Report of the 2012 Governing Council and Academic Board Election Process

1.   Introduction

This report is the first step in the development of the *Election Guidelines* for 2013. The purpose of the report is to provide factual information about the 2012 Governing Council elections and to indicate areas for discussion and possible revision in the *Guidelines*.

2.   Revision of the *Election Guidelines* for 2012

Revisions were made to the *Election Guidelines 2011* to create the *Election Guidelines 2012*[1].

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. As well, sections were reorganized to improve ease of reference, and some minor inconsistencies were eliminated. The section related to the election of administrative staff was added as an election was required for this constituency this year.

3.   Promotion of Governing Council and Academic Board Elections

Many steps are taken each year to promote the Governing Council and Academic Board elections, and these were continued for 2012.

The 2012 Call for Nominations was publicized as follows:
- Input was sought from the Office of the Vice Provost, Students, regarding ways to improve communication with students and an updated memorandum was sent from the Chief Returning Officer (CRO) to students on December 6, 2011. On December 7, 2011,a memorandum was sent to the administrative staff and on January 6, 2012 one 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 United Steelworkers of America (USWA), and the University of Toronto Faculty Association (UTFA); and divisional leaders.
- In a memorandum sent to leaders of student organizations inviting them to three information sessions that were held on January 6, 2012 (UTM), January 9, 2012 (St. George), and January 10, 2012 (UTSC). The Secretary of the Governing Council gave a presentation on U of T governance and the role of governors at each information session – this was a new initiative for this year.
- In a memorandum sent to post-graduate medical trainees on December 2011 and January 2012. In a memorandum sent in December 2011 to student media and campus association leaders.
- In customized e-mail messages sent to divisional leaders asking for assistance in promoting participation in the 2012 elections.
- By the Chairs of the Academic Board, Business Board, University Affairs Board, and Governing Council at meetings of the respective bodies in December.

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[1] The *Election Guidelines 2012* is available from:
http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Elections/2011+Elections/elect2012.pdf

3. **Promotion of Governing Council and Academic Board Elections** (cont'd)

- 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*.
- In early January through an announcement on Blackboard accessed by teaching staff.
- In a public service announcement that was run on the CIUT 89.5 FM campus radio station thrice daily between January 6 and January 20, 2012.
- On the Governing Council Elections website (http://www.governingcouncil.utoronto.ca/elections) and homepage.
- In campus newspapers (*The Bulletin, The Varsity, The Newspaper, The Underground*, and *The Medium*) in January.
- In a lead story on the U of T homepage (www.utoronto.ca), this was run three times between January 6 and 20, 2012.
- On the U of T events webpage (http://www.events.utoronto.ca), between February 27 and March 9, 2012.
- In a mass email sent at the beginning of January, 2012 to all students and post-graduate medical trainees eligible to participate in the elections.
- In a mass email sent at the beginning of January, 2012 to all teaching staff and administrative eligible to participate in the elections.
- On the U of T student portal between January 6 and 20, 2012.
- 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 and March, 2012.

4. **Nominations**

The two week nomination period for seats on the Governing Council and the Academic Board opened on Friday January 6 , 2012 at 12:00 noon and closed on Friday, January 20th at 5:00 p.m. Nomination forms each constituency were available electronically from the Governing Council website and in paper form from the Office of the Governing Council. The vast majority of candidates obtained the nomination forms from the internet, with only one or two individuals requesting a hard copy.

Upon the close of the nomination period, it was determined that Governing Council elections were required for one administrative staff seat, five student seats and three teaching staff seats. Three student and three teaching staff governors were acclaimed. The teaching staff governors that were acclaimed included incumbents Professor Elizabeth Cowper (Constituency IA – Faculty of Arts and Science), Professor Janice Gross Stein (Constituency IB – Faculty of Arts and Science), and Professor William Gough (Constituency III - University of Toronto Scarborough). One incumbent student governor, Mr. Chirag Variawa (Graduate Student – Constituency II), was also acclaimed. Part-time undergraduate students, Ms Arlen Orellana and Ms Mainawati Rambali, were the other two students who were acclaimed.

