

# BY-LAW I-9– POLICY BOOK AND POLICIES

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## Article 1—Definition and Format of Policies

- 1.1 Policies are defined as broad, guiding principles that direct the actions of the Society. Further, they shall:
  - 1.1.1 Be expressed in broad and widely applicable terms;
  - 1.1.2 Be relevant to the Society and relate to its mission;
  - 1.1.3 Pertain to topics within the purview of the Society;
  - 1.1.4 Be forward-looking and proactive in essence;
  - 1.1.5 Be subject to the Constitution, By-Laws, and extant Policies of the Society;
  - 1.1.6 Contain a sunset clause, which shall state a validity period up to a maximum of five (5) years;
  - 1.1.7 Meet further requirements, as defined by Legislative Council.
- 1.2 Policies shall be labelled as either internal or external before being presented to the body which shall vote on the policy.
  - 1.2.1 Internal Policies shall:
    - 1.2.1.1 Be administrative documents under the purview of Council;
    - 1.2.1.2 Express over-arching values on how we run the Society.
  - 1.2.2 External Policies shall:
    - 1.2.2.1 Be political in nature and define Council’s stance on a particular issue;
    - 1.2.2.2 Cover any stance pertaining to a campus or society-wide issue.
  - 1.2.3 Policies shall not deal solely with procedure, as procedural matters are addressed by the Society’s By-Laws.
- 1.3 Policies should be kept as few and concise as possible while still expressing direction for the Society.
- 1.4 WHEREAS clauses contained in the motion to explain the policy shall not be considered part of the policy, but included in the Policy Book.

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## Article 2—Adoption of Policies

- 2.1 Policies may be adopted by any one of these three bodies/processes: the Legislative Council, the General Assembly, and Referendum.
- 2.2 The formal process for enactment, amendment or repeal of policies by the Legislative Council shall be as follows:
  - 2.2.1 First Reading:
    - 2.2.1.1 Notice of a proposed enactment, amendment or repeal of a policy shall be sent by any Member of Council to the Speaker at least five (5) days before the meeting of Legislative Council at which the motion is to be introduced.
    - 2.2.1.2 The proposed enactment, amendment, or repeal shall be sent to all Legislative Council members at least three (3) days before the meeting of Legislative Council at which the motion is to be introduced.
    - 2.2.1.3 The proposed enactment, amendment, or repeal shall be publicized to the student body through the Society’s website at least three (3) days before the meeting of Legislative Council at which the motion is to be introduced.
    - 2.2.1.4 The motion shall be read a first time at Legislative Council.
  - 2.2.2 Second Reading:
    - 2.2.2.1 The Steering Committee will review the proposed enactment, amendment or repeal of a policy to ensure it fits the requirements laid out in By Law Book I and prepare a recommendation for Council.
    - 2.2.2.2 During this time, Councillors and individual members of the Society may submit a report on the procedural integrity of the proposed enactment, amendment or repeal of a policy to the Speaker at least five (5) days before the meeting of Legislative Council at which the motion is to be debated and voted upon.

- 2.2.2.3 [The Speaker shall send any reports received](#), to all Legislative Council members at least ~~days (3)~~ days before the meeting of Legislative Council at which the motion is to be debated and voted upon.
- 2.2.3 Third Reading:
  - 2.2.3.1 Councillor and individual member reports on the procedural integrity of the proposed enactment, amendment or repeal of a policy shall be [presented](#) to Legislative Council.
  - 2.2.3.2 The motion shall be debated and amended [accordingly](#).
  - 2.2.3.3 Legislative Council shall have the final and ultimate authority of whether the policy is adopted and, if so, the wording of the policy.
- 2.3 The formal process for enactment, amendment or repeal of policies by the General Assembly or Referendum shall be as follows:
  - 2.3.1 First Reading: Steering Committee
    - 2.3.1.1 First the author of the motion shall send their desired motion to the President and Speaker, who shall solicit input from the [Steering Committee](#).
    - 2.3.1.2 The Steering Committee shall review the proposed enactment, amendment or repeal to ensure it fits the requirements of a policy as laid out in By Law Book I and will work with the author to ensure the motion conforms to these requirements.
  - 2.3.2 Second Reading: Speaker/Chief Electoral Officer
    - 2.3.2.1 For a General Assembly, the Speaker must approve the motion by the process described in By-Law Book I.
    - 2.3.2.2 For a Referendum question, the Elections McGill CEO must approve the question by the process defined in By-Law Book I.
  - 2.3.3 Third Reading: General Assembly or Referendum
    - 2.3.3.1 The motion shall be put before the student population by the process defined in the Constitution and By-Laws for General Assemblies or Referenda.
- 2.4 [Regardless of the frequency of Council meetings, no Policy may be adopted or amendment with less than twelve \(12\) days between first and third reading, including holidays and weekends.](#)

### **Article 3 – Administration**

- 3.1 [The President shall be responsible for bringing the Policy to Council for presentation to Council at least once during the Academic year.](#)
- 3.2 [All reasonable effort shall be made to ensure that the Policy be presented during the first semester.](#)
- 3.3 [The President shall contact any relevant staff, Executive or committee\(s\) to serve as resources during the policy presentation.](#)

### **Article 4 – Policy Book**

- 4.1 There shall be a body of Policy Papers known as the “Policy Book”.
- 4.2 The Policy Book shall contain all [the Policies](#) of the SSMU.
  - 4.2.1 [All past Policy Books shall be archived](#)
- 4.3 [The Policy Book shall be a universal reference for individuals and groups acting on behalf of the SSMU in various capacities.](#)
- 4.4 The Policy Book shall be made available, upon request, to any member of the Society in both French and English [either in person or on the Society’s website](#).
- 4.5 The Society’s General Manager, in consultation and support of the Executive Committee, shall keep a record of all adopted Policies of the Society, with their expiry timetable, and upkeep the Policy Book as need be. The Society’s General Manager shall inform the Society’s President and Speaker of Council of every Policy, which is entering its final year of validity.

