











- i. Consultations shall be listed here as prescribed in paragraph m above.
  - ii. Any other 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 the 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.
- 9) 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.
- 10) All policies shall be published on the AMS website in a timely manner and the Archivist & Clerk of Council (for internal policies) and the Policy 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.
- 11) As an appendix to this policy, the Governance Committee shall develop and maintain a new policy template.
- 12) 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.

History:

~~THIS IS THE FIRST DRAFT OF THE THIRD VERSION OF THIS POLICY~~

Related Policies:

There are no policies related to this policy.

#### Appendix 1: Consultations

The following groups and individuals were consulted during the development of the first version 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

The following groups and individuals were consulted during the development of the 2018 version of this policy:

Governance Committee, Archivist & Clerk of Council, Policy Advisor

~~THE FOLLOWING GROUPS AND INDIVIDUALS WERE CONSULTED DURING THE~~

development of the 2020 version of this policy:

Governance Committee, Archivist & Clerk of Council, the Executive (responses received from the President, the VP External and the VP Administration)

**Appendix 2: 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) 





**History:**



**Related Policies:**



**Appendix/Appendices (including Consultations):**