There were eight candidates for one administrative seat: Ms Tamar Adizes (Information and Technology Services), Ms Alexis Archbold (Law), Mr. Michael De Angelis (Hart House), Ms Hanan Domloge (UTSC, Psychology), Ms Jessica Eylon (UTM, Institute of Communication, Culture and Technology), Ms Julie Hannaford (University of Toronto Libraries), Ms Renu Kanga Fonseca (UTM, Office of the Registrar), and Mr. James Leduc (Facilities and Services).

4.   Nominations (cont'd)

Twenty teaching staff and librarian seats on the Academic Board were open for election, each for a three-year term from July 1, 2012 to June 30, 2015. Upon the close of the nomination period, eighteen of the seats had been filled by acclamation, and elections were required for one teaching staff seat (Faculty of Arts and Science) and one librarian seat.

Governing Council

Constituency	# of seats available	# of nominations received	# of times nominations were re-opened
Teaching Staff			
Constituency IA (Faculty of Arts and Science with major appointments in the Departments of Classics, East Asian Studies, English, Fine Art, French, German, Italian Studies, Linguistics, Near and Middle Eastern Civilizations, Slavic Languages and Literatures, Spanish and Portuguese, the Centre for Comparative Literature, the Centre for Medieval Studies, and the Centre for Drama, Theatre and Performance Studies)	1	1	0
Constituency 1B (Faculty of Arts and Science who hold their major appointments in the Departments of Anthropology, Economics, Geography, History, Philosophy, Political Science, Psychology, Sociology, the Centre for The Study of Religion, the Women and Gender Studies Institute, the Centre for Criminology, the Centre for Industrial Relations and Human Resources, and Teaching Staff members who hold their major appointments in University College, St Michael's College, New College, Woodsworth College, and Innis College)	1	1	0
Constituency III (University of Toronto Scarborough)	1	1	0

4.   **Nominations** (cont'd)

Constituency	# of seats available	# of nominations received	# of times nominations were re-opened
Teaching Staff			
Constituency IV (Faculty of Applied Science and Engineering)	1	2	0
Constituency VA (Faculty of Medicine)	1	2	0
Constituency VI (Faculty of Dentistry, Lawrence S. Bloomberg Faculty of Nursing, Leslie Dan Faculty of Pharmacy and the Faculty of Kinesiology and Physical Education)	1	2	0
Administrative Staff	1	8	0
Full-time Undergraduate Students			
Constituency I (Arts and Science, UTM, UTSC)	2	15	0
Constituency II (Professional Faculties)	2	3	0
Part-time Undergraduate Students	2	2	0
Graduate Students			
Constituency I	1	2	0
Constituency II	1	1	0
TOTAL	15	40	0

Table 1: Summary of Nominations for the Governing Council Elections 2012

5.   Election Process 2012

Information Meeting for Candidates
The CRO held two information meetings - one for the student candidates of the Governing Council elections, and another for the administrative, library and teaching staff - on Thursday, February 9,ʼ 2012. The purpose of the meeting was to provide candidates with information regarding their respective constituencies, the voting process, and the campaign rules as outlined in the *Election Guidelines 2012*. 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 to review the campaign rules.

Teaching and administrative staff candidates were provided with an electronic list of the names and e-mail addresses of their constituents so that they could easily contact them for campaign purposes. The teaching and administrative staff candidates were also provided with campus addresses of constituents for whom a University email address was not available.

Student Voting

The three-week campaign period for students, which overlapped with the voting period, was held from Thursday, February 16, 2012 to Friday, March 9, 2012. All students, except post-graduate medical trainees, were able to voteonline through the University's Repository of Student Information (ROSI) system. Post-graduate medical trainees were able to vote by mail ballot, as they do not have access to ROSI. Consistent with previous years, the voting period was for two weeks (February 27th to March 9th). The voting period for post-graduate medical trainees was three and a half weeks long (February 21st to March 9th) to allow time for the ballots to be delivered.

The size of each student constituency and the number of valid votes cast over the past five years is shown in Table 2. The absolute number of valid votes cast within the full-time undergraduate Constituency I increased in comparison to 2011. However, it is not possible to determine the change in voter participation, as each student within that constituency could vote for two representatives. There was a decrease in the number of votes cast in all other student constituencies, with three of the eight student seats being acclaimed.

