UNIVERSITY OF TORONTO

THE GOVERNING COUNCIL

REPORT NUMBER 51 OF THE ELECTIONS COMMITTEE

September 18, 2008

To the University Affairs Board,
University of Toronto.

Your Committee reports that it met on Thursday, September 18, 2008 at 2:00 p.m. in the Vice-President, Advancement's, Conference Room, Simcoe Hall, with the following members present:

Mr. Stephen Smith (In the Chair)
Mr. P.C. Choo
Professor Ronald H. Kluger
Mr. Olivier Sorin

Regrets: Mr. Gary P. Mooney

Secretariat:
Ms Mae-Yu Tan

In Attendance:
Ms Nancy Smart, Chief Returning Officer

In this report all items are reported to the University Affairs Board for information.

1.   Welcome and Orientation

The Chair welcomed members to the meeting and invited them to introduce themselves. He stated that the Elections Committee was a standing Committee of the University Affairs Board and was composed of five members from various estates. Three voting members were required for a quorum, and members were asked to notify the Secretariat in advance if they would be unable to attend a meeting, to ensure that quorum would be met.

The Chair explained that the role of the Committee was to develop the *Guidelines* for Governing Council elections. However, the Committee was not responsible for overseeing the elections of alumni governors; the College of Electors had authority for elections within that constituency. Ms Nancy Smart, the Chief Returning Officer (CRO), served as assessor to the Committee and was responsible for the interpretation and implementation of the *Guidelines*. She would hear any complaints that were brought forward and would determine how best to address them. If the complainant was dissatisfied with the CRO's ruling, he/she could submit an appeal on matters related to the election process to the Committee, which also served as Election Overseers. The decision of the Overseers was final and was not subject to any further review or appeal.

The Chair explained that the main purpose of the meeting was to review and discuss the Report of the Governing Council Elections Process 2008 and the comments on the elections process that had been received.

2.   Reports of the Previous Meetings

Reports Number 49 (October 16, 2007) and Number 50 (March 26, 2008) were approved.

3.   Business Arising from the Previous Meetings

The Chair explained that there had been one item of business arising from the previous meeting of October 16, 2007. At that meeting, a member had inquired about the number of past student governors who had represented the University of Toronto at Mississauga (UTM) or the University of Toronto at Scarborough (UTSC). While such information was not collected by the Office of the Governing Council, it was found that in three of the last seven years, there had been one student governor from UTSC or UTM as listed below:

> 2004-05 – UTM
> 2005-06 – UTM
> 2007-08 – UTSC

The Chair added that over the years, students from both UTM and UTSC had served as co-opted members on the Boards and Committees of the Governing Council.

4.   Report of the Governing Council Elections Process 2008

Ms Smart presented the Report of the Governing Council Elections Process 2008 to the Committee, and highlighted the following points.

- One candidate in the Full-time Undergraduate Student Constituency II, who was registered in the Faculty of Pharmacy, had been acclaimed. Of the six candidates, he had been the only one who had not been registered in the Faculty of Applied Science and Engineering. The *Election Guidelines* (Chapter IV (a), p. 11) stated that both members elected in Constituency II could not be registered in the same faculty. An election had been held for the remaining five nominees.

- 2008 was the first time that the Elections Committee had not used posters to advertise the Governing Council elections. Instead, Ms Smart had made use of available technology to send a number of email communications at various stages throughout the elections process.
  - While messages about the elections had been sent to the entire University community, there had been a particular focus on communicating with students.
  - Despite the change in advertising method, the number of nominations received had remained consistent with past years. However, there had been a decrease (545) in the number of valid votes cast within the Full-time Undergraduate Student Constituency I (Faculty of Arts and Science).
  - In her view, the new approach had been successful and should be continued.

- Both seats in the Part-time Undergraduate Student Constituency had been acclaimed; this had been the case for the past three years. There appeared to be a particular need for greater student engagement within this constituency.

- This year there had been no allegations of violations of campaign rules. This was a positive development compared to previous years.

- Draft Recommendations for 2009 Election Process

  (a) Explore the possibility of developing an on-line voting mechanism for faculty, staff, and post-graduate medical residents.

  (b) Facilitate the development of a UTM and a UTSC Statement on Campaigning in Residences.

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4.   Report of the Governing Council Elections Process 2008 (cont'd)

(c) Develop a survey to elicit candidate feedback on the elections process directly following the close of the election.

