Report for the 2013 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 2013 Governing Council elections and to indicate areas for discussion and possible revision in the *Guidelines*.

2.   Revision of the *Election Guidelines* for 2013

Revisions were made to the *Election Guidelines 2012* to create the *Election Guidelines 2013*.

In developing the *Election Guidelines 2013*, the Elections Committee solicited written input from the University community with respect to the distribution of seats on the University of Toronto Mississauga (UTM) and the University of Toronto Scarborough (UTSC) Campus Councils (CCs) and two of their Standing Committees – the Academic Affairs Committee (AAC) and the Campus Affairs Committee (CAC). A consultation session on the election matters was held on each of the three campuses in early November 2012 (November 2nd – St. George campus; November 7th – UTSC; and November 8th – UTM); and the Chair of the Elections Committee and the Secretary of the Governing met with members of the Tri-Campus Coalition on Governance to discuss CC matters.

The most significant amendment to the *Guidelines* was the addition of a section in which the election processes for the CCs, AACs, and CACs were provided in detail and the constituencies and number of seats for which elections were to be held were outlined. In general, the procedures were based on those followed for Governing Council and Academic Board elections, with refinements made as necessary for unique circumstances at UTM and UTSC campuses.

The election schedule for 2013 was revised. While the main election period was compressed from 11 to 8 weeks (including a one-week, rather than a two-week nomination period), the campaign period was extended from three to four weeks, including the February Reading Week. Two separate dates were set for the announcement of the election results – one for the Governing Council and one for the UTM/UTSC Campus Councils and their Standing Committees elections. Similarly, two separate final appeals periods were set aside for the respective groups of elections.

In addition to the major changes outlined above, key election dates and information about members' term end dates were updated throughout the *Guidelines*. As well, minor editorial changes were also made.

The *Elections Guidelines 2013* were approved by the Governing Council at its meeting on December 13, 2013, and are available at:

http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Elections/2013+Elections/m1118.pdf

3.   Promotion of the Elections

Many steps are taken each year to promote the Governing Council, Academic Board elections, the UTM and UTSC CCs and their Standing Committees:.

The 2013 Call for Nominations was publicized as follows:

- On December 7, 2012, 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 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.
- 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 2012 and January 2013. In a memorandum sent in December 2012 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 2013 elections.
- By the Chairs of the Academic Board, Business Board, University Affairs Board, and Governing Council at meetings of the respective bodies in December.
- 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 10, 2013.
- In early January through an announcement on Blackboard accessed by teaching staff and students.
- In a public service announcement that was run on the CIUT 89.5 FM campus radio station thrice daily between January 8 and January 15, 2013.
- 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 and February.
- In a lead story on the U of T homepage (www.utoronto.ca), this was run three times between January 8 and 15, 2013.
- 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, 2013 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 between January 8 and 15, 2013.
- 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 2013.

4.   Nominations

Governing Council

The one week nomination period for seats on the Governing Council, the Academic Board opened on Tuesday January 8, 2013 at 12:00 noon and closed on Tuesday, January 15th 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, 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 and seven student seats. One student and four teaching staff governors were acclaimed. Two teaching staff governors who were acclaimed included incumbents Professor Steven J. Thorpe (Constituency IV – Faculty of Applied Science and Engineering) and Professor Andrea Sass-Kortsak (Constituency V – Faculty of Medicine). In addition, Professor John Bland (Constituency IC – Faculty of Arts and Science) and Professor Salvatore M. Spadafora (Faculty of Medicine) were also acclaimed. One incumbent student governor, Ms Mainawati Rambali (Part-Time Undergraduate Student), was also acclaimed.

There were five candidates for one administrative seat: Dr. Carrie Chassels (OISE – Student Services), Ms Maureen Peng (Victoria College – Office of the Principal), Ms Catherine Riddell (Joseph L. Rotman School of Management), Dr. Gina Trubiani (Environmental Health and Safety), and Mr. Tom Vosper (Faculty of Applied Science and Engineering.

Academic Board

Seven teaching staff 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, an election was required for one teaching staff seat – University of Toronto Mississauga.

UTM and UTSC Campus Councils and their Standing Committees

This was the first year where elections were held for the UTM and UTSC CCs and their Standing Committees which will be implemented as of July 1, 2013. The information sessions held at UTM and UTSC on January 10, 2013, 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.

Nominations for a number of estates and constituencies had to be re-opened several times at UTM and UTSC. 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.

Two seats for part-time undergraduate students on the UTSC AAC remain vacant. The nominations for these two seats will be re-opened in early September 2013.

It is hoped that greater awareness about the CCs and their Standing Committees over the 2013-2014 governance year at both campuses will encourage more members of their community to put forward their names as candidates for these bodies.

Governing Council

Constituency	# of seats available	# of nominations received	# of times nominations were re-opened
Teaching Staff			
Constituency IC (Faculty of Arts and Science with major appointments in the Departments of Astronomy and Astrophysics, Cell and Systems Biology, Chemistry, Computer Science, Earth Sciences, Ecology and Evolutionary Biology, Mathematics, Physics, Psychology, Statistical Sciences, the Canadian Institute for Theoretical Physics)	1	1	0
Constituency IV (Faculty of Applied Science and Engineering)	1	1	0
Constituency VA (Faculty of Medicine)	2	2	0
Administrative Staff	1	5	0
Full-time Undergraduate Students			
Constituency I (Arts and Science, UTM, UTSC)	2	19	0
Constituency II (Professional Faculties)	2	4	0
Part-time Undergraduate Students	2	4	1
Graduate Students			
Constituency I	1	5	0
Constituency II	1	6	0

Table 1: Summary of Nominations for the Governing Council Elections 2013

5.   Election Process 2013

Information Meeting for Candidates
The CRO held information meetings - one for the student candidates of the Governing Council elections, and another for the administrative, library and teaching staff - on Thursday, January 24, 2013. The CRO and DROs held information meetings at UTM and UTSC on January 30, 2013 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 2013*. 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.

