**Policy Proposal Package**

Proposal Topic:

Main Contact Name:

Main Contact Email:

Date Submitted:



[Document subtitle]

## Introduction

The SU invites undergraduate students at the University of Calgary to submit policy proposals on important issues that affect their post-secondary education experience. The SU exists to serve and represent students. Policy proposals provide students with the opportunity to voice their concerns and identify solutions to important issues.

## information for Proposal authors

1. Well-researched and comprehensive policy proposals can play a crucial role in the creation and amendment of Union Policy. The SU uses policy proposals to:
	* Identify student concerns;
	* Track issues over time; and
	* Make informed and timely decisions regarding issues that are important to students.
2. Proposal authors will receive an initial response from an SU Executive within five business days after a proposal has been submitted to the SU Main Office.
3. SLC, its Committees, the General Manager, 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 Policy. Valid policy proposals will be forwarded to the appropriate governing body for consideration. Proposal authors will receive notice regarding timelines and decisions made in response to their proposals.
4. Policy proposals that are incomplete or outside of the of the SU’s policy making authority will not be considered.

*The Students’ Union urges all proposal authors to review all relevant SU policy prior to writing proposals, including the SU Constitution, Union Bylaw and the Policy Development and Review Policy. These documents provide additional information regarding the policy approval process.*

PLEASE FORWARD YOUR COMPLETED PROPOSAL TO:

*Attn: SU Policy Analyst*

*251 MacEwan Student Centre*

*2500, University Drive NW*

*Calgary, Alberta T2N 1N4*

Office hours: Monday to Friday 8:30 a.m. – 4:30 p.m.

Once received, proposals are forwarded to the appropriate SU governance body for review and consideration.

## Proposal criteria

All valid policy proposals must:

* Include the submission of this policy proposal package, completed in its entirety;
* Address all of the questions contained in this policy proposal package;
* Be in regard to a post-secondary education issue that impacts the majority or a specific, measurable demographic of undergraduate students at the University of Calgary; and
* Propose a policy change that is in accordance with the SU’s policy making authority.

## Policy Development and Review Principles

The SU may adopt new or revise existing policy to:

* Comply with legislative requirements;
* Ensure consistency with other Union Policy;
* Respond to and establish a policy stance on issues that impact undergraduate students;
* Align with the SU’s strategic plan;
* Give substance to the SU’s vision, mission, and values;
* Inform and guide the implementation of existing Union Policy;
* Provide SLC with parameters for effective governance; and
* Communicate the SU’s vision, mission, and values to Active Members, the campus community, and the public.

All Union Policy shall:

* Adhere to the Alberta Post-Secondary Learning Act (PSLA) and regulations, policies, and orders issued under its authority;
* Adhere to any other relevant municipal, provincial, and federal legislation;
* Adhere to relevant University of Calgary policy and procedures;
* Be consistent and coherent with other existing Union Policy;
* Support the SU’s vision, mission, and values;
* Encourage increased transparency and accountability;
* Reflect community values;
* Enable appropriate and meaningful involvement of Active Members;
* Permit the General Manager to exercise professional judgment in discharging responsibility for the administration and operations of the SU;
* Be broadly stated to provide guidance and the flexibility to address diverse situations while ensuring consistency across the system;
* Be capable of implementation, review, and evaluation; and
* Be developed and reviewed with appropriate stakeholder consultation, thorough research, and analysis.

Existing Union Policy may only be repealed if no longer relevant due to changes in legislation, university policy, or within the SU.

Existing Union Policy may only be amended or repealed in accordance with the principles described above.

## Important definitions

**Union Policy** is defined in the Union Bylaw as any official statement of values, beliefs, principles, or processes of the Union as outlined in the Constitution, Union Bylaw, Procedures, Resolutions, or Terms of Reference which are amenable 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** is defined as 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 (all undergraduates at the University of Calgary).

**Advocacy Policy** refers to how the 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 SU’s General Manager to direct the implementation and achievement of desired outcomes dictated by other Union Policy.

**Procedures** are defined as 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.

## Application checklist

Prior to submission please ensure your proposal is complete:

[ ]  Is your contact information complete and accurate?

[ ]  Have all written sections been completed?

[ ]  Have all supporting documents (e.g. endnotes, tables, charts, bibliography, etc.) been attached?

## Contact information:

Full Name:

Phone Number:

Email:

Address:

Are you currently a: Student [ ]  SU Staff [ ]

Faculty:

Year of Program:

## Proposal Summary:

1. Identify the issue that your proposal is addressing.
2. What is your recommended course of action? What is the policy change that you are asking the SU to make?
3. Why is it important for the SU to make a policy decision regarding this issue at this time?

## Background information:

1. Discuss the history of this issue. What factors have contributed to the issue? What additional factors should be taken into consideration?
2. Who are the various stakeholders regarding this issue? How does the issue affect each of these groups?
3. What has been previously done to address this issue at the University of Calgary? Please describe how these solutions have been effective or ineffective.

## Policy Options:

1. If applicable, how have other post-secondary institutions addressed this issue? How have their solutions been effective or ineffective?
2. Discuss a variety of strategies that may address this issue. What are the pros and cons for each option to be considered?
3. Discuss the implications for each option described above. How will the implementation of each option positively or negatively affect students?

## Conclusions:

1. What is your recommended course of action? Why?

## Supporting Documents:

1. List any additional documents that you are attaching to your application to support your request.