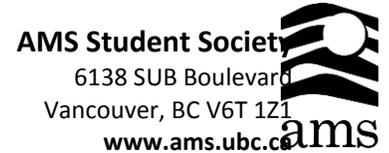


**THE ALMA MATER SOCIETY
OF THE UNIVERSITY OF BRITISH COLUMBIA VANCOUVER**



Number & Title I-1 *Policy on Policies*

Effective Date:
November 5, 2014

Approval Date:
November 5, 2014

Policy Type
Internal Policy

Review Date:
This policy shall be reviewed every two (2) years.

Responsible Body:
Legislative Procedures Committee

Authority:
AMS Code of Procedure Section II, Article 11(1)

“Council may create external and internal policies as well as combined policies.”

Purpose and Goals:
This policy is designed to:

- 1) Provide a uniform presentation of AMS policies;
- 2) Allow for better record keeping and ease of reference to AMS policies;
- 3) Allow for a structured and systematic review and updating of AMS policies .

Applicability:
This policy is applicable for all policy proposals for consideration by *Council* except as otherwise noted in this policy.

Exclusions:

- 1) This policy does not apply to:
 - a. policies or rules of a *Constituency, Club, or Resource Group* that only affect the affairs of that *Constituency, Club, or Resource Group*;
 - b. non-policy matters requiring the consideration of *Council*; or

- c. matters specified under or as set out in the *AMS Code of Procedure, Constitution, or Bylaws*.

Definitions:

For the purposes of this policy and in all other policies in which they are not otherwise defined:

Responsible Body shall mean the AMS Committee or Commission or other body charged with the oversight and review of a policy.

Policy:

- 1) Unless otherwise provided by *Council*, all *Council* policies shall be numbered, codified, and uniformly formatted in the manner specified by this policy.
- 2) *Council* policies made before the implementation of this policy remain in force, but upon their revision or review shall be reformatted and restructured to comply with this policy except as provided for in Section 3.
- 3) *Council* may make exceptions to the use of this format in the case of minor or urgent revisions to existing policies where it is not practicable to reformat an entire policy before a change is needed.
- 4) Policies may only be proposed to *Council* by *AMS Committees or Commissions*. They may also be sent to *Council* by the membership through a general meeting or a referendum.
- 5) *Constituencies, Clubs, Resource Groups, AMS staff, and Students At Large* may propose policies to *AMS Committees or Commissions*, which may, at their discretion, propose them to *Council*.
- 6) Draft policies shall clearly be marked as such, and shall include a version number. In the place of "Effective Date" and "Approval Date", the expected or proposed dates of consideration and effectiveness should be listed and noted as such.
- 7) To ensure the uniform presentation of material, the format used in this policy shall be used for all other policies; this includes, but is not limited to, the following requirements:
 - a. Policies shall be set out in Calibri font, size 12;
 - b. The following shall be set out in italics:
 - i. titles of other *Council* policies;
 - ii. terms defined by *Council*;
 - iii. terms defined by the policy under Definitions;

iv. terms defined by the *AMS Bylaws or Code*.

8) The order of sections in *Council* policies shall be as follows, with section titles always appearing in bold:

- a Number & Title
- b Effective Date/Expiry Date (if applicable)
- c Approval Date
- d Policy Type
- e Review Date
- f Responsible Body
- g Authority
- h Purpose and Goals
- i Applicability
- j Exclusions
- k Definitions
- l Policy
- m Consultations
- n History
- o Related Policies
- p Appendix/Appendices

9) Information to be covered under each section shall be as set out below:

a. Title

- i. Each policy shall have a distinct, short, and descriptive title.
- ii. For ease of reference, *internal policies* shall be assigned numbers by the *Archivist & Clerk of Council*.
- iii. *External policies* shall be assigned numbers by the *University and Government Relations Advisor*.

b. Effective Date/Expiry Date (if applicable)

- i. This is the date that the policy shall come into effect. If a date is not listed on a policy, it is to be assumed the policy comes into effect the day it is approved.
- ii. If there is an expiry date for a policy, it shall be noted here. It may be no more than three (3) years in the future.
- iii. Prior to approval, a proposed effective date is to be listed on the draft policy.

c. Approval Date

- i. This is the date *Council* approval was most recently granted to the policy or any revisions thereto.

