



Operating Policy – Policy Approval Process

1. Purpose

- 1.1 To clarify a standardized system for the adoption, amendment, suspension, and rescindment of all McMaster Students Union (MSU) policies, including:
 - 1.1.1 The MSU Constitution;
 - 1.1.2 Corporate Bylaws;
 - 1.1.3 Bylaws;
 - 1.1.4 Operating Policies;
 - 1.1.5 Employment Policies; and
 - 1.1.6 Advocacy Policy Papers.
- 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.

2. MSU Constitution Procedures

- 2.1 Amendments
 - 2.1.1 The procedure to amend the **MSU Constitution** is outlined in the **MSU Constitution, Section IX: Amendments**.
- 2.2 Suspensions and Rescindments
 - 2.2.1 No part of the **MSU Constitution** may be suspended or rescinded under any circumstances.

3. Corporate Bylaw Procedures

- 3.1 Adoptions, amendments, suspensions, and/or rescindments may be proposed by:
 - 3.1.1 Any member of the Board of Directors;
 - 3.1.2 The SRA Standing Committee on Internal Governance.
- 3.2 All adoptions, amendments, suspensions, rescindments, or repeals of a Corporate Bylaw must:

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- 3.2.1 Be approved by a majority vote of the Board of Directors; and then
- 3.2.2 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.**

4. CFMU Corporate Bylaw Procedures

- 4.1 All adoptions, amendments, suspensions, rescindments, or repeals of a CFMU Corporate Bylaw must:
 - 4.1.1 Be approved by a majority vote of the CFMU Board of Directors; and then
 - 4.1.2 Be sanctioned by an affirmative majority vote of the Full Members of CFMU Inc, as per **CFMU Corporate Bylaw 2 – Operations, Section 7.2.2.**

5. CFMU Corporate Operating Policy Procedures

- 5.1 All adoptions, amendments, suspensions, rescindments, or repeals of CFMU Corporate Operating Policies must 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.**

6. Bylaw Procedures

- 6.1 Reviews
 - 6.1.1 Reviews shall be conducted by the Internal Governance Committee on a scheduled yearly rotating basis;
 - 6.1.2 A review may be suggested to the committee by:
 - 6.1.2.1 Any member of the SRA Standing Committee on Internal Governance; or
 - 6.1.2.2 Any member of the SRA; or
 - 6.1.2.3 Any member of the Board of Directors.
 - 6.1.3 The AVP (Internal Governance) and Standing Committee members shall consult with all relevant staff during the review process to ensure accurate and appropriate policy changes;
 - 6.1.3.1 Consultations are strongly recommended to occur at least two (2) weeks in advance of submission for approval.
- 6.2 Adoptions
 - 6.2.1 Adoptions must be approved by a majority vote of the SRA, including vacancies, as outlined in the **MSU Constitution, Section VI: Bylaws;**
 - 6.2.2 Bylaw adoptions may be proposed to the SRA for approval by:
 - 6.2.2.1 The SRA Standing Committee on Internal Governance; or
 - 6.2.2.2 Any member of the SRA; or

6.2.2.3 Any member of the Board of Directors.

6.2.3 A motion for the adoption of a Bylaw must be accompanied by:

6.2.3.1 A draft of the Bylaw for approval; and

6.2.3.2 A detailed memo outlining the implications and necessity for the Bylaw in question.

6.3 Amendments, Suspensions, and Rescindments

6.3.1 Amendments, suspensions, and rescindments must be approved by a majority vote of the SRA, including vacancies, as outlined in the **MSU Constitution, Section VI: Bylaws**;

6.3.2 Amendments, suspensions, and rescindments may be proposed to the SRA for approval by:

6.3.2.1 The SRA Standing Committee on Internal Governance;

6.3.2.2 Any member of the SRA; or

6.3.2.3 Any member of the Board of Directors.

6.3.3 A motion for the amendment(s) of a Bylaw must be accompanied by:

6.3.3.1 A draft of the Bylaw for approval with amendment(s) clearly tracked; and

6.3.3.2 A detailed memo outlining the implications and necessity for the Bylaw amendments in question.

6.3.4 A motion for the suspension or rescindment of a Bylaw must be accompanied by:

6.3.4.1 A detailed memo outlining the implications and necessity for the Bylaw suspension or rescindment in question.

6.4 Submission Process

6.4.1 All proposed adoptions, amendments, suspensions and/or rescindments must be accompanied by a memo explaining the changes and must be submitted to the following individuals for review at least five (5) business days prior to submission to the SRA:

6.4.1.1 The SRA Standing Committee on Internal Governance, or AVP (Internal Governance);

6.4.1.2 The Executive Assistant;

6.4.1.3 The Administrative Services Coordinator; and

6.4.1.4 The Vice-President (Administration).

6.4.2 Feedback must be provided by at least three of the four individuals listed above before circulation for approval to the Recording Secretary of the SRA;

6.4.2.1 Feedback shall be in the form of recommendations, comments and/or edits and must be acknowledged before circulation to the Recording Secretary.

