

# CSU Policy Development and Review

**Oversight Body:** Policy Committee

**Date Passed by Council:** 10 April 2019

**Date of Next Review:** March, 2021

**Related policies, bylaws, legislation:**

## Definitions

“Policy” – A rule passed by Council.

“Committee” – CSU Policy Committee

“Member” – An individual who meets the CSU membership criteria as outlined in the bylaws.

“Stakeholders” – individuals and groups affected by Union Policy and have a vested interest in its implementation. Stakeholders may include but are not limited to CSU membership, CSU clubs, CSU staff, and other campus organizations.

## 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
- c. Create coherence and consistency across all CSU Policy by establishing expectations for process, content development, structure, and format to guide the development and review of policy;

## Scope

Executive, Councillors, CSU Senators, CSU staff, volunteers, contracted staff and CSU members.

## Policy Statement

### 1. Policy Development and Review Principles

1.1 The CSU may adopt new or revise existing policy to:

- 1.1.1 Comply with legislative requirements;
- 1.1.2 Ensure consistency with the CSU's current policies
- 1.1.3 Respond to and establish a policy stance on post-secondary education issues that impact undergraduate students;
- 1.1.4 To communicate and give substance to the CSU's vision, mission, and values;
- 1.1.5 Inform and guide the implementation of existing Union Policy;
- 1.1.6 Provide parameters for effective governance;

1.2 All policy shall:

- 1.2.1 Adhere to the Act Respecting the Accreditation and Financing of Students' Associations, the CSU Bylaws and Policies, relevant Concordia University policy and procedures, as well as, any other relevant municipal, provincial, and federal legislation;
- 1.2.2 Be consistent and coherent with other existing Union Policy;
- 1.2.3 Support the CSU's vision, mission, and values;
- 1.2.4 Encourage increased transparency and accountability;
- 1.2.5 Enable appropriate and meaningful involvement of the CSU membership;
- 1.2.6 Be broadly stated to provide guidance and the flexibility to address diverse situations while ensuring consistency across the system;
- 1.2.7 Be situated in reality to create viable options within the current environment in order to put the policy in practice.
- 1.2.8 Be capable of implementation, review, and evaluation; and
- 1.2.9 Be inclusive developed and reviewed with appropriate stakeholder consultation, thorough research, and analysis.
- 1.2.10 Be non-self-referential in order to ensure coherency (i.e. specific policy clauses shall not be cited in other clauses).

## 2. Policy Review

2.1 All union policy shall be reviewed every two years.

2.2. Existing policy may be

- 2.2.1 Amended; or
- 2.2.1 Repealed if no longer relevant due to changes in legislation, university policy, or CSU policy

2.3 A member may make a request for a policy review outside of the designated review period timeline for each policy.

2.4 Requests must be made in writing to the Chair of Policy Committee, including a detailed statement of the reasons as to why a policy review should be conducted.

2.5 It is upon Policy Committee's discretion, if they believe there is substantial reasoning to why a review must be conducted outside of the designated review period.

### 3. Policy Submissions

3.1 Any new policy, amendments to an existing policy, or requests for repealing policy shall be Policy Committee for review before being brought to Council for approval.

3.2 Any new policy, amendments to an existing policy, or requests for repealing policy upon submission must:

3.2.1 Clearly state the problem to be addressed;

3.2.2 Provide a rationale for the proposed policy change;

3.2.3 Include any supportive documents or substantive evidence to support the proposed policy change;

3.3 Under time sensitive circumstances, new policy, amendments to an existing policy, or requests for repealing a policy can be brought directly to Council at the discretion of the CSU Council Chair.

### 4. Approved policies and amendments

4.1 Any Council approved policies and amendments will be circulated to the relevant part-time and full-time staff the following day.

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

4.3 The Academic & Advocacy shall ensure the new or amended policy is updated to the relevant policy documents.

4.4 Outdated versions of the operating policy will be appropriately archived.

### 5. Policy Structure

5.1 Each policy will contain the following information

5.1.1 CSU Logo

5.1.2 Policy name

5.1.3 Oversight Body

5.1.4 Date passed by Council

5.1.5 Date of next review

5.1.6 Titles of related policies, bylaws, legislation

- 5.1.7 Definitions
- 5.1.8 Purpose
- 5.1.9 Scope
- 5.1.10 Policy statement

5.2 Each policy will follow the same consistent format:

- 5.2.1 Font: Calibri
- 5.2.2 Title: centred, bolded, size 24
- 5.2.3 Section titles: left align, bolded, size 14
- 5.2.4 Section subheadings: left align, underlined, size 12
- 5.2.5 Content: size 12
- 5.2.6 Page numbers: footer, right align
- 5.2.7 Sections and subsections shall be titled and indented as follows:
  - 1.
    - 1.1
      - 1.1.1
        - 1.1.1.1