



MOUNT ALLISON STUDENTS' UNION

**STANDING POLICY**

OPERATING PROCEDURE XV

NOVEMBER 2016



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## PREAMBLE & DEFINITIONS

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### PURPOSE

This procedure defines and outlines the scope of Standing Policy of the MASU, and describes procedure for policy development, ratification, revision, and use. In general, Standing Policy presents the official position of the MASU on issues external to the organization. Whereas Operating Procedures and the Bylaws and Constitution provide general terms of reference and regulations for the operations of the MASU, standing policies provide the MASU's advocacy efforts with direction and continuity.

### DEFINITIONS

In this procedure,

**“Academic Year”** — shall refer to the period extending from September to April.

**“Council”** — shall refer to the Student's Administrative Council defined in Law II.

**“Member”** — shall refer to the Members of the MASU defined in Article II.1 of the Constitution.

**“Standing Policy”** — shall refer to the governing documents of the MASU, referred to in Article V.1 of the Constitution.

## STANDING POLICY

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### PURPOSE

This Section defines Standing Policy of the MASU, as well as what offices are responsible for maintaining and executing Standing Policy. In general, Standing Policy ensures that organizational priorities and stances regarding matters external to the MASU persist from year to year. Standing Policies are designed to reflect conscientious reasoning and consideration of members' interests, and should communicate long-term beliefs or principles.

### DEFINITION & ADMINISTRATION

1. Standing Policy of the MASU shall represent an official opinion, sentiment, or principle of the Mount Allison Students' Union (MASU) on matters external to the organization:
  - a. Where appropriate, Standing Policy may include actionable items, to be acted upon by an appropriate Officer of the MASU;
  - b. Standing Policy shall present a position on issues or problems external to the MASU, including but not limited to affairs of the University, and Municipal, Provincial, or Federal government;
  - c. In order for an official statement or resolution passed by Council to be considered Standing Policy, it must satisfy the standards presented within this Operating Procedure, and must be developed and ratified in accordance with the procedure outlined below;
2. The Office of the President shall be responsible for overseeing policy development in conjunction with the Policy, Research and Archiving Officer (PRAO);
  - a. The above clause notwithstanding, the identification of issues that merit Standing Policy responses may be the responsibility of any Officer of the MASU;
  - b. An Officer of Committee of the MASU may develop policy without the engagement of the Office of the President, provided the criteria outlined in the Subsection on Policy Development and Ratification below is satisfied;
3. The Office of the President and the PRAO shall be responsible for maintenance and revision of policy.

## POLICY DEVELOPMENT

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### PURPOSE

This Section clarifies the procedure for producing official Standing Policy. Policy development should ensure that a basic standard is met such that all policy documents are able to communicate and provide information about their respective issue, as well as the stance the MASU has taken in response. Because they are intended for both internal and external use, these policy documents should be stand-alone documents that stakeholders, including members of the MASU, may find accessible and informative.

### POLICY DEVELOPMENT AND RATIFICATION

1. Policy development shall begin with the identification of a policy-relevant issue;
2. Once a policy relevant issue has been identified, policy development may begin either by approval of the President and PRAO, or by a motion of Council to develop policy on the issue through the PRAO or an appropriate committee;
3. The PRAO or the committee tasked with developing the policy shall prepare a draft policy document that satisfies the following requirements:
  - a. The policy document shall include a title page with the following information:
    - i. Subject or title of the policy;
    - ii. Approval Date;
    - iii. Expiration Date;
    - iv. The Officer of the MASU responsible for administering the policy;
  - b. The policy shall include the following information pertaining to the issue on which the policy expresses a position or stance:
    - i. Problem definition, including a clear statement of stakeholders and external bodies who have interest in the issue;
    - ii. Background information and research;
    - iii. Key considerations, including including any limitations, contingencies, or implications related to the stated policy, as determined by ;
    - iv. Policy options, including other positions that may be considered;
    - v. Recommendations;
  - c. A closing statement declaring the official position, pinion, sentiment or principle of the MASU;
  - d. Any further resolution prescribing action to be taken to advance the opinion, sentiment, or principle;
  - e. Policy shall not conflict with or attempt to vary any other provision of the Constitution or Bylaws.
  - f. Policy shall not conflict with the official policies of organizations that advocate on behalf of or represent the MASU, including the New Brunswick Student Alliance, and the Canadian Alliance of Student Associations;
4. The President and PRAO shall approve the draft policy document to ensure that it satisfies the above criteria;
5. Following approval by the President and PRAO, the draft policy document shall be brought to a standing or ad-hoc committee of Council for review, except where the policy document originated within a committee;

