



Bylaw 8 - Policy Approval Process

1. Purpose

1.1. To clarify a standardized system for the adoption, amendment, and rescindment of all McMaster Students Union (MSU) policies, including:

1.1.1. Bylaws;

1.1.2. Corporate Bylaws;

1.1.3. Employment Policies, including:

1.1.3.1. General Employment Policies;

1.1.3.2. Full-Time Employment Policies; and

1.1.3.3. Part-Time Employment Policies.

1.1.4. Operating Policies;

1.1.5. Advocacy Policies; and

1.1.6. The MSU Constitution.

1.2. To outline a structure for consultations required prior to any changes in MSU policies that necessitates involvement from all appropriate governmental bodies prior to formal approval;

1.3. To establish a standard for visual organization and presentation of policy content.

2. Definitions

2.1. The **MSU Constitution** shall be defined as the terms of reference for:

2.1.1. All MSU operations, activities, and policies, except where this document may be superseded by:

2.1.1.1. The Letters Patent; and

2.1.1.2. Corporate Bylaws.

2.2. Corporate Bylaws shall be defined as the terms of reference for:

Approved 20K
Revised 20N, 20Q

- 2.2.1. All corporate operations of MSU Inc. in accordance with, and supplementary to, the **Corporations Act (1990)**.
- 2.3. CFMU Corporate Bylaws and Operating Policies shall be defined as the terms of reference for:
 - 2.3.1. All corporate operations of CFMU Inc. in accordance with, and supplementary to, the **Corporations Act (1990)**.
- 2.4. Bylaws shall be defined as the terms of reference for:
 - 2.4.1. Operations directly relevant to the those of the Student Representative Assembly (SRA);
 - 2.4.2. Reporting structures that regularly involve the SRA;
 - 2.4.3. All duties, responsibilities, and privileges of MSU members; and
 - 2.4.4. All duties, responsibilities, and privileges of the MSU as members of external organizations.
- 2.5. Operating Policies (OPs) shall be defined as the terms of reference for:
 - 2.5.1. Operations indirectly relevant to the those of the SRA;
 - 2.5.2. Administration of the MSU's:
 - 2.5.2.1. Services;
 - 2.5.2.2. Business Operations;
 - 2.5.2.3. Governance & Administration;
 - 2.5.2.4. Advocacy & Outreach; and
 - 2.5.2.5. Awards.
- 2.6. Employment Policies (EPs) shall be defined as the terms of reference for:
 - 2.6.1. Employment standards, wages, and directives for all MSU employees, wherein their authority shall abide by the following structure:
 - 2.6.1.1. General Employment Policies (GEPs) shall apply to all MSU employees;
 - 2.6.1.2. Full-Time Employment Policies (FTEPs) shall apply exclusively to Full-Time MSU Employees; and
 - 2.6.1.3. Part-Time Employment Policies (PTEPs) shall apply exclusively to Part-Time MSU Employees.
 - 2.6.2. All instances where the employment standards, wages, and directives for MSU employees exceed the minimums outlined in the **Employment Standards Act (2000; ESA)**.

2.6.2.1. In any case where an EP fall silent or **ESA** terms exceed those outlined in EPs, **ESA** shall take precedence.