(d) Continue having a two-week voting period on ROSI.

A copy of the Report is attached hereto as Appendix "A".

During the discussion of Ms Smart's report, a member commented that, in his opinion, expectations of candidate's campaigning behaviour had been made more explicit this year[1] and had likely contributed to the lack of misconduct allegations. As well, he had found the *Joint Statement of Campaigning in St. George Campus Residences* to be a helpful addition to the *2008 Guidelines*.

Members considered a range of options for increasing awareness of the Governing Council and its elections. These included using posters together with e-mail announcements during the nomination period, drawing attention to decisions made by the Governing Council's Boards and Committees by having them placed on the main University of Toronto webpage along with other news, and placing a series of educational features or editorials about the Governing Council in divisional newspapers prior to the nomination period. Members did acknowledge that the extent of advertising that was possible would be constrained by the Governing Council elections budget.

5.   Community Input for 2009 Election Process

The Chair stated that the collection of written comments on the election process that had been received as of September 5th and a summary of the comments had been included in members' agenda packages. He noted the significant number of responses that had been submitted this year by members of the University community. Much of that feedback had been provided by students.

Among the matters that arose in discussion were the following.

(a) Election Schedule
Some students had suggested that the election period be altered to minimize disruption to their academic schedule. Members discussed the feasibility of moving the election period to the fall term, however, it was felt that governors would then be selected too far in advance of the start of their term – July 1st of the following year. Changes in governors-elect's priorities or commitments might lead to an increased number of by-elections in such a scenario. The Committee also felt that beginning the election period a few weeks earlier in the winter term would be of little benefit to students.

(b) Incentives for Student Participants
A member commented that it was important for students to perceive the value of participating in governance. They must believe they could make a difference in order for them to make the necessary commitment to run in Governing Council elections. To that end, perhaps the Committee should explore ways of facilitating communication between divisional leaders and their respective student governors as well as with central administration. That might help student governors to have a more positive experience during their short terms.

Another member suggested that provision of a monthly travel allowance or reimbursement of travel expenses might provide an incentive for students from UTM and UTSC to serve on Governing Council. One member suggested that a lottery for a prize could be held for students

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[1] Ms Smart had held an All Student Candidates Meeting on February 11, 2008, at which she had outlined the campaign rules.

5.   Community Input for 2009 Election Process (cont'd)

(b) Incentives for Student Participants (cont'd)

who voted in elections. Members noted that respondents had felt ill-informed about Governing
Council and its role. Arming students with greater knowledge, perhaps by expanding the existing
Elections website or by creating a specialized webpage for student governors, could be beneficial.
Members agreed that by generating greater enthusiasm, interest, and a feeling of empowerment
among students, participation in elections and University governance would increase.

6.   Date of Next Meeting

The Chair noted that the next meeting would be rescheduled from Thursday, October 16, 2008,
2:00 to 4:00 p.m. in order to accommodate those members who were unavailable at that time.
The Secretary would consult with members on a suitable new meeting date and time.

7.   Other Business

Ms Smart informed members that she planned to revise and reformat the *Elections Guidelines* for
2009, making it more user-friendly. A member commented that, in his view, it was time for the
Committee to re-examine the spending limits for all constituencies, consider adding a statement
on accessibility for candidates when campaigning, and to review the guidelines determining
which members of the Committee could act as Election Overseers (Chapter III, (11), p.7). The
member offered to send Ms Smart his list of suggested areas for improvement in the *Guidelines*.

The meeting adjourned at 4:10 pm.

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Secretary   Chair
September 29, 2008

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Report of the Governing Council Election Process 2008

1. Introduction
This report is the first step in the development of the *Election Guidelines* for 2009. The purpose of the report is to provide factual information about the 2008 Governing Council election and to indicate areas for discussion and possible revision in the *Guidelines*.

2. Statistical Information about the 2008 Governing Council Election
In January 2008, elections were required for 12 seats on the Governing Council, with terms beginning July 1, 2008. There were elections for four teaching staff seats and eight student seats. Voting was necessary in one teaching staff constituency and four student constituencies.

Table 1 summarizes the details of the nominations received in each constituency.