- a. If no relevant standing or ad-hoc committee exists, the draft policy document shall be brought to the Executive Committee;
  - b. If any amendments or recommendations are proposed by the committee reviewing the draft policy document, the policy shall be taken back to the President and PRAO, as per Clause 3 of this subsection;
  - c. The committee shall, by way of a majority vote, recommend the policy to be brought to Council for ratification;
6. Upon recommendation to Council, the policy shall be ratified according to the following procedure;
  - a. The draft policy document shall be circulated and discussed for no less than two (2) meetings of council before a motion to ratify the policy may be made;
  - b. A draft policy document may be amended, rescinded, or committed for further review by a two-thirds (2/3) majority vote of Council;
  - c. A draft policy document shall be ratified and adopted as Standing Policy following a two-thirds majority vote of Council;
7. The above Clause 5 notwithstanding, the President may, at their discretion, bring a draft document directly to Council in exceptional circumstances requiring immediate policy response;
  - a. If a draft policy document is brought to Council in this manner, the President shall disclose to Council the need for an immediate policy response;
  - b. The draft policy document may, by a simple majority vote of Council, be committed for review as per Clause 4 of this subsection;
8. Upon ratification by Council, Standing Policy becomes immediately effective as an official position of the MASU, and shall remain active as Standing policy for for three (3) years following the date of ratification;

## POLICY ADVOCACY, REVIEW, AND REPEAL

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### PURPOSE

This Section outlines effective procedure for advocating official stances adopted as Standing Policy. Officers of the MASU who do advocacy work, such as Student Senators and Executive Officers, are encouraged to advocate in accord with Standing Policy; in almost all circumstances, Standing Policy reflects the product of careful deliberation, such that advocacy efforts are reasoned and considerate of members' interests.

Because of the strong role of Standing Policy in informing advocacy efforts, policy review forms an important part of the MASU's governance framework. This Section also includes procedure for such review, as well as procedure on repeal and amendments.

### POLICY ADVOCACY AND USE

1. At the beginning of their terms in Office, the Executive Committee of the MASU shall review and consider standing policy when setting goals and objectives for the year;
2. Standing Policy should inform the priorities of Executive portfolios, in order to provide continuity to the professional objectives and advocacy efforts of Officers of the MASU;
3. Officers of the MASU, including Executives and Councillors shall advocate the positions expressed by Standing Policy, including in engagements with policy stakeholders and external bodies;
  - a. Except in exceptional circumstances, all Officers of the MASU who are members of external bodies, including but not limited to the University's Board of Regents, Senate, or external committees, shall vote in accord with the positions stated in Standing Policy of the MASU;
    - i. "Exceptional circumstances" shall refer to any circumstance in which, due to time constraints, a matter requiring advocacy or a vote by Officers of the MASU are unable to discuss a deficiency or problem with a Standing Policy with Council or the President;

### POLICY REVIEW

1. The PRAO and the President shall be responsible for identifying Standing Policy that is nearing expiration, or that has become obsolete, outdated;
2. In the event that a Standing Policy is nearing the date of its expiration, the President and the PRAO shall assess the relevance and need for the Standing Policy
  - a. If the President and PRAO consider the expiring or expired policy as no longer relevant, the President shall notify Council as to the expiration of the Standing Policy;
  - b. If no action is taken by Council, no further work is needed, and the Standing Policy shall be considered rescinded upon expiration;
  - c. Council may mandate the President to carry out the following procedure in order to renew the Standing Policy;
3. If the issue responded to by the expiring or expired policy is considered relevant, it shall be treated as a draft policy document and processed according to Section 3, Policy Development and Ratification of this Operating Procedure;
  - a. The above clause notwithstanding, if the President and PRAO consider determine that no revisions or amendments are required in order for the expired or expiring policy to satisfy the



## POLICY ADVOCACY, REVIEW, AND REPEAL

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criteria outlined in the Operating Procedure, the President may bring the policy to council for reinstatement, as per Section 3 Policy Development and Ratification, Clause 6.

### POLICY REPEAL AND AMENDMENT

1. Council may repeal or amend any Standing Policy by a two-thirds (2/3) majority vote;
2. Motions to amendment or appeal Standing Policy shall follow the principles for careful review and oversight maintained in the Operating Procedure, especially those outlined in Section 3, Policy Development and Ratification, Clauses 3 and 4.