2.7. Advocacy Policies (APs) shall:

2.7.1. Be defined as the terms of reference for:

2.7.1.1. The official stances of the MSU on post-secondary education issues at university and governmental levels; and

2.7.1.2. Guiding principles and recommendations to be used in advocacy efforts.

2.7.2. Expire automatically after a period of three (3) years from adoption.

2.8. Advocacy Statements shall:

2.8.1. Be defined as the terms fo reference for:

2.8.1.1. The official stances of the MSU on relevant pertinent issues, including, but not limited to:

2.8.1.1.1. McMaster University practices;

2.8.1.1.2. Municipal, Provincial or Federal Government;

2.8.1.1.3. Human rights concerns; and

2.8.1.1.4. Political movements.

2.8.2. Expire automatically at the end of the academic year.

2.9. Appendices shall be defined as the terms of reference for:

2.9.1. Any supplemental information pertaining to a Bylaw, OP, or EP that:

2.9.1.1. Changes on an annual or biennial basis due to a fixed agreement referenced within a Bylaw, OP, or EP; or

2.9.1.2. Requires a document format distinct from other policies to ensure effective communication of its contents.

3. MSU Constitution Procedures

3.1. Amendments

3.1.1. The procedure to amend the MSU Constitution is outlined in the MSU Constitution, Section IX: Amendments.

3.2. Suspensions & Rescindments

3.2.1. No part of the **MSU Constitution** may be suspended or rescinded under any circumstances.

4. Corporate Bylaw Procedures

4.1. Adoptions, Amendments, Suspensions, & Rescindments

4.1.1. Adoptions, amendments, suspensions, and rescindments may be proposed by;

4.1.1.1. The SRA Standing Committee on Internal Governance; or

4.1.1.2. Any member of the Board of Directors.

4.1.2. All adoptions, amendments, suspensions, or rescindments of the Corporate Bylaw shall be approved by a majority vote of the Board of Directors;

4.1.3. All adoptions, amendments, suspensions, rescindments or repeals of the Corporate Bylaw will then be sanctioned by an affirmative vote by two-thirds of the Full Members of MSU Inc, as per **Corporate Bylaw 1 – MSU Incorporated, Section 16.**

5. CFMU Corporate Bylaw Procedures

5.1. Adoptions, Amendments, Suspensions, & Rescindments

5.1.1. All adoptions, amendments, suspensions, rescindments or repeals of the CFMU Corporate Bylaws will then be sanctioned by an affirmative vote by simple majority of the Full Members of CFMU Inc, as per **CFMU Corporate Bylaw 2 – Operations, Section 7.2.2.**

6. CFMU Corporate Operating Policy Procedures

6.1. Adoptions, Amendments, Suspensions, & Rescindments

- 6.1.1. All adoptions, amendments, suspensions, rescindments or repeals of the CFMU Corporate Operating Policies will be sanctioned by an affirmative vote by simple majority of the CFMU Board of Directors, as per **CFMU Corporate Bylaw 2 – Operations, Section 4.4.6.**

7. Bylaw Procedures

7.1. Consultation & Review

- 7.1.1. Bylaw reviews shall be conducted by the Internal Governance Committee on a scheduled basis;
 - 7.1.1.1. A review may be suggested to the committee by:
 - 7.1.1.1.1. Any member of the SRA Standing Committee on Internal Governance; or
 - 7.1.1.1.2. Any member of the SRA; or
 - 7.1.1.1.3. Any member of the Board of Directors.
- 7.1.2. The consultation process shall consist of conversations with all relevant staff members to ensure accurate and appropriate policy changes;
 - 7.1.2.1. Consultations are strongly recommended to occur at least one (1) week in advance of submission for circulation.
- 7.1.3. All draft Bylaws must be submitted for review, accompanied by a brief explanation of the proposed changes, to the following individuals a minimum of two (2) business days prior to their submission to the SRA for adoption, amendment, suspension, or rescindment:
 - 7.1.3.1. The SRA Standing Committee on Internal Governance;
 - 7.1.3.2. The Executive Assistant;
 - 7.1.3.3. The Administrative Services Coordinator; and
 - 7.1.3.4. The Vice-President (Administration).
- 7.1.4. All proposed Bylaw adoptions, amendments, suspensions, or rescindments shall be circulated to the SRA by the Secretary for the meeting in question:

- 7.1.4.1. Ten (10) days notice must be given for the circulation of documents prior to all adoptions, amendments, suspensions, or rescindments, as stated in the **MSU Constitution, Section VI: Bylaws;**

7.2. Adoptions

- 7.2.1. All Bylaw adoptions must be approved by a majority vote of the SRA, including vacancies, as stated in the **MSU Constitution, Section VI: Bylaws;**
- 7.2.2. Bylaw adoptions may be proposed to the SRA for approval by any of the following parties:
 - 7.2.2.1. The SRA Standing Committee on Internal Governance;
 - 7.2.2.2. Any member of the SRA; or
 - 7.2.2.3. Any member of the Board of Directors.
- 7.2.3. All motions for the adoption of Bylaws shall be accompanied by:
 - 7.2.3.1. A draft of the Bylaw for approval; and
 - 7.2.3.2. A detailed memo outlining the implications and necessity for the Bylaw in question.

