



**Report for the 2014 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 2014 Governing Council elections and to indicate areas for discussion and possible revisions to the *Guidelines*.

**2. Revision of the *Election Guidelines* for 2014**

Revisions were made to the *Election Guidelines 2013* to create the [\*Election Guidelines 2014\*](#).

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.

As indicated in the previous report, appropriate changes were made to the Guidelines to enable post-secondary graduate medical trainees to cast their ballot for the full-time undergraduate seats for professional faculties.

**3. Outreach to Promote Opportunities in Governance and 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 2014 Call for Nominations was publicized as follows:

- On October 21, 2013, a presentation made to the members of the communication group representing various divisions across the University as an outreach call for the opportunities available in governance.
- Information sessions for prospective nominees were held at UTM on November 4 2013; and at UTSC on November 14 and December 4, 2013; a Faculty-Staff Lunch was organized at UTSC on November 26, 2013, where information on the elections was provided.
- In December 2013, 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.
- 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 2013 and January 2014.
- In a memorandum sent in December 2013 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 2014 elections.

### *Report of the 2014 Election Process*

- 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 2014.
- 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 9, 2014.
- 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 7 and January 14, 2014.
- 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>)
- 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](http://www.utoronto.ca)), this was run three times between January 7 and 14, 2014.
- 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, 2014 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 7 and 14, 2014.
- 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 2014.

## **4. Nominations**

### Governing Council

The one week nomination period for seats on the Governing Council, the Academic Board opened on Tuesday January 7, 2014 at 12:00 noon and closed on Tuesday, January 14th 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 all eight student seats and two teaching staff seats. Three teaching staff governors were acclaimed – Professor Nicholas Terpstra (Constituency IA – Faculty of Arts and Science), Professor Elizabeth Peter (Constituency VI – Professional Faculties); and Professor Elizabeth Smyth (Constituency VIII – OISE). Professor Smyth was an incumbent.

### Academic Board

Sixteen teaching staff seats and one librarian seat on the Academic Board were open for election, most for a three-year term from July 1, 2014 to June 30, 2017. Upon the close of the nomination period, all seats were acclaimed, barring one seat for the Faculty of Medicine which remained unfilled. A call for nominations for this seat will be made in June 2014.

This was the second 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 9, 2014, 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. Nominations for a number of estates and constituencies had to be re-opened several times at 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.

Part-time undergraduate student seats on the UTSC CC and its standing committees remain vacant. The nominations for these seats will be re-opened in early September 2014.

**Table 1: Summary of Nominations for the Governing Council Elections 2014**

| <b>Constituency</b>  | <b># of seats available</b> | <b># of nominations received</b> | <b># of times nominations were re-opened</b> |
|--|-----------------------------|----------------------------------|--|
| <b>Teaching Staff</b>  |                             |                                  |  |
| <i>Constituency IA</i><br>(Arts and Science – Humanities)          | 1                           | 1                                | 2  |
| <i>Constituency II</i><br>(University of Toronto Mississauga)      | 1                           | 2                                | 0  |
| <i>Constituency VI</i><br>(Professional Faculties - Sciences)      | 1                           | 1                                | 0  |
| <i>Constituency VII</i><br>(Professional Faculties – Non-sciences) | 1                           | 2                                | 0  |
| <i>Constituency VIII</i><br>(OISE)                                 | 1                           | 1                                | 0  |
| <b>Full-time Undergraduate Students</b>                            |                             |                                  |  |
| Constituency I<br>(Arts and Science, UTM, UTSC)                    | 2                           | 17                               | 0  |
| Constituency II<br>(Professional Faculties)                        | 2                           | 8                                | 0  |
| <b>Part-time Undergraduate Students</b>                            | 2                           | 4                                | 0  |
| <b>Graduate Students</b>   |                             |                                  |  |
| Constituency I   | 1                           | 2                                | 0  |
| Constituency II  | 1                           | 7                                | 0  |

## **5. Election Process 2014**

### Information Meeting for Candidates

The CRO held an information meeting for the student candidates of the Governing Council elections on Thursday, January 23, 2014. 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 2014*. 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 27 to Friday, February 21, 2014. All students, except post-graduate medical trainees, were able to vote online through the University's Repository of Student Information (ROSI) system. For the first 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. This resulted in considerable savings in time and costs as in previous years nearly two thousand paper ballots had to be prepared and mailed to the post-graduate medical trainees. Consistent with previous years, the voting period was for two weeks (February 10<sup>th</sup> to 21<sup>st</sup>).

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. Compared to the 2013 elections, there was a decrease in the number of valid votes cast in the full-time undergraduate constituency II and the graduate student constituency I. The reason could be that there were fewer candidates in these two particular constituencies.

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 2014 (cont'd)

### 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.

## 6. Appeals and Campaign Violations

The CRO and DROs investigated two 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 2010 are summarized in Table 2. As was the case in 2012 and 2013, no allegations were referred to the Election Overseers in 2014.