Teaching and Administrative 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. No technical problems were encountered. Lists of eligible 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 (H.R.I.S.). Voting instructions were also posted on the elections website.

5. **Election Process 2012** (cont'd)

	2008	2009	2010	2011	2012
Full-Time Undergraduate Students					
Constituency I Constituency Size	40,914	40,815	42,122	42,814	43,556
# of Valid Votes Cast	4,538	6,154	4,376	5,599	6,171
Constituency II Constituency Size	12,160	12,357	12,856	13,073	13,686
# of Valid Votes Cast	1st seat acclaimed 2nd seat: 716	1st seat acclaimed 2nd seat: 373	2,111	1,354	1,060
Part-Time Undergraduate Students					
Constituency Size	6,399	5,256	5,306	5,319	N/A
# of Valid Votes Cast	Both seats acclaimed	393	391	266	Both seats acclaimed
Graduate Students					
Constituency I Constituency Size	7,058	7,298	7,636	7,640	7,662
# of Valid Votes Cast (% Voters)	484 (6.9%)	472 (6.5%)	424 (5.6%)	396 (5.2%)	235 (3.1%)
Constituency II Constituency Size	6,442	6,622	6,719	6,882	N/A
# of Valid Votes Cast (% Voters)	521 (8.1%)	1,020 (15.4%)	467 (7%)	316 (4.6%)	Seat acclaimed
Administrative Staff					
Constituency Size	N/A	6,396	6,711	N/A	6,657
# of Valid Votes Cast (% Voters)		933 (14.6%)	1,079 (16.1%)		1,031(15.5%)
Teaching Staff					
Constituency IV Constituency Size	N/A	N/A	N/A	N/A	67
# of Valid Votes Cast (% Voters)					263 (25.5%)
Constituency VA Constituency Size	N/A	N/A	N/A	N/A	287
# of Valid Votes Cast (% Voters)					7,756 (4%)
Constituency VI Constituency Size	N/A	N/A	N/A	N/A	83
# of Valid Votes Cast (% Voters)					324 (25.6%)

Table 2: Voting Results Governing Council - 2008-2012

5.   Election Process 2012 (cont'd)

Online elections were also held for two seats on the Academic Board. The participation rate for the election for a library staff member was 41% (70 out of 172); while the participation rate for the election for a teaching staff member (Faculty of Arts and Science) was 8.2% (85 out of 1060).

Consistent with previous years, the number of paper ballots returned remained low. As noted above, we have relied on central HRIS to obtain e-mail addresses of eligible voters for the administrative, teaching, and library staff elections. In some instances, central HRIS did not have e-mail addresses for eligible voters to whom paper ballots had to be mailed. This was particularly noticeable for the Governing Council teaching staff election for Constituency VA (Faculty of Medicine), where the information for a number of Clinical Appointments did not include e-mail addresses. To improve participation rates, in the future we plan to request this information for Clinical Appointments directly from departments within the Faculty of Medicine.

6.   Appeals and Campaign Violations

The CRO investigated three allegations of campaign violations within the student and administrative staff constituencies. These dealt with matters such as campaigning prior to the start of the permitted period and poster violations. All student and administrative staff candidates were sent an email reminder about the postering and campaigning guidelines.

All allegations of campaign violations were thoroughly investigated by the CRO. Candidates against whom allegations were made were contacted almost immediately and requested to take appropriate corrective action. The CRO investigated the allegations and communicated with the candidates about the allegations.

The number of allegations of campaign violations and appeals that have been made since 2008 are summarized in Table 4. In contrast with previous years, no allegations were referred to the Election Overseers in 2012.

	2008	2009	2010	2011	2012
Number of allegations of campaign violations	4	4	13	6	3
Number of appeals of election process/results	1	0	2	1	0
Number of appeals of technical invalidation	0	1	0	0	0
Number of allegations and appeals referred to Election Overseers	1	2	8	1	0
Number of *serious*/*severe* violations found	0	2	6	0	0

Table 4: Summary of Campaign Violation Allegations and Appeals, 2008-2012

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Chief Returning Officer
June 7, 2012