7.3. Amendments

- 7.3.1. All Bylaw amendments must be approved by a majority vote of the SRA, including vacancies, as stated in the **MSU Constitution, Section VI: Bylaws;**
- 7.3.2. Bylaw amendments may be proposed to the SRA for approval by any of the following parties:
 - 7.3.2.1. The SRA Standing Committee on Internal Governance;
 - 7.3.2.2. Any member of the SRA; or
 - 7.3.2.3. Any member of the Board of Directors.
- 7.3.3. All motions for the amendment of Bylaws shall be accompanied by:
 - 7.3.3.1. A draft of the Bylaw for approval with amendments clearly tracked; and
 - 7.3.3.2. A detailed memo outlining the implications and necessity for the Bylaw amendments in question.

7.4. Suspensions & Rescindments

- 7.4.1. All Bylaw suspensions and rescindments must be approved by a majority vote of the SRA, including vacancies, as stated in the **MSU Constitution, Section VI: Bylaws**;
- 7.4.2. Bylaw suspensions and rescindments may be proposed to the SRA for approval by any of the following parties:
 - 7.4.2.1. The SRA Standing Committee on Internal Governance;
 - 7.4.2.2. Any member of the SRA; or
 - 7.4.2.3. Any member of the Board of Directors.
- 7.4.3. All motions for the suspension or rescindment of Bylaws shall be accompanied by:
 - 7.4.3.1. A detailed memo outlining the implications and necessity for the Bylaw suspension or rescindment in question.

8. Operating Policy Procedures

8.1. Consultations & Reviews

- 8.1.1. OP reviews shall be conducted by the SRA Standing Committee on Internal Governance on a scheduled basis:
 - 8.1.1.1. A review may be suggested to the committee by:
 - 8.1.1.1.1. Any member of the SRA Standing Committee on Internal Governance; or
 - 8.1.1.1.2. Any member of the SRA; or
 - 8.1.1.1.3. Any member of the Board of Directors.
- 8.1.2. The consultation process shall consist of conversations with all relevant staff members to ensure accurate and appropriate policy changes;
 - 8.1.2.1. Consultations are strongly recommended to occur at least one (1) week in advance of submission for circulation.
- 8.1.3. All proposed OP adoptions, amendments, suspensions, or rescindments shall be circulated to the SRA by the Secretary for the meeting in question:

8.1.3.1. Five (5) days notice must be given for the circulation of documents prior to all adoptions, amendments, suspensions, or rescindments.

8.1.4. All draft OPs must be submitted, accompanied by a brief explanation of the proposed changes, to the following individuals two (2) business days prior to their submission to the SRA for adoption, amendment, suspensions, or rescindment:

8.1.4.1. The SRA Standing Committee on Internal Governance;

8.1.4.2. The Executive Assistant;

8.1.4.3. The Administrative Services Coordinator; and

8.1.4.4. The Vice-President (Administration).

8.2. Adoptions

8.2.1. All OP adoptions must be approved by a majority vote of the SRA, excluding vacancies;

8.2.2. OP adoptions may be proposed to the SRA for approval by any of the following parties:

8.2.2.1. The SRA Standing Committee on Internal Governance;

8.2.2.2. Any member of the SRA; or

8.2.2.3. Any member of the Board of Directors.

8.2.3. All motions for the adoption of OPs shall be accompanied by:

8.2.3.1. A draft of the OP for approval; and

8.2.3.2. A detailed memo outlining the implications and necessity for the OP in question.

8.3. Amendments

8.3.1. All OP amendments must be approved by a majority vote of the SRA, ;

8.3.2. OP amendments may be proposed to the SRA for approval by any of the following parties:

8.3.2.1. The SRA Standing Committee on Internal Governance;

8.3.2.2. Any member of the SRA; or

8.3.2.3. Any member of the Board of Directors.

8.3.3. All motions for the amendment of OPs shall be accompanied by:

- 8.3.3.1. A draft of the OP for approval with amendments clearly tracked; and
- 8.3.3.2. A detailed memo outlining the implications and necessity for the OP amendments in question.

8.4. Suspensions & Rescindments

- 8.4.1. All OP suspensions and rescindments must be approved by a majority vote of the SRA;
- 8.4.2. OP suspensions and rescindments may be proposed to the SRA for approval by any of the following parties:
 - 8.4.2.1. The SRA Standing Committee on Internal Governance;
 - 8.4.2.2. Any member of the SRA; or
 - 8.4.2.3. Any member of the Board of Directors.
- 8.4.3. All motions for the suspension or rescindment of OPs shall be accompanied by:
 - 8.4.3.1. A detailed memo outlining the implications and necessity for the OP suspension or rescindment in question.

