

<b>Policy Development and Review Policy</b>		
<b>Parent Policy:</b>	Union Bylaw	
<b>Related Documents:</b>	Policy Development and Review Committee Terms of Reference	
<b>Approval Authority:</b>	Students' Legislative Council	
<b>Passed:</b>	November 1, 2022	
<b>Amended:</b>	--	

## 1 Purpose

- (1) The purpose of this policy is to:
- (a) establish a framework for the development and review of **Union Policy**; and
  - (b) ensure a high standard of and clarity, efficacy, and good governance in **Union Policy**.

## 2 Scope

- (1) This policy applies to the development and approval of **Union Policy**.

## 3 Definitions

- (1) In this policy and all other **Union Policy** unless otherwise specified:
- (a) “**Active Member**” is defined by the Union Bylaw as “a student at the University of Calgary who meets the qualifications for membership;”
  - (b) “**Elected Official**” is defined by the Union Bylaw as “anyone who currently holds an elected position of the Union or who is duly appointed to fill such a position. This includes current **SLC** members, the current Board of Governors and Senate Student-at-Large Representatives;”
  - (c) “**Policy**” means an official statement that regulates the business or affairs of the **SU** and:
    - (i) establishes how the **SU** conducts its business;
    - (ii) establishes how the **SU** represents the interests of Active Members regarding post-secondary education issues to external groups;
    - (iii) sets objectives or direction for the **SU** in making decisions or taking action; or
    - (iv) sets out how the **SU** expects its Active Members or Elected Officials to conduct themselves;
  - (d) “**Procedure**” is defined by the Union Bylaw as “a type of **Union Policy** approved by **SLC** or a Committee through a Resolution that specifies a series of actions or operations to be

executed in the same manner as to always obtain the same results,” but can generally be understood as a statement of processes or actions required to implement a **Policy**;

- (e) “**SLC**” means the Students’ Legislative Council;
  - (f) “**SU**” means the Students’ Union, the University of Calgary; and
  - (g) “**Union Policy**” is defined by the Union Bylaw as “any official statement of values, beliefs, principles, or process of the **SU** 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,” but can generally be understood as the complete collection of bylaws, **Policies** and **Procedures** enacted by the **SU**.
- (2) In this policy and all other **Union Policy** unless otherwise specified:
- (a) “must” shall be interpreted as imperative;
  - (b) “shall” shall be interpreted as imperative; and
  - (c) “may” shall be interpreted as permissive and empowering.

#### 4 **Union Policy**

- (1) All **Union Policy** must be:
- (a) presented in a consistent, standard format;
  - (b) aligned with best practices and principles of good governance, including that **Union Policy**:
    - (i) must have a clear and specific purpose or policy objective;
    - (ii) must employ feasible policy instruments;
    - (iii) must be harmonized with other **Union Policy**;
    - (iv) must comply with:
      - (A) the mandate, structures, and authorities given to the **SU** and to **SLC** by the *Post-Secondary Learning Act*;
      - (B) other applicable law or University of Calgary policies or procedures; and
      - (C) the **SU** Strategic Plan; and
    - (v) must be aligned with the best interests of the **SU** and Active Members;
  - (c) formally approved by the applicable approval authority;
  - (d) maintained and made accessible to the campus community by the General Manager or designate; and

- (e) unless otherwise specified, reviewed by the approval authority or its delegate at least once every three years.
- (2) The General Manager or designate must create, implement, and maintain standards for the development of **Union Policy**, which must:
  - (a) comply with this policy;
  - (b) prioritize the implementation of best practices in policy development, drafting, and interpretation;
  - (c) prioritize clarity and simplicity of language, without negatively impacting the efficacy of **Union Policy**; and
  - (d) prioritize document accessibility.

## 5 Union Policy Proposals

- (1) An **Active Member**, **Elected Official**, or **SU** employee may propose the creation, amendment, or repeal of **Union Policy** by writing to the General Manager or designate with:
  - (a) a clearly identified policy issue to be addressed;
  - (b) a rationale for the proposed creation, amendment, or repeal, including a desired outcome; and
  - (c) any applicable evidence, rationale, or other supporting materials that may be available to support the proposal.
- (2) Any proposed creation, amendment, or repeal of **Union Policy** must align with the provisions of this policy.
- (3) A proposal for the creation, amendment, or repeal of **Union Policy** shall be reviewed by the General Manager or designate and an appropriate Executive, after which the proposal may be:
  - (a) rejected; or
  - (b) referred to an appropriate authority for further consideration or action.

## 6 Approval Authorities

- (1) **Policies** or **procedures** pertaining to human resource management must be approved by the Cabinet or its delegate.
- (2) A committee or subcommittee of **SLC** or its delegate may approve **policies** or **procedures** in accordance with the mandate and Terms of Reference of that committee or subcommittee.
- (3) A working group struck by **SLC** or its delegate may approve **procedures** in accordance with the mandate and Terms of Reference of that working group.

- (4) The approval authority of a **policy** or **procedure**:
  - (a) may approve, amend, or repeal that **policy** or **procedure**, unless otherwise stated in **Union Policy**; and
  - (b) must be clearly identified by the **policy** or **procedure**, such as in the document header.
- (5) The General Manager or designate may approve editorial revisions to any **Union Policy** to:
  - (a) update hyperlinks;
  - (b) correct or update references to policies or other documents, such as the number of a section in another policy; or
  - (c) correct grammatical or typographical errors.
- (6) Any editorial revisions made to **Union Policy** under subsection (5):
  - (a) must be reported to the approval authority; and
  - (b) are subject to reversal or alteration by the approval authority.

## 7 Review Authorities

- (1) The approval authority of a **policy** or **procedure** may delegate the responsibility to review that **policy** or **procedure** to:
  - (a) a committee of **SLC**; or
  - (b) the General Manager or designate.
- (2) The review authority may provide recommendations to the approval authority for the development of a **policy** or **procedure**.
- (3) The review authority and a timeline for the review of a **policy** or **procedure** must be clearly identified by the **policy** or **procedure**.

## 8 Review Board and Tribunal

- (1) Decisions of the Review Board or the Tribunal have the force and status of **Union Policy** by default.
- (2) The Review Board or the Tribunal may recommend changes to **Union Policy**, which the Approval Authority must treat as binding mandates when reviewing or developing affected **Union Policy**.

## 9 Review

- (1) The Policy Development and Review Committee, in consultation with the General Manager or designate, is responsible for reviewing this policy at least once every three years.

### History:

- November 1, 2022 (Resolution 80.28): Approved and enacted.