6.4.3 All proposed adoptions, amendments, suspensions, and/or rescindments shall be circulated to the SRA by the Recording Secretary at least ten (10) days prior to the meeting in question, as stated in the **MSU Constitution, Section VI: Bylaws.**

7. Operating Policy Procedures

7.1 Reviews

7.1.1 Reviews, excluding Services OPs, shall be conducted by the Internal Governance Committee on a scheduled yearly rotating basis;

7.1.1.1 Service OP reviews will be conducted on a yearly basis, as outlined in **Operating Policy – Service Creation & Review.**

7.1.2 A review may be suggested to the committee by:

7.1.2.1 Any member of the SRA Standing Committee on Internal Governance; or

7.1.2.2 Any member of the SRA; or

7.1.2.3 Any member of the Board of Directors.

7.1.3 The AVP (Internal Governance) and Standing Committee members shall consult with all relevant staff during the review process to ensure accurate and appropriate policy changes;

7.1.3.1 Consultations are strongly recommended to occur at least two (2) weeks in advance of submission for circulation of approval.

7.2 Adoptions

7.2.1 Adoptions must be approved by a majority vote of the SRA, excluding vacancies;

7.2.2 Adoptions may be proposed to the SRA for approval by:

7.2.2.1 The SRA Standing Committee on Internal Governance (excluding Service OPs); or

7.2.2.2 The SRA Standing Committee on Services (for Service OPs); or

7.2.2.3 Any member of the SRA; or

7.2.2.4 Any member of the Board of Directors.

7.2.3 A motion for the adoption of an OP must be accompanied by:

7.2.3.1 A draft of the OP; and

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

7.3 Amendments, Suspensions, and Rescindments

7.3.1 Amendments, suspensions, and/or rescindments must be approved by a majority vote of the SRA;

7.3.2 Amendments may be proposed to the SRA by:

7.3.2.1 The SRA Standing Committee on Internal Governance (excluding Services OPs); or

7.3.2.2 The SRA Standing Committee on Services (for Services OPs); or

7.3.2.3 Any member of the SRA; or

7.3.2.4 Any member of the Board of Directors.

7.3.3 A motion for the amendment(s) of an OP must be accompanied by:

7.3.3.1 A draft of the OP with amendments clearly tracked; and

7.3.3.2 A detailed memo outlining the implications and necessity for the amendment(s) in question.

7.3.4 A motion for the suspension or rescindment of an OP must be accompanied by:

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

7.4 Submission Process

7.4.1 All proposed adoptions, amendments, suspensions and/or rescindments must be accompanied by a memo explaining the changes and must be submitted to the following individuals for review at least five (5) business days prior to submission to the SRA:

7.4.1.1 The SRA Standing Committee on Internal Governance, or AVP (Internal Governance) (excluding Services OPs);

7.4.1.2 The SRA Standing Committee on Services, or AVP (Services) (for Services OPs);

7.4.1.3 The Executive Assistant;

7.4.1.4 The Administrative Services Coordinator; and

7.4.1.5 The Vice-President (Administration).

7.4.2 Feedback must be provided by at least three of the five individuals listed above before circulation to the Recording Secretary of the SRA;

7.4.2.1 Feedback shall be in the form of recommendations, comments and/or edits and must be acknowledged before circulation to the Recording Secretary.

- 7.4.3 All proposed adoptions amendments, suspensions and/or rescindments shall be circulated to the SRA by the Recording Secretary at least four (4) days prior to the SRA meeting in question.

8. Employment Policy Procedures

8.1 General Employment Policies (GEPs)

8.1.1 Reviews

8.1.1.1 Reviews shall be conducted by the appropriate approval body;

8.1.1.2 Members will consult with all relevant staff during the review process to ensure accurate and appropriate policy changes;

8.1.1.2.1 Consultations are strongly recommended to occur at least two (2) weeks in advance of submission for circulation.