9. Employment Policy Procedures

9.1. General Employment Policies

9.1.1. Consultations & Reviews

- 9.1.1.1. The consultation process shall consist of conversations with all relevant staff members to ensure accurate and appropriate policy changes;
 - 9.1.1.1.1. Consultations are strongly recommended to occur at least one (1) week in advance of submission for circulation.
- 9.1.1.2. All draft GEPs must be submitted, accompanied by a brief explanation of the proposed changes, to the following individuals two (2) business days prior to their submission to the appropriate approval body for adoption, amendment, suspension, or rescindment:
 - 9.1.1.2.1. The Executive Assistant;

- 9.1.1.2.2. The Human Resources Generalist & Clubs Support;
- 9.1.1.2.3. The General Manager; and
- 9.1.1.2.4. The Vice-President (Administration).

9.1.2. Adoptions

- 9.1.2.1. All GEP adoptions must be approved by a majority vote of the Board of Directors;
- 9.1.2.2. GEP adoptions may be proposed to the Board of Directors for approval by any of the following parties:
 - 9.1.2.2.1. The Part-Time Issues Committee (where appropriate);
 - 9.1.2.2.2. The Full-Time Issues Committee (where appropriate);
 - 9.1.2.2.3. The SRA Standing Committee on Internal Governance;
 - 9.1.2.2.4. Any member of the Human Resources Department;
 - 9.1.2.2.5. Any member of the Executive Board; or
 - 9.1.2.2.6. Any member of the Board of Directors.
- 9.1.2.3. All motions for the adoption of GEPs shall be accompanied by:
 - 9.1.2.3.1. A draft of the GEP for approval; and
 - 9.1.2.3.2. A detailed memo outlining the implications and necessity for the GEP in question.

9.1.3. Amendments

- 9.1.3.1. All GEP amendments must be approved by a majority vote of the Board of Directors;
- 9.1.3.2. GEP amendments may be proposed to the Board of Directors for approval by any of the following parties:
 - 9.1.3.2.1. The Part-Time Issues Committee (where appropriate);
 - 9.1.3.2.2. The Full-Time Issues Committee (where appropriate);
 - 9.1.3.2.3. The SRA Standing Committee on Internal Governance;
 - 9.1.3.2.4. Any member of the Human Resources Department;
 - 9.1.3.2.5. Any member of the Executive Board; or

9.1.3.2.6. Any member of the Board of Directors.

9.1.3.3. All motions for the amendment of GEPs shall be accompanied by:

9.1.3.3.1. A draft of the GEP for approval with amendments clearly tracked; and

9.1.3.3.2. A detailed memo outlining the implications and necessity for the GEP amendments in question.

9.1.4. Suspensions & Rescindments

9.1.4.1. All GEP suspensions and rescindments must be approved by a majority vote of the Board of Directors, including vacancies;

9.1.4.2. GEP suspensions and rescindments may be proposed to the Board of Directors for approval by any of the following parties:

9.1.4.2.1. The Part-Time Issues Committee (where appropriate);

9.1.4.2.2. The Full-Time Issues Committee (where appropriate);

9.1.4.2.3. The SRA Standing Committee on Internal Governance;

9.1.4.2.4. Any member of the Human Resources Department;

9.1.4.2.5. Any member of the Executive Board; or

9.1.4.2.6. Any member of the Board of Directors.

9.1.4.3. All motions for the suspension or rescindment of GEPs shall be accompanied by:

9.1.4.3.1. A detailed memo outlining the implications and necessity for the GEP suspension or rescindment in question.

9.2. Full-Time Employment Policies

9.2.1. Adoptions

9.2.1.1. All FTEP adoptions must be approved by a majority vote of the Board of Directors;

9.2.1.2. FTEP adoptions may be proposed to the Board of Directors for approval by any of the following parties:

- 9.2.1.2.1. The Full-Time Issues Committee (where appropriate);
- 9.2.1.2.2. Any member of the Human Resources Department; or
- 9.2.1.2.3. Any member of the Board of Directors.

