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| **Policy Development and Review Procedure** | | P:\SU Logos\SU Promo Logo with U of C for OFF CAMPUS use\SU-OffCamp-black.jpg |
| **Parent Policy**:  **Related Policies**:  **Approving Body**:  **Passed**:  **Amended**: | Union Bylaw  Policy Development and Review Committee Terms of Reference  Students’ Legislative Council  October 1, 2013 (71.31)  July 2, 2019 (77.15) |

**Definitions**

*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.

*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 designates authority, how SLC governs itself, and its expectations of Active Members.

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

*Policy* refers to a type of Union Policy approved by SLC, a Committee, or the General Manager or Designate that sets out a set of ideals or principles which specify a strategic and general direction for the given governance body and sets boundaries, defines authority, and accountability measures.

*Policy Proposal* refers to a written proposal submitted to the SU which provides campus community members with the opportunity to voice concerns and identify solutions to important issues affecting post-secondary education at the University of Calgary. A Policy Proposal may result in a policy change and/or inform other operational practices of the SU.

*Procedures* refer to a type of Union Policy approved by SLC, a Committee, or the General Manager or Designate 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.

*Terms of Reference* refers to a specific type of Union Policy approved by an SLC Resolution specifying the mandate, function, and meeting process for a Committee.

*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.

**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 SU shall make bylaws concerning the management and affairs of the SU and act as the official channel of communication between the undergraduate student body and the university.

2 (1) Article VI, Section B of the Constitution establishes the SLC Council (SLC) as the policy making body of the SU.

**Purpose**

3 (1) The purpose of this procedure is to:

1. Establish guidelines for the creation, adoption, amendment, interpretation, and repeal of Union Policy;
2. Create consistency across all Union Policy by establishing expectations for process, content development, structure, and format to guide the development and review of policy;
3. Provide information on the relationship and interaction between the different Union Policy utilized by the SU;
4. Provide definitions and scope for different types of Union Policy utilized by the Students’ Union;
5. Provide guidelines for the implementation of Union Policy for SLC, Elected Officials, SU staff, and Active Members;

**Responsibility and Authority for the Development and Review of Policy**

4 (1) SLC, its Committees, the General Manager or Designate, and Chief Returning Officer have the authority to make Union Policy decisions as outlined in the Union Bylaw and the SU’s Policy Development and Review Procedure.

5 (1)Active Members, Elected Officials, the General Manager or Designate, SU staff member, and Chief Returning Officers may submit proposals for the purpose of:

1. Creating new policy;
2. Amending existing policy; or
3. Repealing existing policy.

(2) Policy Proposals submitted under section 5 (1) 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 additional guidelines for the submission of Policy Proposals.

6 (1) Notwithstanding section 4 (1), the responsibility and authority for judicial review of Union Policy resides with the Review Board and Tribunal.

1. Formal Review Board and Tribunal decisions have the force and status of Union Policy by default and may recommend changes to any SU governance document.

(3) In keeping with the principle of judicial review, the appropriate governance body shall treat new recommendations under section 6 (1) as binding mandates when creating, amending, or repealing SU governance documents.

**Procedures for Policy Proposals**

7 (1) Policy Proposals submitted in accordance with section 5 (1) will undergo an initial review by an Executive and if applicable, be referred to an appropriate governance body to determine a course of action.

1. The appropriate Executive, in consultation with the General Manager or Designate will provide the authors of a Policy Proposal with a receipt confirmation and an initial response regarding what the next steps will be.

(2) During the initial review, the appropriate Executive may:

(a) Reject the proposal; or

(b) Refer the proposal to the appropriate SU governance body for consideration, in accordance with Appendix A.

1. A proposal may be rejected if it:

1. Does not meet the criteria outlined in section 5 (2); or
2. Does not fall under the authority of the SU, as defined in the Policy Development and Review Procedure, the Union Bylaw, and the Constitution.

(4) Upon receipt of the Policy Proposal, the Chair of the appropriate governance body shall address the proposal within a reasonable timeframe. The Chair is responsible for providing timely and detailed explanations on the progress of a Policy Proposal.

(5) At the discretion of the Chair, authors of Policy Proposals may be invited to attend relevant meetings in regards to the Policy Proposal in question.

(6) Chairs shall evaluate Policy Proposals according to the Policy Development and Review Principles outlined in section 9 of the Policy Development and Review Procedure. Proposal evaluations may result in a Committee decision to:

(a) Reject a proposal;

(b) Conduct additional research on the issue in question;

(c) Begin the policy development process;

(d) Consider amendments to an existing policy; or

(e) Consider the repeal of an existing policy.

(7) In the event that a Policy Proposal is rejected, the appropriate Executive or Chair shall provide a detailed explanation of the reasons it was rejected and may include:

1. Identifying missing or incomplete portions of the proposal;
2. Specifying how the proposal may be outside the scope of the SU; and
3. Identifying missing or conflicting principles from the Policy Development and Review Procedures.