Table 1: Summary of Nominations for the Governing Council Elections 2008

Constituency	# of seats available	# of nominations received	# of times nominations were re-opened
Teaching Staff			
Constituency IB (Faculty of Arts and Science)	1	1	0
Constituency II (UTM)	1	2	0
Constituency VII (Professional Faculties[1])	1	1	0
Constituency VIII (OISE/UT)	1	1	0
Full-time Undergraduate Students Constituency I (Arts and Science, UTM, UTSC)	2	6	0
Constituency II (Professional Faculties)	2	6 (one withdrew)	0
Part-time Undergraduate Students	2	2	4
Graduate Students Constituency I	1	2	0
Constituency II	1	6	0
TOTAL	**12**	**26**	**4**

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[1] John H. Daniels Faculty of Architecture, Landscape, and Design, Rotman School of Management, Faculty of Forestry, Faculty of Information, Faculty of Law, Faculty of Music and the Factor-Inwentash Faculty of Social Work

Table 2 summarizes the details of the voting in each constituency in the 2008 Governing Council Elections.

Table 2: Summary of Voting in the Governing Council Elections 2008

Constituency	# of seats	# of seats acclaimed	# of seats elected	# in Constituency	# of valid votes cast	# of voters	% voting
Teaching Staff Constituency IB (Faculty of Arts and Science)	1	1	0		N/A		
Constituency II (UTM)	1	0	1	396	75	75	19
Constituency VII (Professional Faculties)	1	1	0		N/A		
Constituency VIII (OISE/UT)	1	1	0		N/A		
Full-time Undergraduate Students Constituency I (Arts and Science, UTM, UTSC)	2	0	2	40,914	4,538	N/A	N/A
Constituency II (Professional Faculties)	2	1	1	12,160	716	751	6.8
Part-Time Undergraduate Students	2	2	0	6,399	0	0	0
Graduate Students Constituency I	1	0	1	7,058	484	486	6.9
Constituency II	1	0	1	6,442	515	521	8.1
TOTAL	**12**	**6**	**6**				

Table 3 shows the size of each student constituency and the number of valid votes cast within each constituency over the past five years.

Table 3: Voting Results from Student Constituencies

	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008
Full-Time Undergraduate Students					
Constituency I:					
Constituency Size	**34,390**	**37,212**	**40,460**	**40,808**	**40,914**
Number of Valid Votes Cast	5,571	8,283	3,399	5,083	4,538
Constituency II					
Constituency Size	**10,561**	**10,696**	**11,700**	**N/A**	**12,160**
Number of Valid Votes Cast	1,984	1,611	940	Both seats acclaimed	(716 votes: 1st seat) (acclaimed: 2nd seat)
Part-Time Undergraduate Students					
Constituency Size	**7,499**	**7,498**	**N/A**	**N/A**	**N/A**
Number of Valid Votes Cast	300	508	Both seats acclaimed	Both seats acclaimed	Both seats acclaimed
Graduate Students					
Constituency I:					
Constituency Size	**6,522**	**6,599**	**N/A**	**6,271**	**7,058**
Number of Valid Votes Cast	87	308	Seat acclaimed	317	484
Constituency II					
Constituency Size	**5,798**	**5,896**	**N/A**	**5,984**	**6,442**
Number of Valid Votes Cast	Seat acclaimed	Seat acclaimed	Seat acclaimed	144	515

3.   Election Process 2008

I.   Revision of the *Election Guidelines* for 2008

In October 2007, the Chief Returning Officer (CRO), Ms. Nancy Smart, prepared the *Election Guidelines 2008*, which took into account community suggestions received by the Elections Committee as well as suggestions that arose during the Committee's discussion of the 2007 Election Report at its September 19, 2007 meeting.

In August 2008, through an online survey and emails sent directly to all students registered in the Fall 2008 session[2], Ms. Mae-Yu Tan, Deputy CRO, elicited community feedback regarding the 2008 election and the *Election Guidelines 2008*. Consequently, the Elections Committee now has before it the greatest number of community responses ever received.

Table 4 summarizes the response received from the University community since the 2003-2004 academic year.