9.2.1.3. All motions for the adoption of FTEPs shall be accompanied by:

- 9.2.1.3.1. A draft of the FTEP for approval; and
- 9.2.1.3.2. A detailed memo outlining the implications and necessity for the FTEP in question.

9.2.2. Amendments

- 9.2.2.1. All FTEP amendments must be approved by a majority vote of the Board of Directors;
- 9.2.2.2. FTEP amendments may be proposed to the Board of Directors for approval by any of the following parties:

- 9.2.2.2.1. The Full-Time Issues Committee (where appropriate);
- 9.2.2.2.2. Any member of the Human Resources Department; or
- 9.2.2.2.3. Any member of the Board of Directors.

9.2.2.3. All motions for the amendment of FTEPs shall be accompanied by:

- 9.2.2.3.1. A draft of the FTEP for approval with amendments clearly tracked; and
- 9.2.2.3.2. A detailed memo outlining the implications and necessity for the FTEP amendments in question.

9.2.3. Suspensions & Rescindments

9.2.3.1. All FTEP suspensions and rescindments must be approved by a majority vote of the SRA, including vacancies;

9.2.3.2. FTEP suspensions and rescindments may be proposed to the SRA for approval by any of the following parties:

- 9.2.3.2.1. The Full-Time Issues Committee (where appropriate);

9.2.3.2.2. Any member of the Human Resources Department; or

9.2.3.2.3. Any member of the Board of Directors.

9.2.3.3. All motions for the suspension or rescindment of FTEPs shall be accompanied by:

9.2.3.3.1. A detailed memo outlining the implications and necessity for the FTEP suspension or rescindment in question.

9.3. Part-Time Employment Policies

9.3.1. Adoptions

9.3.1.1. All PTEP adoptions must be approved by a majority vote of the Executive Board;

9.3.1.2. PTEP adoptions may be proposed to the Executive Board for approval by any of the following parties:

9.3.1.2.1. The Part-Time Issues Committee (where appropriate);

9.3.1.2.2. Any member of the Human Resources Department;

9.3.1.2.3. Any member of the Executive Board; or

9.3.1.2.4. Any member of the Board of Directors.

9.3.1.3. All motions for the adoption of PTEPs shall be accompanied by:

9.3.1.3.1. A draft of the PTEP for approval; and

9.3.1.3.2. A detailed memo outlining the implications and necessity for the PTEP in question.

9.3.2. Amendments

9.3.2.1. All PTEP amendments must be approved by a majority vote of the Executive Board;

9.3.2.2. PTEP amendments may be proposed to the Executive Board for approval by any of the following parties:

9.3.2.2.1. The Part-Time Issues Committee (where appropriate);

9.3.2.2.2. Any member of the Human Resources Department;

9.3.2.2.3. Any member of the Executive Board; or

9.3.2.2.4. Any member of the Board of Directors.

9.3.2.3. All motions for the amendment of PTEPs shall be accompanied by:

9.3.2.3.1. A draft of the PTEP for approval with amendments clearly tracked; and

9.3.2.3.2. A detailed memo outlining the implications and necessity for the PTEP amendments in question.

9.3.3. Suspensions & Rescindments

9.3.3.1. All PTEP suspensions and rescindments must be approved by a majority vote of the Executive Board, including vacancies;

9.3.3.2. PTEP suspensions and rescindments may be proposed to the Executive Board for approval by any of the following parties:

9.3.3.2.1. The Part-Time Issues Committee (where appropriate);

9.3.3.2.2. Any member of the Human Resources Department;

9.3.3.2.3. Any member of the Executive Board; or

9.3.3.2.4. Any member of the Board of Directors.

9.3.3.3. All motions for the suspension or rescindment of PTEPs shall be accompanied by:

9.3.3.3.1. A detailed memo outlining the implications and necessity for the PTEP suspension or rescindment in question.

10. Advocacy Policy Procedures

10.1. Consultations & Reviews

10.1.1. AP topics shall be selected according to the following procedure:

10.1.1.1. Policy topics shall be prioritized by the Education & Advocacy Department and reported to the SRA according to the following principles:

