

Policy Development and Review Policy ***Students' Legislative Council (71.31)***

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Definitions

Union Policy is defined in the Union Bylaw as any official statement of values, beliefs, principles, or process of the Union as outlined in the Constitution, Union Bylaw, Procedures, Resolutions, or Terms of Reference which are amendable in the proper form dictated by either the Constitution or the Union Bylaw. Policies and procedures may be used as guides in interpretation of the Constitution and Union Bylaw.

Governance Policy refers to that Union Policy which provides strategic direction and sets boundaries for management of the organization's affairs. Governance policy includes how the Students' Legislative Council (SLC) defines and delegates authority, how SLC governs itself, and its expectations of Active Members.

Advocacy Policy refers to how the Students' Union (SU) represents the interests of Active Members regarding post-secondary education issues to external groups including university administration, government, media, and other organizations. Advocacy Policy may seek to challenge the development of, improve existing, or establish new, policies or legislation that may impact undergraduate students.

Operational Policy refers to the procedures and guidelines established by the General Manager to direct the implementation and achievement of desired outcomes dictated by other Union Policy.

Procedures refer to a type of Union Policy approved by SLC, a Committee, or the General Manager that specifies a series of actions or operations to be executed in the same manner to always obtain the same results in regard to the implementation of Union Policy.

Stakeholders refer to individuals and groups affected by Union Policy and have a vested interest in its implementation. Stakeholders may include but are not limited to Active Members, student clubs, SU staff, university faculty and administration, members of the Calgary community, and other campus organizations.

Authority

- 1 (1) Section 93(3) of the Post-Secondary Learning Act legislates that the students association of a public post-secondary institution shall provide for the administration of student affairs at the public post-secondary institution, including the development and management of student committees, the development and enforcement of rules relating to student affairs and the promotion of the general welfare of the students consistent with the purposes of the public post-secondary institution.
- (2) Section 95(2) of the Post-Secondary Learning Act legislates that the Students' Union shall make bylaws concerning the management and affairs of the Students' Union and act as the official channel of communication between the undergraduate student body and the university.

3 Article VI, Section B of the Constitution establishes the Students' Legislative Council (SLC) as the policy making body of the Students' Union.

4 All Union Policy shall be made in accordance with the Union Bylaw.

Purpose

5 (1) The purpose of this policy is to:

- (a) Provide clarity around SLC's governance role;
- (b) Create coherence and consistency across all Union Policy by establishing expectations for process, content development, structure, and format to guide the development and review of policy;
- (c) Explain the scope of Union Policy and the different types of policy that it may encompass;
- (d) Provide guidelines with regard to the implementation of Union Policy for SLC, Executives, SU staff, and Active Members;

Policy Development and Review Principles

6 (1) The SU may adopt new or revise existing policy to:

- (a) Comply with legislative requirements;
- (b) Ensure consistency with other Union Policy;
- (c) Respond to and establish a policy stance on post-secondary education issues that impact undergraduate students;
- (d) Align with the SU's strategic plan;
- (e) Give substance to the SU's vision, mission, and values;
- (f) Inform and guide the implementation of existing Union Policy;
- (g) Provide SLC with parameters for effective governance; and
- (h) Communicate the SU's vision, mission, and values to Active Members, the campus community, and the public.

7 (1) All Union Policy shall:

- (a) Adhere to the Alberta Post-Secondary Learning Act and regulations, policies and orders issued under its authority;
- (b) Adhere to any other relevant municipal, provincial, and federal legislation;
- (c) Adhere to relevant University of Calgary policy and procedures;
- (d) Be consistent and coherent with other existing Union Policy;
- (e) Support the SU's vision, mission, and values;
- (f) Encourage increased transparency and accountability;
- (g) Reflect community values;
- (h) Enable appropriate and meaningful involvement of Active Members;
- (i) Permit the General Manager to exercise professional judgment in discharging responsibility for the administration and operations of the SU;

- (j) Be broadly stated to provide guidance and the flexibility to address diverse situations while ensuring consistency across the system;
- (k) Be capable of implementation, review, and evaluation; and
- (l) Be developed and reviewed with appropriate stakeholder consultation, thorough research, and analysis.

8 (1) All Union Policy shall be reviewed annually or as issues arise. Existing Union Policy may be:

- (a) Amended; or
- (b) Repealed if no longer relevant due to changes in legislation, university policy, or within the SU.

(2) Amendment or repeal of Union Policy shall only be done in accordance with the values outlined in sections 6-7.

Formatting Conventions

9 (1) All Union Policy shall have a consistent format and the following sections as appropriate:

- (a) Name;
- (b) Approval and amendment information including the approval body, dates, and resolution numbers;
- (c) Definitions – these may include definitions of terminology used specific to the understanding of the policy statement and not defined elsewhere;
- (d) Authority – a listing of references explaining how the policy’s authority is derived, such as related legislation, SU policies or procedures, or university policies or procedures;
- (e) Purpose/Mandate – a statement indicating why the policy exists and what it will achieve;
- (f) Policy Statement – statements of belief, principles, values, philosophy, or approach;
- (g) Expectations/Duties/Responsibilities – specific expectations, outcomes or results to be achieved by SLC, a Committee, or by the General Manager and SU staff; and
- (h) Accountability – a statement of how the effectiveness of policy implementation will be measured and reported to SLC.

10 Committee Terms of Reference shall include the sections described in section 9 in addition to criteria outlined in the Union Bylaw regarding the administration of committees.

Responsibility and Authority for the Development, Review, and Approval of Union Policy

11 (1) Any Executive, SLC member, Active Member, or SU staff may submit proposals for policy review or development for the purpose of creating a new policy, or amending or repealing existing policy.

(2) Policy proposals shall:

- (a) Clearly state the problem to be addressed;
- (b) Provide a rationale for the proposed policy change;
- (c) Include substantive evidence to support the proposed policy change; and
- (d) Identify desired outcomes or options to be explored.

- (3) SLC may establish procedures for the submission of policy proposals.
 - (4) Policy proposals shall be directed to the appropriate governance body for consideration.
- 12 (1) Notwithstanding section 11(4), responsibility and authority for judicial review of Union Policy resides with the SU Review Board and Tribunal.
- 13 (1) Advocacy Policies shall expire three years following the most recent date of approval by SLC unless SLC votes to amend or ratify a given Advocacy Policy.
- (2) Notwithstanding section 13(1), SLC may vote to repeal any Advocacy Policy prior to its established date of expiry.