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# BY-LAW I-10 – RESOLUTION BOOK AND RESOLUTIONS

## Article 1 – Definition of Resolutions

- 1.1 Resolutions are topical and time-sensitive. They may contain:
  - 1.1.1 A call for an action for the SSMU to undertake;
  - 1.1.2 Lobbying points which have a restricted and immediate timeframe;
  - 1.1.3 A stance on a specific incident or event; and/or
  - 1.1.4 A change in the normal operating procedures of the SSMU.
- 1.2 Resolutions shall be labeled as such before being presented to the body, which shall vote on the resolution.
- 1.3 Resolutions shall not be confused with Policies or Plans nor shall they be governed by the By-Laws which govern Policies.
- 1.4 Resolutions shall be subject to and in line with the Constitution, By-laws, and Policy Book of the Society.
- 1.5 Resolutions shall be valid for no longer than one (1) year from the date of enactment, but can be reenacted
- 1.6 Resolutions should be kept as few and concise as possible while still expressing direction for the Society.
- 1.7 Resolutions shall contain both WHEREAS and BE IT RESOLVED clauses.

## Article 2 – Adoption of Resolutions

- 2.1 Resolutions may be enacted, amended, or repealed by Referendum, General Assembly, or Legislative Council by the processes laid out for those bodies.

## Article 3 – Resolution Book

- 3.1 There shall be a body of Resolution Papers known as the “Resolution Book”.
- 3.2 The Resolution Book shall contain all resolutions of the SSMU.
  - 3.2.1 All past Resolution Books shall be archived.
- 3.3 The Resolution Book shall be a universal reference for individuals and groups acting on behalf of the SSMU in various capacities.
- 3.4 The Resolution Book shall be made available, upon request, to any member of the Society in both French and English either in person or on the Society’s website.
- 3.5 The Society’s General Manager, in consultation and support of the Executive Committee, shall keep a record of all adopted Resolutions of the Society, with their expiry timetable, and upkeep the Resolution Book as need be.

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# BY-LAW I-11– PLAN BOOK AND PLANS

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## Article 1–Definition and Format of Plans

- 1.1 Plans are defined as multi-year projects/frameworks that aim to fulfill the goals of the society. Further, they,
  - 1.1.1 Be relevant to the Society and relate to its mission;
  - 1.1.2 Pertain to topics within the purview of the Society;
  - 1.1.3 Be forward-looking and proactive in essence;
  - 1.1.4 Be subject to the Constitution, By-Laws, and extant Policies of the Society;
  - 1.1.5 Contain a sunset clause, which shall state a validity period of a minimum five (5) years and up to a maximum of ten (10) years;
  - 1.1.6 Meet further requirements, as defined by Legislative Council.
- 1.2 Plans shall clearly establish the following:
  - 1.2.1 Designate a specific Executive to oversee the progress and implementation of the plan;
  - 1.2.2 Specific responsibilities for Executives, staff, and committees;
  - 1.2.3 Defined timelines for multi-year projects;
  - 1.2.4 Overarching goals of the plan.
- 1.3 Policies should be kept as few and concise as possible while still expressing direction for the Society.
- 1.4 WHEREAS clauses contained in the motion to explain the plan shall not be considered part of the plan, but included in the Plan Book.

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## Article 2–Adoption of Plans

- 2.1 Plans may be adopted by the same process outlined for Policies in By-Law I-9, Article 2. ▾

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## Article 3 – Administration

- 3.1 The President shall be responsible for bringing the Plan to Council for presentation to Council at twice during the Academic year.
  - 3.1.1 The Designated Executive shall introduce any relevant amendments or revisions at this time.
  - 3.1.2 Amendments and revisions of Plans from Council shall be encouraged.
- 3.2 The President shall contact any relevant staff, Executive or committee(s) to serve as resources during the Plan presentation.

## Article 4 –Plan Book

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- 4.1 There shall be a body of Plan Papers known as the “Plan Book”.
- 4.2 The Plan Book shall contain all Plans of the SSMU.
- 4.3 The Plan Book shall be a universal reference for individuals and groups acting on behalf of the SSMU in various capacities.
- 4.4 The Plan Book shall be made available, upon request, to any member of the Society in both French and English, either in person or on the Society’s website.
- 4.5 The Society’s General Manager, in consultation and support of the Executive Committee, shall keep a record of all adopted Plans of the Society, with their expiry timetable, and upkeep the Plan Book as need be. The Society’s General Manager shall inform the Society’s President and Speaker of Council of every Plan which is entering its final year of validity.

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