Table 4: Community Input into Elections Guidelines

	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009
Number of written submissions received	7	5	5	3	12	69
Number of individuals attending open meeting on elections	4	1	3	N/A	N/A	N/A

II.   Election Posters

For the first time, posters were not produced and posted prior to the call for nominations. This decision had been made by the Elections Committee following a discussion on changes in the elections advertising strategy at its meeting of October 16, 2007 (please see Report Number 49, p. 4.) Instead, several email blitzes occurred prior to the nomination deadline as well as during the actual election. It would appear that the email messages did result in more nominees and greater voter participation in some constituencies, particularly among graduate students registered in Divisions III and IV.   There was a very small decrease in voter participation among undergraduate arts and science students; however, given the modesty of the decrease, it is reasonable to conclude that email notices are at least as, if not more, effective than posters.

III.   Nominations

Nominations opened on Friday January 11, 2008 at 12:00 noon and closed on Friday January 25, 2008 at 5:00 pm. All nomination forms were available electronically on the Governing Council website and in paper form from the Governing Council Office and the Registrars' Offices of the University of Toronto at Mississauga (UTM) and the University of Toronto at Scarborough (UTSC). The Call for Nominations was publicized in campus media (*The Bulletin*, *The Varsity*, *The Newspaper, The Underground*, and *The Medium*), and was sent to the six representative

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[2] That is, all "Invit" and "Reg" students except first-year students, non-degree students, and students registered in the Toronto School of Theology

campus-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 United Steelworkers of America (USWA), and the University of Toronto Faculty Association (UTFA).

IV.　Election

The Call for Nominations resulted in six acclamations across five constituencies (three of the four teaching staff constituencies and two of the five student constituencies). The nomination period was reopened four times in the part-time undergraduate student constituency.

The CRO conducted an All Candidates Meeting for the student candidates. The purpose of the meeting was to provide candidates with information regarding their respective constituency, the voting process, and the campaign rules as outlined in the *Elections Guidelines 2008*. It was made clear that each candidate's signature on the nomination form would indicate his/her agreement to be bound by the rules of the *Election Guidelines*.

Candidates in Teaching Staff Constituency II also received information regarding their constituency, the voting process, and the election rules. By signing the nomination form, each candidate agreed to be bound by those rules.

All students, except medical residents, voted on the web through the University's Repository of Student Information (ROSI) system. Medical residents and faculty in the Teaching Staff Constituency II voted through mail ballot.

The campaign period for ROSI-based elections ran from February 25, 2008, to March 7, 2008.

The results of the Governing Council elections for the student constituencies were announced to candidates at 1:00 p.m. on March 17, 2008. Counting of the Teaching Staff Constituency II ballots took place on March 18, 2008, with results released to candidates that day.

V.　Campaign Violations

This was the third year that a new system for considering and handling violations of campaign rules was used[3]. The system, which is described in the *Election Guidelines, 2008, Appendix C,* divides violations broadly into two categories - *serious* and *severe*. A candidate found to have committed two *serious* or one *severe* violation could, at the discretion of the Elections Overseers, be disqualified from the election.

Although no violations were reported or discovered, the Elections Overseers were convened once on March 26, 2008 to adjudicate an appeal of the election process. For details of the appeal and its outcome, please refer to Report Number 50 of the Elections Committee.

Table 5 summarizes the allegations of campaign violations and appeals that have been made since 2002. Note that between 2002 and 2005 the demerit point system was in force and in 2006 it was replaced by the present system of serious and severe violations.

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[3] The system was first implemented for the 2006 Governing Council elections.

Table 5: Summary of Campaign Violation Allegations and Appeals, 2002-2008

	2002	**2003**	**2004**	**2005**	**2006**	**2007**	**2008**
Number of allegations of campaign violations	2	8	0	1	10	6	0
Number of appeals of election process/results	0	0	1	0	0	0	1
Number of appeals of technical invalidation	0	0	0	1	0	0	0
Number of allegations and appeals referred to Elections Overseers	1	2	1	2	6	5	1
Number of Demerit points imposed by Elections Committee or, after 2005, number of *serious*/*severe* violations found	0	0	0	1	3/0	3/0	0

4. Recommendations for the Governing Council Election Process for 2009

(a) Explore the possibility of developing an on-line voting mechanism for faculty, staff and post-graduate medical residents

(b) Facilitate the development of a UTM and a UTSC *Statement on Campaigning in Residences*

(c) Develop a survey to elicit candidate feedback on the elections process directly following the close of the election.

(d) Continue having a two-week voting period on ROSI.

(e) Use posters together with e-mail announcements during the nomination period to increase awareness of the Governing Council and its elections.

(f) Where possible, make increased use of advertising in divisional newspapers.