In a departure from the practice in previous years, no teaching or administrative staff candidates were provided with information – names, e-mail addresses or divisional addresses – on the eligible voters within their respective estates and constituencies. At the information meetings, the CRO reassured all candidates that reminders from the Office of the Governing Council would be sent to all eligible voters encouraging them to exercise their franchise.

Student Voting

The four-week campaign period for students, which overlapped with the voting period, was held from Thursday, January 24 to Friday, February 22, 2013. All students, except post-graduate medical trainees, were able to vote online 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 11th to 22nd). The voting period for post-graduate medical trainees was three weeks long (February 1st to 22nd) to allow time for the ballots to be delivered.

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. The number of votes cast across the administrative staff estate and the nearly all the student constituencies was less than in 2012. The only exception being Graduate Student Constituency II where there was an increase in the number of votes cast.

The number of votes cast in the student constituencies for the UTM and UTSC CCs and their Standing Committees were equally low, even though a number of reminders were sent by the CRO and DROs before and during the voting period to students encouraging them to cast their votes. This was in addition to the campaigns conducted by each of the candidates.

5. **Election Process 2013** (cont'd)

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. This process was also used for the elections that were required for the UTM and UTSC 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 (H.R.I.S.). Voting instructions were also posted on the elections website.

There was a slight decrease in the number of votes cast for the administrative seat for the Governing Council. One reason for this decrease could be that there were fewer candidates than last year. By far the highest proportion of votes cast in an election was for the administrative staff seats for the UTM CC. 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.

6. **Appeals and Campaign Violations**

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

All allegations of campaign violations were thoroughly investigated by the CRO and DROs. Candidates against whom allegations were made were contacted almost immediately and requested to take appropriate corrective action. The CRO and DROs 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 2009 are summarized in Table 2. As was the case in 2012, no allegations were referred to the Election Overseers in 2013.

	2009	2010	2011	2012	2013
Number of allegations of campaign violations	4	13	6	3	4
Number of appeals of election process/results	0	2	1	0	0
Number of appeals of technical invalidation	1	0	0	0	0
Number of allegations and appeals referred to Election Overseers	2	8	1	0	0
Number of *serious*/*severe* violations found	2	6	0	0	0

Table 2: Summary of Campaign Violation Allegations and Appeals, 2009-2013

	2009	2010	2011	2012	2013

Full-Time Undergraduate Students				
Constituency I Constituency Size	40,815	42,122	42,814	43,556	44,698
# of Valid Votes Cast	6,154	4,376	5,599	6,171	3,376
Constituency II Constituency Size	12,357	12,856	13,073	13,686	14,166
# of Valid Votes Cast	1st seat acclaimed 2nd seat: 373	2,111	1,354	1,060	814
Part-Time Undergraduate Students				
Constituency Size	5,236	5,306	5,319	5,319	5,133
# of Valid Votes Cast	393	391	266	266	1st seat acclaimed 2nd seat: 127
Graduate Students				
Constituency I Constituency Size	7,298	7,298	7,636	7,640	7,832
# of Valid Votes Cast (% Voters)	472 (6.5%)	472 (6.5%)	424 (5.6%)	396 (5.2%)	340 (4.3%)
Constituency II Constituency Size	6,442	6,622	6,719	6,882	7,340
# of Valid Votes Cast (% Voters)	521 (8.1%)	1,020 (15.4%)	467 (7%)	316 (4.6%)	513 (6.9%)
Administrative Staff				
Constituency Size	6,396	6,711	N/A	6,657	6,979
# of Valid Votes Cast (% Voters)	933 (14.6%)	1,079 (14.6%)		1,031 (15.5%)	970 (13.9%)
Teaching Staff				
Constituency IV Constituency Size	N/A	N/A	N/A	67	N/A
# of Valid Votes Cast (% Voters)				263 (25.5%)	
Constituency VA Constituency Size	N/A	N/A	N/A	287	N/A
# of Valid Votes Cast (% Voters)				7,756 (4%)	
Constituency VI Constituency Size	N/A	N/A	N/A	83	N/A
# of Valid Votes Cast (% Voters)				324 (25.6%)	

Table 3: Voting Results Governing Council - 2009-2013

7. Recommendations

- The terms of reference for the UTM and UTSC CCs and their Standing Committees allow for appointments to those governance bodies by both the Governing Council and their respective Campus Councils.

  In order to avoid the problem of having to wait for governors' assignments before making decisions about the non-governor student seats, it is recommended that section 11.6.(3) and 11.7.(3) of the *Guidelines* be amended so that the student governors' constituencies are not included when considering the distribution of seats of non-governors on the AACs and CACs. For the AACs, this would mean seven instead of nine student seats for four full-time undergraduate students, two graduate students, and one part-time undergraduate student; and for the CACs, there would six instead of seven student seats for four full-time undergraduate students, one graduate student, and one part-time undergraduate student.

- The CRO will investigate the possibility for the use of the online voting process to enable post-graduate medical trainees to cast their ballot for the Governing Council election for the full-time undergraduate seats for professional faculties.

Anwar Kazimi
Chief Returning Officer
June 13, 2013