8.1.2 Adoptions

8.1.2.1 Adoptions must shall be approved by a majority vote of the Board of Directors;

8.1.2.2 Adoptions may be proposed to the Board of Directors by:

8.1.2.2.1 The Part-Time Issues Committee (where appropriate); or

8.1.2.2.2 The Full-Time Issues Committee (where appropriate); or

8.1.2.2.3 The Director of Human Resources; or

8.1.2.2.4 Any member of the Executive Board; or

8.1.2.2.5 Any member of the Board of Directors.

8.1.2.3 A motion for the adoption of a GEP must be accompanied by:

8.1.2.3.1 A draft of the GEP for approval; and

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

8.1.3 Amendments, Suspensions and Rescindments

8.1.3.1 Amendments, suspensions, and/or rescindments must be approved by a majority vote of the Board of Directors;

8.1.3.2 Amendments, suspensions, and/or rescindments may be proposed to the Board of Directors by:

8.1.3.2.1 The Part-Time Issues Committee (where appropriate); or

8.1.3.2.2 The Full-Time Issues Committee (where appropriate); or

8.1.3.2.3 The Director of Human Resources; or

- 8.1.3.2.4 Any member of the Executive Board; or
- 8.1.3.2.5 Any member of the Board of Directors.

8.1.3.3 A motion for the amendment(s) of a GEP must be accompanied by:

- 8.1.3.3.1 A draft of the GEP with amendments clearly tracked; and
- 8.1.3.3.2 A detailed memo outlining the implications and necessity for the amendments in question.

8.1.3.4 A motion for the suspension or rescindment of a GEP must be accompanied by:

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

8.1.4 Submission Process

8.1.4.1 All proposed adoptions, amendments, suspensions and/or rescindments must be accompanied by a memo explaining the changes and must be submitted to the following individuals for review at least five (5) business days prior to submission to the appropriate approval body:

- 8.1.4.1.1 The Executive Assistant;
- 8.1.4.1.2 The Director of Human Resources;
- 8.1.4.1.3 The General Manager; and
- 8.1.4.1.4 The Vice-President (Administration).

8.1.4.2 Feedback must be provided by at least three of the four individuals listed above before circulation to the Corporate Secretary for the Board of Directors;

- 8.1.4.2.1 Feedback shall be in the form of recommendations, comments and/or edits and must be acknowledged before circulation to the Corporate Secretary.

8.2 Full-Time Employment Policy (FTEP)

8.2.1 Reviews

- 8.2.1.1 Reviews shall be conducted by the Full-Time Employment Issues Committee (FTEIC);
- 8.2.1.2 Members will consult with all relevant staff during the review process to ensure accurate and appropriate policy changes;

- 8.2.1.2.1 Consultations are strongly recommended to occur at least two (2) weeks in advance of submission for circulation.

8.2.2 Amendments, Suspensions, and Rescindment

- 8.2.2.1 Amendments must be approved by a majority vote of the Board of Directors;
- 8.2.2.2 Suspensions and rescindments must be approved by a majority vote of the SRA, including vacancies;
- 8.2.2.3 Amendments, suspensions, and/or rescindment may be proposed to the appropriate body by:
 - 8.2.2.3.1 The Full-Time Employment Issues Committee; or
 - 8.2.2.3.2 The Director of Human Resources; or
 - 8.2.2.3.3 Any member of the Board of Directors.
- 8.2.2.4 A motion for the amendment(s) of a FTEP must be accompanied by:
 - 8.2.2.4.1 A draft of the FTEP with amendment(s) clearly tracked; and
 - 8.2.2.4.2 A detailed memo outlining the implications and necessity for amendments in question.
- 8.2.2.5 A motion for the suspension and/or rescindment of a FTEP must be accompanied by:
 - 8.2.2.5.1 A detailed memo outlining the implications and necessity for suspension or rescindment in question.

8.3 Part-Time Employment Policy (PTEP)

8.3.1 Reviews

- 8.3.1.1 Reviews shall be conducted by the appropriate approval body;
- 8.3.1.2 Members will consult with all relevant staff during the review process to ensure accurate and appropriate policy changes;
 - 8.3.1.2.1 Consultations are strongly recommended to occur at least two (2) weeks in advance of submission for circulation.