- 10.1.1.1.1. Existing APs approaching expiry should be prioritized for renewal;
 - 10.1.1.1.2. Politically salient topics, in which the MSU does not have approved stances on, should be formalized;
 - 10.1.1.1.3. Topics of significant student interest, in which the MSU does not have approved stances on, should be formalized.
 - 10.1.1.2. For policies to be approved before the winter break, the SRA shall receive notice of the policy topics by August 1st;
 - 10.1.1.3. For policies to be approved before the conclusion of the SRA's term, the SRA shall receive notice of the policy topics by November 1st.
- 10.1.2. The Education & Advocacy Department shall ensure that no more than six (6) APs and no less than two (2) APs are presented to the SRA for approval each academic year;
 - 10.1.2.1. Any policies written in the Fall academic term shall be presented to the SRA no later than the meeting penultimate to the winter break;
 - 10.1.2.2. Any policies written in the Winter academic term shall be presented to the SRA no later than the meeting penultimate to the conclusion of the SRA's term.
- 10.1.3. Policies shall be prepared via committee with the following roles:
 - 10.1.3.1. One (1) Advocacy & Policy Research Assistant, who shall:
 - 10.1.3.1.1. Conduct any primary and secondary research as requested by the committee;
 - 10.1.3.1.2. Provide administrative support to the committee;
 - 10.1.3.1.3. Act as the chair of the committee.
 - 10.1.3.2. At least three (3) representatives from any one of the following standing committees, who shall act as authors or consultants in the writing of policy:
 - 10.1.3.2.1. The SRA University Affairs Standing Committee;

- 10.1.3.2.2. The SRA Municipal Affairs Standing Committee;
- 10.1.3.2.3. The SRA Provincial & Federal Affairs Standing Committee.

10.1.4. Prior to the presentation of policies for approval to the SRA, the Education & Advocacy Department shall host the MSU Policy Conference to gather feedback and solicit general student opinion on policy drafts;

10.1.4.1. The logistics, promotion, and coordination of said event shall be conducted by the Project and Campaign Coordinator;

10.1.4.2. Prior to the MSU Policy Conference, the SRA shall consult with their faculty societies and relevant interest groups.

10.2. Adoptions & Renewals

10.2.1. All AP adoptions and renewals must be approved by a majority vote of the SRA, excluding vacancies;

10.2.2. AP adoptions and renewals may be proposed to the SRA for approval by any of the following parties:

10.2.2.1. The SRA Standing Committee on University Affairs;

10.2.2.2. The SRA Standing Committee on Municipal Affairs;

10.2.2.3. The SRA Standing Committee on Provincial & Federal Affairs;

10.2.2.4. The Board of Directors; or

10.2.2.5. Any member of the SRA.

10.2.3. All motions for the adoption or renewal of APs shall be accompanied by:

10.2.3.1. A draft of the AP for approval; and

10.2.3.2. A detailed memo outlining the implications and necessity for the AP in question.

10.3. Amendments

10.3.1. All AP amendments must be approved by a majority vote of the SRA, excluding vacancies;

10.3.2. AP amendments may be proposed to the SRA for approval by any of the following parties:

10.3.2.1. The SRA Standing Committee on University Affairs;

- 10.3.2.2. The SRA Standing Committee on Municipal Affairs;
- 10.3.2.3. The SRA Standing Committee on Provincial & Federal Affairs;
- 10.3.2.4. The Board of Directors; or
- 10.3.2.5. Any member of the SRA.

10.3.3. All motions for the amendment of APs shall be accompanied by:

- 10.3.3.1. Adraft of the AP for approval with amendments clearly tracked; and
- 10.3.3.2. A detailed memo outlining the implications and necessity for the AP amendments in question.

10.4. Suspensions & Rescindments

- 10.4.1. All AP suspensions and rescindments must be approved by a majority vote of the SRA, excluding vacancies;
- 10.4.2. AP suspensions and rescindments may be proposed to the SRA for approval by any of the following parties:

- 10.4.2.1. The SRA Standing Committee on University Affairs;
- 10.4.2.2. The SRA Standing Committee on Municipal Affairs;
- 10.4.2.3. The SRA Standing Committee on Provincial & Federal Affairs;
- 10.4.2.4. The Board of Directors; or
- 10.4.2.5. Any member of the SRA.

10.4.3. All motions for the suspension or rescindment of APs shall be accompanied by:

- 10.4.3.1. A detailed memo outlining the implications and necessity for the AP suspension or rescindment in question.

