



**Report for the 2017 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 2017 Governing Council elections and to indicate areas for discussion and possible revisions to the *Guidelines*.

2. Revision of the *Election Guidelines* for 2017

Revisions were made to the *Election Guidelines 2016* to create the *Election Guidelines 2017*. 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, text was revised in order to provide greater direction to the reader and to reduce the likelihood of misunderstanding (e.g. in the use of languages for the purposes of campaigning). The Elections Committee recommended the approval of the *Election Guidelines 2017* to the Executive Committee, which were approved effective January 1, 2017, by the Executive Committee at its meeting on December 5, 2017.

The following represents the major changes to the *Election Guidelines 2016*:

Definition of “*Administrative Staff*”

As part of a review of the definitions contained in the *Election Guidelines*, it was determined that greater clarity regarding the definition of “*Administrative Staff*” be considered. The definition in the *Election Guidelines 2016* did not meet the operational definition of administrative staff. A revision (addition of “*staff-appointed*”) was made to Sections 1, 7 and 11 of the *Guidelines*. The changes provided greater clarity to perspective eligible candidates for Administrative Staff seats on Governing Council and its bodies.

Eligibility - Member of Estate

Revisions were made so that candidates would be required to remain members of the estate and constituency from which they sought election from the nomination period till the end of term for the position - unless otherwise stated. This revision throughout the *Guidelines* provided greater clarity to perspective eligible administrative staff, teaching staff and student candidates within their respective constituencies to seek election.

Eligibility of Students: Professional Experience Year (PEY) Program

In response to previous discussions by the Election Committee revisions were made to Section 9 of the *Guidelines* pertaining to the students enrolled in the Professional Experience Year (PEY) and other experiential learning programs. Students registered in the Professional Experience Year (PEY) program in 2016-17 were included in the full-time undergraduate student constituencies. This included the participation as candidates and for voting in the elections. Students enrolled in the PEY program in 2016-17 could submit a nomination for the full-time undergraduate constituencies for professional faculties provided that they were registered as full-time students in the academic year immediately prior to the PEY, and that they would be registered as full-time students in the 2017-18 academic year. This provision will be retained for future elections.

3. Outreach to Promote Opportunities in Governance and Elections

As in previous years, many steps are taken each year to promote the elections for seats on Governing Council, the Academic Board, and the UTM and UTSC Campus Councils 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. These were undertaken prior to the nomination period for the 2017 elections and included focused communications and advertising, as well as election information sessions.

The 2017 Call for Nominations and voting period was publicized as follows:

- All student information sessions promoted with ad in *The Varsity* student newspaper (print ad on November 23, 2017; and rotating on-line ads between November 18-19, 2017);
- November Information sessions were held on Tuesday, November 22, 2016 for teaching staff constituencies and on Wednesday, November 23, 2017 for students (with a follow-up session on Friday, November 25); (invites to all students and teaching staff sent November 6, 2016; also promoted on the GC website);
- At UTSC, publicized in the following mediums: Inside UTSC (faculty and staff monthly newsletter); UTSC Social Media pages and Department of Student Life newsletter;
- Information sessions for prospective nominees and candidates were held at UTM on Wednesday, November 23, 2016 and Thursday, January 12, 2017; and at UTSC on Monday, November 28, 2016, Tuesday, November 29, 2016, and Tuesday, January 3, 2017;
- In a memorandum to all registered students sent on December 8, 2016;
- In an on-line posting by the Vice-Provost Students (*Just in Time* postings) between December 8, 2016 until January 3, 2017 as an advance notification of pending nomination period;
- In weekly Vice-Provost Students' e-newsletter "*9 New Things*" in December 2016 (pre-nomination), January 2017 (nomination) and February 2017 (voting);

- In December 2016, targeted memoranda were sent to 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;
- By the registrars to promote the elections and nomination of students 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 in December 2016 and January 2017.
- In a memorandum sent in December 2016 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 2017 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 and UTSC Campus Council, Campus Affairs and Academic Affairs Committees at their meetings in January and early February 2017;
- By contacting the offices of Deans whose divisions had upcoming vacancies on the Academic Board for teaching staff seats;
- Information sessions for prospective candidates were held at UTM on January 12 and 19, 2017 and UTSC on Monday, November 28, 2016, Tuesday, November 29, 2016, and Tuesday, January 3, 2017;
- 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.uts.utoronto.ca/governance/2017-elections>;

- Advertisements in campus newspapers (*The Varsity* and *The Medium*) in January and February 2017;
- 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, 2017 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 (Accessible Campus Online Resource Network - ACORN) between January 4 and 13, 2017;
- In a follow-up email to students who had expressed interest in serving on the Council (i.e. attended earlier information sessions and/or sent emails requested information about the election process);
- Most of the methods listed above were also used to publicize the voting period in February 2017.