8.3.2 Adoptions

- 8.3.2.1 Adoptions must be approved by:
 - 8.3.2.1.1 A majority vote of the Executive Board; and then

8.3.2.1.2 A majority vote of the SRA.

8.3.2.2 Adoptions may be proposed to the Executive Board for approval by:

8.3.2.2.1 The Part-Time Issues Committee; or

8.3.2.2.2 The Director of Human Resources; or

8.3.2.2.3 Any member of the Executive Board; or

8.3.2.2.4 Any member of the Board of Directors.

8.3.2.3 A motion for the adoption of a PTEP must be accompanied by:

8.3.2.3.1 A draft of the PTEP for approval; and

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

8.3.3 Amendments, Suspensions, and Rescindments

8.3.3.1 A motion for the amendment(s) of a PTEP must be accompanied by:

8.3.3.1.1 A draft of the PTEP for approval with amendment(s) clearly tracked; and

8.3.3.1.2 A detailed memo outlining the implications and necessity for the PTEP amendment(s) in question.

8.3.3.2 A motion for the suspension or rescindment of a PTEP shall be accompanied by:

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

8.3.3.3 Amendments, suspensions, and/or rescindments may be proposed to the Executive Board by:

8.3.3.3.1 The Part-Time Issues Committee; or

8.3.3.3.2 The Director of Human Resources; or

8.3.3.3.3 Any member of the Executive Board; or

8.3.3.3.4 Any member of the Board of Directors.

8.3.3.4 A motion for the suspension and/or rescindment of a PTEP must be approved by:

8.3.3.4.1 A majority vote of the Executive Board; and then

8.3.3.4.2 A majority vote of the SRA.

8.3.4 Submission Process

- 8.3.4.1 All proposed adoptions, amendments, suspensions and/or rescindments must be accompanied by a memo explaining the changes and must be submitted to the following individuals for review at least five (5) business days prior to submission to the Executive Board:
 - 8.3.4.1.1 The Director of Human Resources;
 - 8.3.4.1.2 The Executive Assistant;
 - 8.3.4.1.3 The Administrative Services Coordinator; and
 - 8.3.4.1.4 The Vice-President (Administration).
- 8.3.4.2 Feedback must be provided by at least three of the four individuals listed above before circulation to the Recording Secretary of the Executive Board;
 - 8.3.4.2.1 Feedback shall be in the form of recommendations, comments and/or edits and must be acknowledged before circulation to the Recording Secretary.
- 8.3.4.3 All proposed adoptions, amendments, suspensions, and/or rescindments passed at the Executive Board level shall be circulated to the SRA by the Recording Secretary at least four (4) days prior to the SRA meeting in question.

9. Advocacy Policy Paper (APP) Procedures

9.1 Reviews

- 9.1.1 Please refer to **Operating Policy – Education and Advocacy Department, Section 5** for steps on Policy Paper Process.

9.2 Adoptions

- 9.2.1 Adoptions must be approved by a majority vote of the SRA, excluding vacancies;
- 9.2.2 Adoptions may be proposed to the SRA for approval by:
 - 9.2.2.1 The SRA Standing Committee on University Affairs; or
 - 9.2.2.2 The SRA Standing Committee on Municipal Affairs; or
 - 9.2.2.3 The SRA Standing Committee on Provincial & Federal Affairs; or
 - 9.2.2.4 The Board of Directors; or
 - 9.2.2.5 Any member of the SRA.
- 9.2.3 A motion for the adoption of an APP must be accompanied by:
 - 9.2.3.1 A draft of the APP for approval; and

- 9.2.3.2 A detailed memo outlining the implications and necessity for the adoption in question.

9.3 Amendments, Suspensions, and Rescindments

- 9.3.1 Amendments, suspensions, and/or rescindments must be approved by a majority vote of the SRA, excluding vacancies;

- 9.3.2 Amendments may be proposed to the SRA for approval by:

- 9.3.2.1 The SRA Standing Committee on University Affairs; or

- 9.3.2.2 The SRA Standing Committee on Municipal Affairs; or

- 9.3.2.3 The SRA Standing Committee on Provincial & Federal Affairs;
or

- 9.3.2.4 The Board of Directors; or

- 9.3.2.5 Any member of the SRA.

- 9.3.3 A motion for the amendment(s) of an APP must be accompanied by:

- 9.3.3.1 A draft of the APP for approval with amendments clearly tracked; and

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

- 9.3.4 A motion for the suspension and/or rescindment of an APP must be accompanied by:

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

9.4 Expiration & Renewals

- 9.4.1 APPs expire automatically after a period of three (3) years from adoption, and must be renewed if still relevant;

- 9.4.2 Renewals must be approved by a majority vote of the SRA, excluding vacancies;

- 9.4.3 Renewals may be proposed to the SRA for approval by:

- 9.4.3.1 The SRA Standing Committee on University Affairs; or

- 9.4.3.2 The SRA Standing Committee on Municipal Affairs; or

- 9.4.3.3 The SRA Standing Committee on Provincial & Federal Affairs;
or

- 9.4.3.4 The Board of Directors; or

- 9.4.3.5 Any member of the SRA.