**Table 2: Summary of Campaign Violation Allegations and Appeals, 2010-2014**

|  | 2010 | 2011 | 2012 | 2013 | 2014 |
|--|------|------|------|------|------|
| Number of allegations of campaign violations                     | 13   | 6    | 3    | 4    | 2    |
| Number of appeals of election process/results                    | 2    | 1    | 0    | 0    | 0    |
| Number of appeals of technical invalidation                      | 0    | 0    | 0    | 0    | 0    |
| Number of allegations and appeals referred to Election Overseers | 8    | 1    | 0    | 0    | 0    |
| Number of <i>serious/severe</i> violations found                 | 6    | 0    | 0    | 0    | 0    |

**Table 3: Voting Results Governing Council – 2010-2014**

|   | 2010          | 2011       | 2012          | 2013   | 2014       |
|---|---------------|------------|---------------|--|------------|
| <b>Full-Time Undergraduate Students</b>     |               |            |               |  |            |
| <u>Constituency I</u><br>Constituency Size  | 42,122        | 42,814     | 43,556        | 44,698   | 45,735     |
| # of Valid Votes Cast                       | 4,376         | 5,599      | 6,171         | 3,376  | 3,930      |
| <u>Constituency II</u><br>Constituency Size | 12,856        | 13,073     | 13,686        | 14,166   | 14,427     |
| # of Valid Votes Cast                       | 2,111         | 1,354      | 1,060         | 814  | 701        |
| <b>Part-Time Undergraduate Students</b>     |               |            |               |  |            |
| Constituency Size                           | 5,306         | 5,319      | 5,319         | 5,133  | 5,057      |
| # of Valid Votes Cast                       | 391           | 266        | 266           | 1 <sup>st</sup> seat<br>acclaimed<br>2 <sup>nd</sup> seat: 127 | 245        |
| <b>Graduate Students</b>                    |               |            |               |  |            |
| <u>Constituency I</u><br>Constituency Size  | 7,298         | 7,636      | 7,636         | 7,832  | 8,219      |
| # of Valid Votes Cast<br>(% Voters)         | 472 (6.5%)    | 424 (5.6%) | 424 (5.6%)    | 340 (4.3%)   | 232 (2.8%) |
| <u>Constituency II</u><br>Constituency Size | 6,622         | 6,719      | 6,719         | 7,340  | 7,550      |
| # of Valid Votes Cast<br>(% Voters)         | 1,020 (15.4%) | 467 (7%)   | 467 (7%)      | 513 (6.9%)   | 520 (6.9%) |
| <b>Administrative Staff</b>                 |               |            |               |  |            |
| Constituency Size                           | 6,711         | N/A        | 6,657         | 6,979  | N/A        |
| # of Valid Votes Cast<br>(% Voters)         | 1,079 (14.6%) |            | 1,031 (15.5%) | 970 (13.9%)  |            |

**Table 3: Voting Results Governing Council – 2010-2014** (continued)

|   | 2010 | 2011       | 2012 | 2013        | 2014       |
|---|------|------------|------|-------------|------------|
| <b>Teaching Staff</b>                         |      |            |      |             |            |
| <u>Constituency IA</u><br>Constituency Size   | N/A  | N/A        | N/A  | N/A         | N/A        |
| # of Valid Votes Cast<br>(% Voters)           |      |            |      |             |            |
| <u>Constituency II</u><br>Constituency Size   | N/A  | N/A        | N/A  | N/A         | 464        |
| # of Valid Votes Cast<br>(% Voters)           |      |            |      |             | 57 (12.3%) |
| <u>Constituency VI</u><br>Constituency Size   | N/A  | N/A        | N/A  | 83          | N/A        |
| # of Valid Votes Cast<br>(% Voters)           |      |            |      | 324 (25.6%) |            |
| <u>Constituency VII</u><br>Constituency Size  | N/A  | 491        | N/A  | N/A         | 514        |
| # of Valid Votes Cast<br>(% Voters)           |      | 62 (12.6%) |      |             | 69 (13.4%) |
| <u>Constituency VIII</u><br>Constituency Size | N/A  | N/A        | N/A  | N/A         | N/A        |
| # of Valid Votes Cast<br>(% Voters)           |      |            |      |             |            |

**7. Recommendations**

- The changes being proposed to the terms of reference of the Campus Councils and their Standing Committees under a separate memo will strengthen the participation of members of the teaching and administrative staff at the two campuses.
- It is recommended that the teaching staff applying for positions on the Campus Councils and their Standing Committees be required to indicate the support of three – instead of the current requirement for five - nominators on their application forms. This would be consistent with the requirement for the Academic Board. In a few instances, there are less than ten teaching staff in divisions at the two campuses and absences due to sabbaticals and other reasons create difficulties for nominees to obtain the required number of signatures on the application forms.

Anwar Kazimi  
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 June 2, 2014