4. Nominations

Governing Council

The nomination period for seats on the Governing Council, the Academic Board and the UTM and UTSC Campus Councils and their Standing Committees opened on Wednesday January 4, 2017 at 12:00 noon and closed on Friday, January 13, 2017 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 website using a pdf fillable form.

Upon the close of the nomination period, it was determined that Governing Council elections were required for all eight student seats and three teaching staff seats. In 2017, there was no requirement to hold an election for administrative staff member seats.

Successful candidates in the teaching staff elections were Professor Mohan Matthen (Constituency II - University of Toronto Mississauga - UTM); Professor Jan Mahrt-Smith (Constituency VII - Joseph L. Rotman School of Management; and Professor Normand Labrie (Constituency VIII - Institute for Studies in Education (OISE).

Professor Jan Mahrt-Smith was an incumbent and reelected for a second three-year term.

Academic Board

Seventeen (17) teaching staff seats and one (1) librarian seat on the Academic Board were open for election, most for a three-year term from July 1, 2017 to June 30, 2020. Upon the close of the nomination period, twelve (12) seats were acclaimed, five (5) seats were open for election: four (4) in the Faculty of Medicine and one (1) Librarian.

The following were elected to the Academic Board from the Faculty of Medicine:

Professor Zhong-Ping Feng
Professor Edsel Ing
Professor Fei-Fei Liu
Professor Suzan Schneeweiss

Ms Laura Anderson was elected from the Librarians estate.

UTM and UTSC Campus Councils and their Standing Committees

This was the fifth year where elections were held for the UTM and UTSC CCs and their Standing Committees.

The information sessions held at UTM (November 23, 2016 and January 12, 2017) and UTSC (Monday, November 28, 2016, Tuesday, November 29, 2016, and Tuesday, January 3, 2017), 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 two part-time student seats (1 on CC and 1 on AAC) and one teaching staff seat (CAC). These were subsequently filled, with the exception of the part-time student seat on AAC.

At UTSC, there was strong engagement from administrative staff, full-time undergraduate students, and teaching staff during the first Call for Nominations. As a result, the nomination period was re-opened once to fill the following seats: CC – 1 part-time undergraduate student; AAC – 1 part-time undergraduate student and 1 graduate student; CAC – 1 graduate student; 1 part-time undergraduate student, and 1 teaching staff. At the close of the re-opened nomination period, all the vacant seats were filled with the exception of 1 part-time undergraduate seat on the AAC and 1 graduate seat on the CAC. A Call for Nominations would be issued in Fall 2017 to fill the seats. In April 2017, student winners were declared elected, and two candidates received an equal number of votes to fill the fourth full-time undergraduate student seat on the CAC. A second election was run from 9:00 a.m. on Tuesday, April 18th until 5:00 p.m. on Monday, April 24th. The winner was declared election on Thursday, April 27th at 10:00 a.m.

The process of re-opening the nomination for any of the estates and/or constituencies involved 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 2017

Constituency	# of seats available	# of nominations received	# of times nominations were re-opened
Teaching Staff (term ending June 30, 2020)			
<u>Constituency II</u> (includes all teaching staff who hold their major appointments at the University of Toronto Mississauga (UTM))	1	2	0
<u>Constituency VII</u> (includes all teaching staff who hold their major appointments in the John H. Daniels Faculty of Architecture, Landscape, and Design, Joseph L. Rotman School of Management, Faculty of Forestry, Faculty of Information, Faculty of Law, Faculty of Music and the Factor-Inwentash Faculty of Social Work)	1	3	0
<u>Constituency VIII</u> (includes all teaching staff who hold their major appointments in the Ontario Institute for Studies in Education of the University of Toronto (OISE))	1	3	0
Full-time Undergraduate Students (term ending June 30, 2018)			
Constituency I (Arts and Science, UTM, UTSC)	2	16	0
Constituency II (Professional Faculties)	2	5	0
Part-time Undergraduate Students (term ending June 30, 2018)	2	2	0

Graduate Students (term ending June 30, 2018)			
Constituency I	1	8	0
Constituency II	1	5	0

5. Election Process 2017

Information Meeting for Candidates

The CRO held information meetings for the student candidates of the Governing Council elections on January 19 and 20, 2017. 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 2017*. 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 23, 2017 to Friday, February 17, 2017. All students, except post-graduate medical trainees, were able to vote online through *U-ElecT* <https://voting.utoronto.ca/election> via the Accessible Campus Online Resource Network (*ACORN*).

For the fourth 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.