**Principles for the Development and Review of Union Policy**

8 (1) Union Policy should be broadly stated to provide guidance and the flexibility to address diverse situations while ensuring consistency across the system.

9 (1) The SU may create, amend, or repeal Union Policy to:

1. Adhere to the *Post Secondary Learning Act* and any other relevant federal, provincial, or municipal requirements;
2. Adhere to relevant University of Calgary policies and procedures as necessary;
3. Ensure consistency with the Constitution, Union Bylaw, and other Union Policy;
4. Respond to and establish a policy stance on post-secondary education issues that impact undergraduate students;
5. Update a policy stance and/or procedure based on new information, best practices, and evolving student needs;
6. Inform and guide the implementation of existing Union Policy;
7. Align, support, and give substance to the SU’s Vision, Mission, and Values, as found in the Strategic Plan;
8. Encourage increased transparency and accountability for effective governance;
9. Encourage accessibility through the creation and maintenance of documents in an accessible format which follows best practices and guidelines for creating accessible documents;
10. Encourage continued relevance and longevity through durable language;
11. Enable meaningful involvement of Active Members through appropriate stakeholder consultation, research, and analysis; and
12. Permit the General Manager or Designate to exercise professional judgment in delegating responsibility for the administration and operations of the SU.

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

1. Amended; or
2. Repealed if no longer relevant or in line with values identified in section 9 (1).

11 (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 11 (1), SLC may vote to repeal any Advocacy Policy prior to its established date of expiry.

**Formatting Conventions for Union Policy**

12 (1) All Union Policy shall have a consistent format, including the following sections, as appropriate:

1. Title;
2. Parent and related policies – these indicate the relationship a policy has to another higher or lower policy or procedure;
3. Approval and amendment information including the approval body, dates, and resolution numbers;
4. History – relevant background information specific to the Union Policy being created;
5. Definitions – these may include definitions of terminology used specific to the understanding of the policy statement and not defined elsewhere;
6. 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;
7. Purpose – a statement indicating why the policy or procedure exists and what it sets out to accomplish;
8. Mandate – a statement indicating why a Terms of Reference exists and what it is authorized to achieve by SLC;
9. Policy Statements/Content – statements of belief, principles, values, philosophy, or approach;
10. Procedural Content – statements specific to the procedure purpose and approaches or steps to be taken;
11. Duties/Responsibilities – specific expectations, outcomes or results to be achieved; and
12. Authority to Approve Procedures – statement indicating which governance body may approve secondary procedures to comply with a policy;
13. Accountability – a statement of how the effectiveness of policy implementation will be measured and reported to SLC.

13 (1) Committee Terms of Reference shall include the formatting conventions found in section 12, in addition to criteria outlined in the Union Bylaw regarding the administration of committees.[[1]](#footnote-1)

**Accountability**

14 (1) SLC is responsible for the implementation and administration of this Procedure.

(2) The Policy Development and Review Committee is responsible for the review of this Procedure.

1. SLC, its Committees, Active Members, Elected Officials, SU staff members, and Chief Returning Officers are responsible for complying with this Procedure.

**Amendment History:** April 15, 2014 (71.81); Nov. 24, 2015 (73.25); Jan. 26, 2017 (PDRC 74.09); July 2, 2019 (SLC 77.15)

**Appendix A: Governance Authorities for Development and Review**

**SU Authorities Responsible for the Development, Review and Approval of Union Policy**

The following table aggregates the governance authorities that may be responsible for reviewing and implementing changes that arise from Policy Proposals.

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Policy** | **Responsibility to Initially Create** | **Responsibility to Review** | **Approval Authority** |
| SU Constitution | SLC | SLC | Active Members via Referendum |
| SLC Governance Policy – includes Union Bylaw and SLC Procedures | General Manager or Designate, as directed by SLC or the Executive | Policy Development and Review Committee | SLC |
| Advocacy Policy | General Manager or Designate, as directed by Policy Development and Review Committee | Policy Development and Review Committee | SLC |
| Human Resources Management Policy | General Manager or Designate | General Manager or Designate | The Cabinet |
| Committee Terms of Reference | General Manager or Designate, as directed by SLC or the Executive | Committees (on an annual basis at the end of each term of office) | SLC |
| Committee Procedures | General Manager or Designate, as directed by the Committee Chair | Committees (on an annual basis at the end of each term of office) | Committee, with timely reporting to SLC by the Committee Chair |
| SU Operational Policy | General Manager or Designate | General Manager or Designate | Operations and Finance Committee, with timely reporting to SLC by the Committee Chair |
| SU Operational Procedures that follow from approved Governance and Operational policy | General Manager or Designate | General Manager or Designate | General Manager, or as designated to senior management staff, with timely reporting to the Operations and Finance Committee |
| SU Elections Policy | General Manager or Designate, as directed by SLC or Policy Development and Review Committee. | PDRC, in consultation with the Chief Returning Officer and General Manager or Designate | SLC |
| SU Elections Procedures and Operational Policy | General Manager or Designate | General Manager or Designate, in consultation with the Chief Returning Officer | Chief Returning Officer and General Manager or Designate, as appropriate |

