

**Policy Development and Review Committee
Terms of Reference**

Students' Legislative Council (66.38)

Passed: October 21, 2008 (66.38)

Amended: September 28, 2010 (68.25);

September 17, 2013 (71.28); June 13, 2017 (75.05)



Authority & Mandate

- 1 The Union Bylaw establishes the Policy Development and Review Committee as a standing committee of the Students' Union.
- 2 (1) The Policy Development and Review Committee shall review new and existing SLC policies and procedures, including the Union Bylaw, and make recommendations to the Students' Legislative Council (SLC).

(2) As per the Union Bylaw, all Union Policy shall be made in accordance with the Constitution and Union Bylaw.

(a) As defined in the Union Bylaw, Union Policy shall refer to any official statement of values, beliefs, principles or process of the Students' Union related to how the Union governs its own affairs or represents student interests to the institution and to the government.

Membership

- 4 The committee shall be composed of:
 - (a) Vice President Operations and Finance, as Chair;
 - (b) three non-executive members of SLC;
 - (c) three Students-at-Large;
 - (d) SLC Speaker (non-voting);
 - (e) SLC Deputy Speaker (non-voting); and
 - (f) Students' Union General Manager, or designate (non-voting).

Appointment & Vacancies

- 5 (1) Committee members shall be appointed by Nominations Committee to serve for the duration of the Fall and Winter sessions.

(2) In the event of a vacancy, the chair shall immediately request that the Nominations Committee take steps to fill the vacant committee position.

Quorum

- 6 Quorum shall consist of:
- (a) the Chair;
 - (b) one non-executive SLC member;
 - (c) one Student-at-Large member; and
 - (d) the Students' Union General Manager, or designate.

Duties & Responsibilities

- 7 The committee shall create Terms of Reference for new committees to recommend to SLC for approval.
- 8 (1) The committee shall review and develop new policies related to how the Students' Union represents student interests to the institution and to the government.
- 9 (1) The committee shall review the Union Bylaw and existing SLC policies and procedures annually, or as necessary, to ensure that documents:
- (a) are in accordance with the Constitution and Union Bylaw;
 - (b) align with current organizational priorities;
 - (c) are effective in achieving their mandate;
 - (d) contain no grammatical or typographical errors;
 - (e) contain no outdated references; and
 - (f) are consistent with other existing requirements within the document or with other Union Policy.
- (2) Notwithstanding item 8(1), the committee shall not be responsible for reviewing Terms of Reference for, or procedures made by existing committees.
- 10 (1) Upon reviewing existing policies and procedures, the committee may vote to approve non-substantive revisions. Non-substantive revisions may include, but are not limited to:
- (a) corrected typographical errors;
 - (b) corrected grammatical errors;
 - (c) document formatting changes;
 - (d) updated hyperlinks;
 - (e) updated references to the Union Bylaw;
 - (f) updated references to other Union Policy; and
 - (g) edited text for the purpose of clarifying or being consistent with existing requirements within the document or other Union Policy.
- (2) Upon reviewing existing policies and procedures, the committee may vote to recommend substantive changes to SLC for approval. Substantive changes may include, but are not limited to:

- (a) addition or removal of a clause;
- (b) reordering of a series of clauses;
- (c) editing related to the interpretation of a document; and
- (d) repealing an existing policy.

11 In the review and development of Union Policy, the committee shall engage stakeholders and conduct research where necessary and appropriate.

12 The committee shall conduct an annual review of these Terms of Reference as per items 8- 9.

13 The committee shall receive updates from the General Manager or designate, regarding the policy landscape of the Students' Union, including but not limited to:

- (a) Terms of Reference and procedures under review by existing Students' Union Committees;
- (b) Students' Union administrative policies and procedures that may impact students;
- (c) university policies and procedures that may impact students; and
- (d) government decisions that may impact students.

Voting

14 (1) The committee shall require a Super Majority vote to approve non-substantive changes to existing policy.

(2) The committee shall require a Super Majority vote to recommend new policy, or substantive changes to existing policy, to SLC for approval.

Meeting Procedures

15 (1) Committee meetings shall be closed to the public.

(2) The committee may invite stakeholders to meetings as guests to participate in discussion.

16 Meetings shall be held weekly or as necessary at the discretion of the Chair.

17 The Chair may designate a member of the committee as interim chair, in case of absence.

18 (1) The Chair shall distribute the agenda to committee members at least two business days in advance of a scheduled meeting.

(2) The agenda shall include the following items:

- (a) roll call;
- (b) approval of the agenda;
- (c) approval of the minutes from the previous meeting;
- (d) update from the General Manager or designate;
- (e) policy proposals;
- (f) ongoing policy reviews; and

- (g) resolutions:
 - (i) non-substantive revisions;
 - (ii) substantive changes.

19 The Chair shall designate a committee member responsible for recording meeting minutes.

Reporting

20 The Chair shall report regularly to SLC with respect to the committee's activities and recommendations.