11. Advocacy Statements

11.1. Consultations & Reviews

- 11.1.1. Any MSU member may request an advocacy statement be created and addressed at an SRA meeting;
- 11.1.2. All proposed Policy Statement adoptions, suspensions, or rescindments shall be circulated to the SRA with a minimum of two (2) days notice.

11.2. Adoptions, Suspensions, Renewals, and Rescindments

- 11.2.1. All Policy Statement adoptions, suspensions, rescindments, and renewals must be approved by a majority vote of the SRA, excluding vacancies;
- 11.2.2. Amendments to Policy Statements may be proposed and approved during an SRA meeting by a vote of simple majority.

12. Appendices Procedures

12.1. Adoptions

- 12.1.1. All Appendix adoptions must be approved by a majority vote of the SRA, including vacancies;
- 12.1.2. Appendix adoptions may be proposed to the SRA for approval by any of the following parties:
 - 12.1.2.1. The SRA Standing Committee on Internal Governance;
 - 12.1.2.2. The SRA Standing Committee on Finances;
 - 12.1.2.3. Any member of the SRA; or
 - 12.1.2.4. Any member of the Board of Directors.
- 12.1.3. All motions for the adoption of Appendices shall be accompanied by:
 - 12.1.3.1. A draft of the Appendix for approval; and
 - 12.1.3.2. A detailed memo outlining the implications and necessity for the Appendix in question.

12.2. Amendments

- 12.2.1. All Appendix amendments must be approved by a majority vote of the Board of Directors, including vacancies;
- 12.2.2. Appendix amendments may be proposed to the Board of Directors for approval by any of the following parties:
 - 12.2.2.1. The SRA Standing Committee on Internal Governance;
 - 12.2.2.2. The SRA Standing Committee on Finances;
 - 12.2.2.3. Any member of the SRA; or
 - 12.2.2.4. Any member of the Board of Directors.
- 12.2.3. All motions for the amendment of Appendices shall be accompanied by:
 - 12.2.3.1. A draft of the Appendix for approval with amendments clearly tracked; and

- 12.2.3.2. A detailed memo outlining the implications and necessity for the Appendix amendments in question.

12.3. Rescindments

- 12.3.1. All Appendix suspensions and rescindments must be approved by a majority vote of the SRA, including vacancies;
- 12.3.2. Appendix suspensions and rescindments may be proposed to the SRA for approval by any of the following parties:
 - 12.3.2.1. The SRA Standing Committee on Internal Governance;
 - 12.3.2.2. The SRA Standing Committee on Finances;
 - 12.3.2.3. Any member of the SRA; or
 - 12.3.2.4. Any member of the Board of Directors.
- 12.3.3. All motions for the suspension or rescindment of Appendices shall be accompanied by:
 - 12.3.3.1. A detailed memo outlining the implications and necessity for the Appendix suspension or rescindment in question.

13. Policy Format

- 13.1. All MSU policies shall comply with standards for document formatting in accordance with the **MSU Visual Policy Guide**, including, but not limited to, the following categories:
 - 13.1.1. Font formats, colours, sizes, and typeface;
 - 13.1.2. Numbering systems, except for:
 - 13.1.2.1. APs which shall follow standards for Resolution writing in accordance with those set out by the **American Library Association**; and
 - 13.1.2.2. Appendices not presented as formatted text documents, which may omit a numbering system.
 - 13.1.3. Text styles, headings, and titles, except for:
 - 13.1.3.1. APs, which shall follow standards for Resolution writing in accordance with those set out by the **American Library Association**; and
 - 13.1.3.2. Appendices not presented as formatted text documents, which shall follow their own distinct text styles, headings, and titles.

13.1.4. Layout orientation, spacing, and margins, except for:

13.1.4.1. Corporate Bylaws wherein an exception is mandated by the contents of the policy itself; and

13.1.4.2. Appendices not presented as formatted text documents, which shall follow their own distinct layout.

13.2. The **MSU Visual Policy Guide** must comply with current standards for communication within:

13.2.1. The Accessibility for Ontarians with Disabilities Act (AODA; 2005); and

13.2.2. The Web Content Accessibility Guidelines (WCAG 2.0).

14. Executive Authority

14.1. Any such violation of the above terms shall serve as immediate grounds for recall, as outlined in **MSU Constitution, Section VII: Recall**.