MOTION REGARDING DEVELOPMENT AND IMPLEMENTATION PROCESS FOR POLICIES AND PLANS 2019-09-26

Submitted for: September 26, 2019

WHEREAS, the Legislative Council, at its April 4, 2019 meeting, passed the Motion Regarding Policy and Plan Standardization[1];

WHEREAS, the aforementioned motion resolved that "the 2019-2020 SSMU Executives are mandated to restructure SSMU's Policies and Plans';

WHEREAS, the Development and Implementation Process for Policies and Plans was written to supplement the ongoing restructuring of the Society's Policies and Plans and to ensure effective implementation of future Policies and Plans;

BE IT RESOLVED, THAT the Society adopt the Development and Implementation Process for Policies and Plans as written in Appendix A;

BE IT FURTHER RESOLVED, THAT the Legislative Council mandate the President to integrate the Development and Implementation Process for Policies and Plans into the Internal Regulations of Governance for approval by April 30, 2020.

Moved By:
Bryan Buraga, *President*

Seconded By:
Jordyn Wright, *Science Representative*

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[1]

https://ssmu.ca/wp-content/uploads/2019/04/Motion-Regarding-Policy-and-Plan-Standardization-2019-04-04-APPROVED.pdf?x21981

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APPENDIX A

Development and Implementation Process for Policies and Plans

Purpose

To ensure due process in the creation and development of Policies and Plans, as well as to identify key steps for proper implementation of Policies and Plans within the Society.

Process

Step 1: New Policy/Plan Development

Development of a new Policy/Plan should include the following steps:
1. Assessing the need for the Policy/Plan and assurance that the subject matter of the policy is pertinent to our mission
2. Assessing the feasibility of the proposed Policy/Plan, including costs and resource mobilization
3. Ensuring the proposed Policy/Plan is drafted in close collaboration with student experts in the subject matter
4. Providing and distributing relevant information materials regarding the implementation and future operation of the Policy/Plan, including, but not limited to: procedures, forms, guidelines, FAQs, templates, etc.
5. Developing an implementation process and a financial report to present to the Steering Committee, before the policy is presented to the Legislative Council

If the proposed Policy/Plan is in conflict with the Society's Policies, Plans, or Governing Documents, the motion to adopt the Policy/Plan must include a motion to overturn or supersede the existing Policy, Plan, or Governing Document.

Consultation should occur with the affected department(s), committee(s), club(s), group(s) or individual(s) regarding the Policy/Plan. This will help to achieve a more effective and informed Policy/Plan and procedures.

Step 2: Formatting

Policies should include the following information:

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- Name of Policy/Plan
- Description of the Policy/Plan:
  - What is the background of this Policy/Plan?
  - What is the purpose of this Policy/Plan?
  - Who will it support/aid?
  - What is the timeline of implementation for this Policy/Plan?
  - Will there be any training or workshops for this Policy/Plan? Who will be conducting them?
  - When does the Policy/Plan expire?
- Process:
  - Which committees and departments have been consulted in creating this Policy/Plan?
  - What is the cost of this Policy/Plan (short-term and long-term)?
  - Will this Policy/Plan have a trial period (why and for long)?

Step 3: Mandate(s)

Identify the individual(s) responsible for implementation of action items, along with any associated timelines. For instance, if the Policy/Plan requires outsourcing, this should be clearly indicated in the mandate for the specific group(s) of individual(s); if it requires yearly trainings, it should be stated when they are meant to occur, and who is responsible for organising them. This will ensure that people involved in implementation of the Policy/Plan understand its mandate and procedures, and can be held accountable for the success or failure of implementation.

The Policy/Plan must be clear and concise, and include the expectations of the following SSMU members and staff (as mandated by the Legislative Council on 2019-04-04) where applicable.
- Executives
- Councillors
- Directors
- Student Body

Step 4: Costs and Resources

While presenting the Policy/Plan to the Legislative Council, the mover(s) must demonstrate the cost of the Policy/Plan through a financial report over a period of one (1) academic year. The mover(s) may work with the Vice-President (Finance) should they require assistance in writing the financial report. In this report, the individual(s) should include the following:
- Trainings
- Capital expenditures

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- A long-term cost-benefit analysis as compared to alternate uses of the resources that the Policy/Plan would utilize
- The impact of this Policy/Plan on the operational budget and any necessary fee increases or fee creation
- An assessment of expected efficiency of the Policy/Plan over the first year of its implementation relative to subsequent years
- The opinion(s) of relevant departments, committees, group(s) or individual(s) regarding the feasibility and robustness of the Policy/Plan

Step 5: Implementation

Once the Policy/Plan has been duly approved by the Legislative Council and is ready to be implemented within the Society, the Governance Manager will ensure distribution of information materials to the Society's staff and the Members, and will work alongside the Society's Communications Department, relevant staff, and relevant bodies to see through the Policy/Plan's implementation.

Step 6: Review

A Policy/Plan review shall be executed by the Executive Committee exactly one (1) academic year after the implementation of the policy, and shall recommend changes to the Legislative Council as appropriate.