



Governing Procedure 1000 – Governing Procedure Development and Review

Approved By: Students' Administrative Council

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Administered By: Vice President, Finance and Governance

1 – PREAMBLE

The Mount Allison Students' Union (hereinafter “MASU”) has Governing Procedures (hereinafter “GP”) to ensure that the organization has strong internal foundations. Furthermore, the backbone of good governance includes a strong process for development and review of governing documents. This document serves as a guide for those in the organization looking to develop and/or review and revise GPs.

2 – DEVELOPMENT PROCESS

2.1 Conception of the Governing Procedure Idea: When a MASU Officer or Staff conceives of an idea for a GP, they should approach the Vice President, Finance and Governance (hereinafter “VPFG”) to discuss it. Upon discussion, the GP development may or may not proceed.

2.2 Research Stage: In the initial stage, the individual(s) developing the GP idea will conduct research on the topic. This research may include, but is not limited to:

2.2.1 Examining similar documents at other student unions/associations;

2.2.2 Looking at relevant studies (academic or not); and

2.2.3 Seeking expert consultation.

2.3 Draft Stage: After the research stage is complete, the individual(s) developing the GP idea will create a GP draft. This draft must be formatted in accordance with section three of this GP.

2.4 Draft Feedback: Once a GP draft is complete, the developer(s) shall present it to the VPFG for feedback. Following this, the VPFG will make any edits deemed necessary and return it to the developers. This will continue until consensus on the draft has been reached. When such consensus is achieved (or the VPFG initiates GP development), the

VPPG shall take the GP to the Governance Committee (during the academic year) or the Executive Committee (during the summer months) for more feedback, after which necessary edits will be made. When consensus on edits have been reached among these groups, the GP will be brought to the Students' Administrative Council (hereinafter "SAC") for review and approval.

2.5 SAC Review and Approval: If the GP is deemed complete by the SAC, it may be approved by a simple majority (50% +1) during the meeting in which it is presented. However, the SAC may defer approval of the GP if changes are thought necessary. In this case, the VPPG and GP developers will adapt the GP until suitable, after which point it will again be brought for approval. After the SAC approves the GP, it is effective immediately. This effective or revision date will be added to the GP, and it must be made available to MASU members on the website.

3 – GOVERNING PROCEDURE FORMAT AND STRUCTURE

3.1 Governing Procedure Formatting: All GP documents shall be written using the "GP Format.dotm" file and the formatting guidelines found in the MASU Drive. It is the responsibility of the VPPG to oversee and uphold these specifications. The following rules shall apply to all GPs:

3.1.1 First Page Header: Each GP shall contain a first page header (as seen above).

This must have the GP number and name, who it was approved by, the original effective date, the last reviewed date, the revision date (if applicable), and who is to administer the GP.

3.1.2 Sectioning: All GPs must be broken down into sections at the discretion of the developers of the GP. The first section of each GP must be a preamble which details the purpose of the GP.

3.1.3 Multilevel Numbering: All GP documents must use the same multilevel numbering system. The first level, "Sections", shall have one number (i.e., "3"). The second level, "Paragraphs", shall have two numbers (i.e., "3.1"). The third level, "Clauses", shall have three numbers (i.e., "3.1.3"). The fourth level shall be called "Sub-Clauses" and be represented by letters (i.e., "3.1.3 a").

3.2 Governing Procedure Numbering: All GP documents must follow a consistent numbering system so that they are accessible to MASU executive, councillors, staff, and members-at-large. This system shall consist of nine (9) series, which shall further be broken down into applicable sub-series which are to be numbered in the 100s. The nine series are as follows:

- 3.2.1 **1000 Series** – Operations and Governance;
- 3.2.2 **2000 Series** – Human Resources;
- 3.2.3 **3000 Series** – Elections and Referenda;
- 3.2.4 **4000 Series** – Communications and Marketing;
- 3.2.5 **5000 Series** – Committees and Caucuses;
- 3.2.6 **6000 Series** – Clubs and Societies;
- 3.2.7 **7000 Series** – Grants and Awards;
- 3.2.8 **8000 Series** – Services; and
- 3.2.9 **9000 Series** – Miscellaneous.

4 – GOVERNING PROCEDURE REVIEW AND REVISION

4.1 Governing Procedure Review Process: GPs must be reviewed at least once every three years. If reviewed sooner, the next renewal date will be pushed back another three years. The VPFG shall lead the GP review process where they will re-read the GP and determine if it is sufficient or if it needs revision. If the latter, they will proceed to revise the GP. To do so, paragraphs 2.2 through 2.5 of this GP shall be followed.