**Appendix B**

**Terms of Reference Template**

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| --- | --- | --- |
| **Terms of Reference Title** | | P:\SU Logos\SU Promo Logo with U of C for OFF CAMPUS use\SU-OffCamp-black.jpg |
| **Parent Policy**:  **Related Policies**:  **Approving Body**:  **Passed**:  **Amended**: |  |

**History**

(This may include any important background information relating to the creation of the committee and its functions)

**Definitions**

(These may include definitions of terminology used specific to the understanding of the policy/committee/Terms of Reference and not defined elsewhere)

**Authority**

(A listing of references explaining how the Terms of Reference authority is derived, such as related to legislation, SU Policy or Procedure, university policies or procedures)

**Mandate**

(Statement indicating why the committee exists and what it will accomplish)

**Membership**

1. Members (list of voting and non-voting members)
2. Appointments (process for making appointments)
3. Terms of Office (how membership is determined, length of position)
4. Vacancies (process for filling vacancies)

**Quorum**

(qualifications for quorum)

**Duties of the Chair**

(Specific expectations, outcomes or results to be achieved by the Chair as outlined by the SU Bylaw, committee and other relevant policy or procedures)

**Duties of the Vice-Chair**

(Specific expectations, outcomes or results to be achieved by the Vice-Chair as outlined by the SU Bylaw, committee and other relevant policy or procedures)

**Duties and Responsibilities**

(Specific expectations, outcomes or results to be achieved by the committee as outlined by the SU Bylaw, committee and other relevant policy or procedures)

**Meeting Protocol**

1. Procedures (meeting procedures including meeting dates, agenda template, type of meeting [open or closed, in-camera sessions], and minutes)
2. Guests (mechanism for inviting guests and stakeholders to meetings)
3. Voting (mechanism for voting on motions, resolutions, or recommendations [simple majority, super majority])
4. Decisions (mechanism for making and recording decisions)
5. Record Keeping (mechanism for retention of resolutions, decisions, proceedings, minutes and agendas, process for requesting past minutes and agendas)

**Reporting**

(statement of how proceedings will be reported to SLC)

**Amendment History:**

**Appendix C**

**Policy Template**

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| --- | --- | --- |
| **Policy Title** | | P:\SU Logos\SU Promo Logo with U of C for OFF CAMPUS use\SU-OffCamp-black.jpg |
| **Parent Policy**:  **Related Policies**:  **Approving Body**:  **Passed**:  **Amended**: |  |

**History**

(This may include any important background information relating to the creation of the policy and its functions)

**Definitions**

(These may include definitions of terminology used specific to the understanding of the policy and not defined elsewhere)

**Authority**

(A listing of references explaining how the policy derives its authority, such as related to legislation, SU Constitution, Union Bylaw, university policies or procedures)

**Purpose**

(Statement indicating why the policy exists and what it will accomplish)

**Policy Statements/Content**

(Statements specific to the policy purpose)

**Accountability**

(Statement indicating who is responsible for the implementation, administration, and review of this policy)

**Authority to Approve Procedures**

(Statement indicating who may approve secondary procedures to comply with this policy)

**Review**

(Statement indicating review deadlines for the policy)

**Amendment History:**

**Appendix D**

**Procedure Template**

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| --- | --- | --- |
| **Procedure Title** | | P:\SU Logos\SU Promo Logo with U of C for OFF CAMPUS use\SU-OffCamp-black.jpg |
| **Parent Policy**:  **Related Policies**:  **Approving Body**:  **Passed**:  **Amended**: |  |

**History**

(This may include any important background information relating to the creation of the procedure and its functions)

**Definitions**

(These may include definitions of terminology used specific to the understanding of the procedure and not defined elsewhere)

**Authority**

(A listing of references explaining how the procedure derives its authority, such as related to legislation, SU Constitution, Union Bylaw, university policies or procedures)

**Purpose**

(Statement indicating why the procedure exists and what it will accomplish)

**Procedural Content**

(Statements specific to the procedure purpose)

**Accountability**

(Statement indicating who is responsible for the implementation, administration, and review of this procedure)

**Amendment History:**

1. Each Committee shall have a Terms of Reference, as approved by SLC, which must include information on the Committee’s mandate, authority, size or membership, membership qualifications, term of office, voting, duties of the chair, duties and responsibilities, Committee meeting protocol, record keeping, and Quorum. [↑](#footnote-ref-1)