



Policy Development and Review

Oversight body: Governance Committee

Date Passed: July 20, 2020

Date of Next Review: September 2023

Related policies, bylaws, legislation: ASU Policy Guide

Definitions:

Policy	A rule passed by Council.
Committee	The Governance Committee.
Executive Officer	A Member who is elected as an Executive Officer of the ASU as per the bylaws.
Member	An individual who meets the membership criteria as outlined in the bylaws.
Operating Policy	A policy that operationalizes one or more principles in guiding the decisions and actions of internal ASU staff and departments.
Issues Policy	A policy that seeks to further the interests of post-secondary education issues according to Council's objectives.
Advocacy Paper	Advocacy papers position the ASU with respect to a given issue, but also lay out a plan for pro-active advocacy and generally commit the ASU to playing an active role in the issue.

Purpose:

In recognition of:

- a) the significant impact a new or amended policy can have on operations,

- b) the need to evaluate the appropriateness of a new or amended policy in respect to existing bylaws, policies, and applicable municipal, provincial, and federal legislation.

This policy addresses the procedures surrounding a policy proposal or amendment for adoption. In addition, it is also meant to ensure policies are developed, presented and adopted by the ASU in a clear, democratic and timely manner.

Scope:

All ASU Members, Representatives and staff.

Policy Statement:

1. Operating Policy Submissions

- 1.1 Before a new policy proposal, or amendment to an existing policy, is brought to Council for approval, it should be submitted to the Committee using the proposal template that can be retrieved by contacting the Council Chair.
 - 1.1.1 Proposals may only be submitted by Members of the ASU.
- 1.2 A proposal should be directed to the Committee Chair to ensure proper review and record keeping.
- 1.3 Materials seen as supporting, or providing further context to, the proposal can be submitted in conjunction with the draft proposal but will be presented to Council only at the discretion of the Committee.
- 1.4 Supporting materials cannot be submitted to the Committee without an accompanying proposal.
- 1.5 The Committee will bring proposed policies and amendments to the relevant Executive Officer(s) and General Manager for consultative feedback and advice prior to reaching any decision.
- 1.6 The Committee Chair will communicate the status of the proposal to the individual who made the submission after each Committee meeting where it appears on the agenda.

1.7 Upon completing a review of the proposal, the Committee will bring forward their recommendation to Council for consideration with a notice of motion.

1.7.1 Recommendations to Council must fall into one of three categories: adoption, adoption with committee edits, dismissal.

2. Issues Policy Submission

2.1 An Issues Policy must be provided to Council through a notice of motion.

2.2. An Issues Policy can be adopted by Council only upon the successful adoption of an Advocacy Paper (see ASU Policy Guide).

2.2.1 Advocacy Papers must comply with the following:

- 2.2.1.1 be commissioned by a majority vote of Council,
- 2.2.1.2 researched, developed and written by a committee of which the majority of members are from the impacted stakeholder group/s,
- 2.2.1.3 all contained principles and recommendations are supported by committee members by a 2/3 vote prior to being presented to Council for adoption.

2.2.2 Council retains the right to adopt in full, adopt a portion, or reject those recommendations contained in an Advocacy Paper.

2.3 Only those Council adopted recommendations from the associated Advocacy Paper will appear in the Issues Policy.

3. Request for Review

3.1 A Member does not need to propose a policy amendment in order to make a request for a policy review.

3.2 Requests must include a detailed statement of the reasons as to why a policy review should be conducted.

3.3 The Committee Chair will communicate the status of the review to the requestor after each meeting where it appears on the agenda.

4. Approved policies and amendments

4.1 The Council Chair will send any newly adopted policies and/or amendments to the General Manager the following day.

4.2 Every policy will indicate a maximum five year review date.

4.3 The Vice-President Events and Promotions shall ensure the new or amended policy is updated and publicly available on the ASU web site after Council minutes are approved.

4.4 Expired versions of a policy will be appropriately archived.

4. Policy Structure

4.1 Each policy will contain the following information:

4.1.1 Policy Name

4.1.2 Oversight Body

4.1.3 Date Passed by Council

4.1.4 Date of Next Review

4.1.5 Title of Related Policies, Bylaws, Legislation

4.1.6 Definitions

4.1.7 Purpose

4.1.8 Scope

4.1.9 Policy Statement

5. A Stance

5.1 In the event a Councilor or Member would like the ASU to express support or disapproval on a specific issue (that is not already encompassed by an Issues Policy) and it is time sensitive or does not require a long standing position of the ASU, a motion can be put forward to Council. Should Council approve the motion, the resolution will become the stance of the Union on that issue for the duration of that Council year.