



## Governing Documents Policy

### Rationale

It is standard practice to define the structure of the governing documents, including policies, procedures, and directives.

### Definitions

A **consent agenda** is a bundle of routine, non-controversial, items that is voted on, without discussion. It serves to fulfill an oversight function. A consent agenda will be presented by the committee chair at the beginning of a meeting. Items may be removed from the consent agenda on the request of any one member. Items not removed may be adopted by general consent without debate. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the committee.

**Directives** are public operational documents that outline expectations and regulations regarding the day-to-day operations of SAMU and SAMU staff.

The **Directives Group** is comprised of the General Manager (Chair) and a minimum of two members of the Senior Leadership team as voting members, and any resource members the General Manager deems appropriate. The General Manager will appoint full-time staff members to the group if voting membership falls below 5 people. Appointed terms are for one year.

**Governing Documents** is a generic term used to encompass policies, procedures, and directives.

### Expectations

#### Governing Documents Structure

- 1 Policies utilize Expectations.
- 2 Procedures and Directives utilize Regulations.
- 3 In the order given here, governing documents consist of the following:
  - 3.1. a title appropriate to the subject of the governing document as a whole
  - 3.2. a section titled "Rationale", which identifies the precedent or the reason for the governing document's creation and lists the issues that the document addresses;
  - 3.3. a section titled "Definitions", and
    - 3.3.1. Definitions which are outside the norm are provided for terms used in, and specific to, the document;



**3.3.2.** The “Definitions” section is arranged alphabetically, according to the terms defined within it. Terms are defined in full sentences and the terms themselves are rendered in bold.

**3.4.** a section titled “Expectations” or “Regulations”.

**3.4.1.** “Expectations” which identifies any limitations of scope and which provides specific expectations concerning the application of the policy.

**3.4.2.** “Regulations”, which identifies the persons responsible for the procedures or directives, any limitations on its scope, and specific regulations concerning the application of the procedures or directives.

**3.4.3.** If the broader subject of the document contains secondary subjects, “Expectations” and “Regulations” will be further divided into subsections that treat on those secondary subjects individually.

**3.5.** A fact sheet accompanies governing documents and contains:

**3.5.1.** The dates of the governing documents’ first and most recent approvals;

**3.5.2.** The date of the last review;

**3.5.3.** The date of retirement, if applicable, together with the motion reference number that approved its retirement.

**3.5.4.** citation of the governing document’s source material, or any related materials if known; and

**3.5.5.** a record of significant revisions made to the governing document, including its appendixes, together with the motion reference numbers that approved those revisions.

**3.6.** The governing document contains a footer on each page that gives the title of the document and the number of the page on which the footer appears.

**3.7.** In addition to the items listed above, governing documents may also contain appendixes for content which is either exceedingly lengthy or structured in such a way that it cannot be made to fit the format of “Expectations” or “Regulations”, though formatted differently still carry the weight of the governing document

**3.8.** the following appendixes must be included with their respective policies:

**3.8.1.** the terms of reference for all standing committees and sub-committees of Students’ Council are appended to the Committees policy.

**3.8.2.** The strategic plan is appended to the Official Reporting Mechanisms to SAMU Membership policy



**3.8.3.** Position Descriptions are appended to the Roles and Responsibilities of Elected Representatives policy

**3.9.** Appendixes appear after “Expectations” or “Regulations” but before the fact sheet.

#### **Policy Drafting, Approval, Review, and Expiry**

- 4** Students' Council has authority to approve draft policies.
- 5** Students' Council ensures that all SAMU policies:
  - 5.1.** comply with the bylaws, the strategic plan, and the mission and vision statements of SAMU;
  - 5.2.** treat on subjects within the scope of Students' Council;
  - 5.3.** set out expectations broad enough to provide SAMU with flexibility to respond to changing circumstances;
  - 5.4.** are formatted in a clean, orderly manner, using simple language and correct grammar; and
  - 5.5.** adhere to the format given in “Governing Documents Structure”(above).
- 6** Policies are reviewed on a two-year cycle.
- 7** Students' Council may alter policies.
  - 7.1.** If a policy requires an amendment process other than a simple majority vote at a meeting of Students' Council, that process is included in the “Expectations” of that policy.
- 8** Students' Council may retire or rescind a policy in its entirety, thus rendering it expired and no longer in force. A policy remains in force until it is retired or rescinded.

#### **Procedure Drafting, Approval, and Expiry**

- 9** The members of Executive Committee, the General Manager, and the full-time staff have the authority to draft procedures.
- 10** Executive Committee has the authority to approve draft procedures.
- 11** Executive Committee ensures that all procedures:
  - 11.1.** comply with bylaws and policy, the strategic plan, and the mission and vision statements;
  - 11.2.** are created in consultation with the persons to whom they apply;



- 11.3.** set out specific regulations that apply the broader expectations of policy to current SAMU processes and practices;
  - 11.4.** are formatted in a clean, orderly manner, using simple language and correct grammar; and
  - 11.5.** adhere to the format given in “Governing Documents Structure”.
- 12** Procedures are reviewed annually.
- 13** Executive Committee may amend procedures.
  - 13.1.** If a procedure requires an amendment process other than a simple majority vote at a meeting of Executive Committee, that process will be included in the “Regulations” of that procedure.
- 14** Following consultation with the persons to whom a procedure applies, Executive Committee may retire or rescind a procedure, thus rendering it expired and no longer in force. A procedure remains in force until it is retired or rescinded.

#### **Directives Drafting, Approval, and Expiry**

- 15** The General Manager, and the full-time staff have the authority to draft directives.
- 16** The Directives Group has the authority to approve draft directives.
- 17** The General Manager ensures that all directives:
  - 17.1.** comply with bylaws and policy, the strategic plan, and the mission and vision statements;
  - 17.2.** are created in consultation with the persons to whom they apply;
  - 17.3.** set out specific regulations that apply the broader expectations of policy to current SAMU processes and practices;
  - 17.4.** are formatted in a clean, orderly manner, using simple language and correct grammar; and
  - 17.5.** adhere to the format given in “Governing Documents Structure”.
- 18** Directives are reviewed on a four-year cycle.
- 19** Directives are approved on a simple majority.
  - 19.1.** The General Manager must be in attendance for approvals to take place.
- 20** Following approval, Directives are submitted to Procedure Sub-Committee as Consent Agenda items.



- 21 Following consultation with the Procedure Sub-Committee, the General Manager may retire or rescind a directive, thus rendering it expired and no longer in force. A directive remains in force until it is retired or rescinded.

#### **Governing Documents Publication**

- 22 Approved policies and Procedures will be published on the SAMU website.



Fact Sheet

**Approvals:**

First Approval – January 17, 2024

Last Approval –

**Date of Last Review:**

**Related Documents and Forms:**

**Source and Updates:**

January 17, 2024: *Governing Documents* Policy approved by Students' Council motion 2024-01-17-7.3. Source material came from the *Policies* Policy and the *Procedures* Procedure. *Directives* added based on new bylaws that were approved in March 2023.