- 9.4.4 A motion for the renewal of an APP must be accompanied by:

- 9.4.4.1 A draft of the APP for approval; and

- 9.4.4.2 A detailed memo outlining the implications and necessity for the renewal in question.

9.5 Submission Process

- 9.5.1 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, as outlined in **Operating Policy – Education & Advocacy Department, Section 5**;
- 9.5.2 All draft APPs must be submitted for review, accompanied by a brief explanation of the proposed changes, to the following individuals a minimum of five (5) business days prior to their submission to the SRA for adoptions, amendments, suspensions, or rescindment:
 - 9.5.2.1 Where applicable, the Standing Committee on Municipal Affairs, Provincial & Federal Affairs, or University Affairs, with the corresponding AVP;
 - 9.5.2.2 The SRA; and
 - 9.5.2.3 The Vice-President (Education).
- 9.5.3 All proposed APP adoptions, amendments, suspensions, and/or rescindments shall be circulated to the SRA by the Recording Secretary for the meeting in question:
 - 9.5.3.1 Four (4) days' notice must be given for the circulation of documents prior to all adoptions, amendments, suspensions, and/or rescindments.

10. Advocacy & Solidarity Statements

10.1 Adoptions, Suspensions, Renewals, and Rescindments

- 10.1.1 Any MSU member may request an advocacy or solidarity statement to be created and addressed at an SRA meeting, via an SRA member;
- 10.1.2 Proposed adoptions, suspensions, or rescindments shall be circulated to the SRA with a minimum of two (2) days notice.
- 10.1.3 Adoptions, suspensions, rescindments, and renewals must be approved by a majority vote of the SRA, excluding vacancies;
 - 10.1.3.1 Amendments to unadopted statements may be proposed and approved during an SRA meeting by a vote of simple majority.
- 10.1.4 Adopted advocacy and solidarity statements shall expire automatically at the end of that year's SRA term (April 1 – March 31).

11. Appendices Procedures

11.1 Adoptions

- 11.1.1 All Appendix adoptions must be approved by a majority vote of the SRA, excluding vacancies;

11.1.2 Appendix adoptions may be proposed to the SRA for approval by:

- 11.1.2.1 The SRA Standing Committee on Internal Governance;
- 11.1.2.2 The SRA Standing Committee on Finance;
- 11.1.2.3 Any member of the SRA; or
- 11.1.2.4 Any member of the Board of Directors.

11.1.3 A motion for the adoption of an Appendix shall be accompanied by:

- 11.1.3.1 A draft of the Appendix for approval; and
- 11.1.3.2 A detailed memo outlining the implications and necessity for the adoption in question.

11.2 Amendments, Suspensions, and Rescindments

11.2.1 Amendments must be approved by a majority vote of the Board of Directors, including vacancies;

11.2.1.1 The following shall be updated annually without approval from the Board of Directors, due to their procedural nature;

- 11.2.1.1.1 Bylaw 9 – Financial Affairs Appendix A – Fees; and
- 11.2.1.1.2 Operating Policy – Employment Wages Appendix A.

11.2.2 Suspensions and/or rescindments must be approved by a majority vote of the SRA, excluding vacancies;

11.2.3 Amendments, suspensions, and/or rescindments may be proposed to the Board of Directors by:

- 11.2.3.1 The SRA Standing Committee on Internal Governance; or
- 11.2.3.2 The SRA Standing Committee on Finance; or
- 11.2.3.3 Any member of the SRA; or
- 11.2.3.4 Any member of the Board of Directors.

11.2.4 A motion for the amendment(s) of an Appendix must be accompanied by:

- 11.2.4.1 A draft of the Appendix for approval with amendments clearly tracked; and
- 11.2.4.2 A detailed memo outlining the implications and necessity for the Appendix amendments in question.

11.2.5 A motion for the suspension and/or rescindment of an Appendix must be accompanied by:

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

12. Policy Format

- 12.1 All MSU policies shall be formatted in the same format as stylized in this policy, except for:
 - 12.1.1 APPs, which shall follow standards for Resolution writing in accordance with those set out by the American Library Association; and
 - 12.1.2 Appendices not presented as formatted text documents, which may omit a numbering system and may follow their own distinct text styles, headings, layout, and titles; and
 - 12.1.3 Corporate Bylaws wherein an exception is mandated by the contents of the policy itself.

- 12.2 All MSU policies must comply with current standards for communication within:
 - 12.2.1 The Accessibility for Ontarians with Disabilities Act (AODA; 2005); and
 - 12.2.2 The Web Content Accessibility Guidelines (WCAG 2.0).