- ii. Prior to approval, an expected consideration date is to be listed on the draft policy

d. Policy Type

- i. This is the type of *AMS* policy which can be either an *internal*, *external*, or *combined* policy.

e. Review Date

- i. All policies, except for those with expiry dates, shall state how often they shall be reviewed. In no case may the review date be more than five (5) years in the future.
- ii. Policy reviews shall be overseen by the *Responsible Body* unless *Council* provides otherwise.

f. *Responsible Body*

- i. Every policy shall be the responsibility of a *Committee* or *Commission* or other *AMS* body.
- ii. The *responsible body* shall consider revisions of the policy and be responsible for making recommendations to *Council* regarding the policy.
- iii. The proposed policy must specify a *Committee* or *Commission* or other *AMS* body that shall have responsibility for the policy once approved.
- iv. If the body bringing a proposed policy to *Council* is not to be the one responsible for the policy once it is in effect, the body that is to be responsible must have agreed, by Resolution at a quorate meeting, to have the policy proposed to *Council*.

g. Authority

- i. Under what authority – statutory or otherwise – is this policy being implemented? Generally, this will be a specific section or sections of the *Code of Procedure*.
- ii. Generally, this section shall be completed by the *Archivist & Clerk of Council* or the *University and Government Relations Advisor* as part of the policy development process.

h. Intent

- i. Why this policy is being proposed and what its goals are.

i. Applicability

- i. Policies shall state the circumstances under which they are applicable in general terms.

j. Exclusions

- i. Any exceptions to the policy, either in terms of applicability, or for specific sections of the policy, shall be listed here.

k. Definitions

- i. Any terms that are defined for the purposes of the policy shall be listed here. If a term is already defined for another policy, every effort should be made to ensure that the same definitions are used if appropriate.
- ii. Terms defined by the *AMS Bylaws or Code* shall have those meanings unless otherwise defined for a particular policy.

l. Policy

- i. The text of the policy itself shall be listed here.

m. Consultations

- i. List groups consulted during the development of this policy.
- ii. Consultation lists for previous versions may be listed in an appendix if useful.
- iii. Incomplete consultations shall be noted as such in draft policies.
- iv. A listing under consultations shall only mean that comment was requested from that person or group, and that they were given a reasonable time to respond.

n. History

- i. Generally, just the titles and dates of previous policies are all that are needed. The inclusion of text from past policies is discouraged but a short narrative may be supplied if necessary.

o. Related Policies

- i. References to other policies of *AMS Council, UBC*, or any other body that *Council* feels are important for understanding the context or meaning of the policy in question.
- ii. If available, hyperlinks should be used to the related policy being cited.

p. Appendix/Appendices

- i. Any relevant material that should not be included in the main text but that is still part of the policy shall be included here. References to the appendix or appendices must be set out in main text of the policy if an appendix is to be included. The use of appendices is discouraged except for long lists that would disrupt the readability of a policy.

- 10) Only the material in the policy itself is binding upon the *AMS*; any other information provided to *Council* in either written or oral form (e.g., a cover

memo, FAQ, or a minute recorded in the minutes of *Council*) are only provided for motivation, background and reference and are not binding policy unless included in appropriate section of the policy itself.

- 11) All policies shall be published on the *AMS* website in a timely manner and the *Archivist & Clerk of Council* (for internal policies) and the *University and Government Relations Advisor* (for external policies) shall devise an index and numbering system for ease of reference based upon topics covered by each policy and their applicability.
- 12) As an appendix to this policy, the *Legislative Procedures Committee* shall develop and maintain a new policy template.
- 13) In cases where a policy cannot be or is not being complied with, the matter shall be brought to the attention of the *Responsible Body* or the *President*.

Consultations

The following groups have been consulted during the development of this policy:

Legislative Procedures Committee, AMS Communications Officer, Archivist & Clerk of Council, University & External Relations Committee, Student Life & Communications Committee, University and Government Relations Advisor

History:

This is the sixth draft of the first version of this policy.

Related Policies:

There are no policies related to this policy.

Appendix:

Template for AMS Policies

(please note that this document has been modified for readability in print format)

Title & Number:

■ : ■

Effective Date/Expiry Date (if applicable):

■

Approval Date:

■

Policy Type:

Review Date:

This policy shall be reviewed every _____ years.

Responsible Body:

Authority:

Purpose and Goals:

This policy is designed to:

Applicability:

Exclusions:

Definitions:

For the purposes of this policy and in all other policies in which they are not otherwise defined:

Policy:

- 1) _____
 - a. _____ i. _____
 - b. _____ ii. _____

- 2) _____

Consultations:

The following groups have been consulted during the development of this policy:

History:



Related Policies:



Appendix/Appendices:

