |
| Campus Affairs Committee | Graduate | 602 (Size) |
| | | 61 (Votes Cast) |

Voting Results – 2016 UTSC Campus Council and its Standing Committees - Students

| Governance Body | Constituency | |
|----------------------------|-------------------------|-------------------|
| Campus Council | Full-time Undergraduate | 11,421 (Size) |
| | | 601 (Votes Cast) |
| Campus Council | Graduate | 287 (Size) |
| | | 67 (Votes Cast) |
| Academic Affairs Committee | Full-time Undergraduate | 11,421 (Size) |
| | | 794 (Votes Cast) |
| Academic Affairs Committee | Graduate | 287 (Size) |
| | | 54 (Votes Cast) |
| Campus Affairs Committee | Full-time Undergraduate | 11,421 (Size) |
| | | 1052 (Votes Cast) |

7. Recommendation

As part of an ongoing review of the *Election Guidelines*, it is recommended that clarity be sought regarding the definition of “Administrative Staff”. It is also suggested to revise the current section of the *Guidelines* pertaining to the students enrolled in the Professional Experience Year and other experiential learning programs.

Anwar Kazimi
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 May 24, 2016