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 teaching staff voters were obtained via the Human Resources Information System (HRIS), 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 teaching staff eligible to vote. Voting instructions were also posted on the elections website.

6. Appeals and Campaign Violations

There was no requirement for the Elections Committee of the Governing Council, in accordance with Section 7.8(b) of the *Election Guidelines 2016*, to meet as “Election Overseers” in 2017.

All candidates were sent an email during the campaign reminding them of the relevant sections of the *Election Guidelines 2017*, in particular Appendix A (*Guidelines for Campaigning and Enforcement of the Elections Guidelines 2017*). 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 2013 are summarized in Table 2. As was the case from 2013 to 2016, no allegations were referred to the Election Overseers in 2017.

Table 2: Summary of Campaign Violation Allegations and Appeals, 2013-2017

	2013	2014	2015	2016	2017
Number of allegations of campaign violations	4	2	0	0	0
Number of appeals of election process/results	0	0	0	0	0
Number of appeals of technical invalidation	0	0	0	2	0
Number of allegations and appeals referred to Election Overseers	0	0	0	2	0
Number of <i>serious/severe</i> violations found	0	0	0	0	0

Table 3: Voting Results Governing Council, 2013 to 2017

	2013	2014	2015	2016	2017
Full-time Undergraduate Students					
<u>Constituency I</u> Constituency Size	44,698	45,735	46,262	47,422	48,329
# of Valid Votes Cast (% Voters)	3,376	3,930	2,589 (5.6%)	4,348 (9.1%)	2,747 (5.7%)
<u>Constituency II</u> Constituency Size	14,166	14,427	14,659	14,216	14,908
# of Valid Votes Cast (% Voters)	814	701	421 (3%)	603 (4.2%)	691 (5%)
Part-time Undergraduate Students					
Constituency Size	5,133	5,057	5,097	6,856	N/A
# of Valid Votes Cast (% Voters)	1 st seat acclaimed 2 nd seat: 127	245	Both seats acclaimed	201	Both seats acclaimed
Graduate Students					
<u>Constituency I</u> Constituency Size	7,832	8,219	8,561	8,416	8,867
# of Valid Votes Cast (% Voters)	340 (4.3%)	232 (2.8%)	220 (2.6%)	476 (5.6%)	367 (4.1%)
<u>Constituency II</u> Constituency Size	7,340	7,550	7,781	7,808	8,153
# of Valid Votes Cast (% Voters)	513 (6.9%)	520 (6.9%)	151 (2%)	266 (3.4%)	920 (11.3%)

Table 3: Voting Results Governing Council, 2013 to 2017 continued:

	2013	2014	2015	2016	2017
TEACHING STAFF					
Constituency II Constituency Size	N/A	464	N/A	N/A	491
# of Valid Votes Cast (% Voters)		57 (12.3%)			59 (12%)
Constituency VII Constituency Size	N/A	514	543	N/A	573
# of Valid Votes Cast (% Voters)		69 (13.4%)	122 (22.5%)		133 (23.2%)
Constituency VIII Constituency Size	N/A	N/A	N/A	N/A	223
# of Valid Votes Cast (% Voters)					40 (18%)

Voting Results – 2017 UTM Campus Council and its Standing Committees - Students

Governance Body	Constituency	
Campus Council	Full-time Undergraduate	12,641 (Size)
		315 (Votes Cast)
Campus Council	Graduate	N/A
		Acclaimed
Academic Affairs Committee	Full-time Undergraduate	12,641 (Size)
		313 (Votes Cast)
Academic Affairs Committee	Graduate	N/A
		Acclaimed
Campus Affairs Committee	Full-time Undergraduate	12,641 (Size)
		291 (Votes Cast)
Campus Affairs Committee	Graduate	N/A
		Acclaimed

Voting Results – 2017 UTSC Campus Council and its Standing Committees - Students

Governance Body	Constituency	
Campus Council	Full-time Undergraduate	11,718 (Size)
		747 (Votes Cast)
Campus Council	Graduate	N/A
		Acclaimed
Academic Affairs Committee	Full-time Undergraduate	11,718 (Size)
		358 (Votes Cast)
Academic Affairs Committee	Graduate	N/A
		Acclaimed
Campus Affairs Committee	Full-time Undergraduate	11,718 (Size)
		460 (Votes Cast)
Campus Affairs Committee	Graduate	N/A
		Acclaimed

7. Recommendation

As indicated in the data provided for the nominatons and the voting results, participation in the elections across all estates and constituencies continues to remain a challenge.

As part of an ongoing review, it is recommended that any further revisions of the *Election Guidelines* be discussed by the Elections Committee.

Anwar Kazimi
 Chief Returning Officer
 May 8, 2017