

Operating Procedure XV – Policy Development

Purpose

When an issue that requires a policy solution or alternative is identified, a policy shall be written to express an opinion, a sentiment, or a principle on behalf of MASU Members and, in many cases, a call for a subsequent action. This operating procedure outlines the process of how policy shall be written and brought to Council.

Administration

The Office of the President shall be responsible for upholding this procedure.

Process

The following steps shall be taken to bring policy to Council:

1. Policy shall consist of the following:
 - a. The executive office responsible for the policy;
 - b. The date of enactment and the date of expiration;
 - c. “Whereas” clauses to establish the reasons for expressing an opinion, sentiment, or principle;
 - i. This includes identifying the issue and a rationale for why the MASU is addressing the issue;
 - ii. This may be expressed in consecutive whereas clauses or in multiple paragraphs following a “Whereas:” preface;
 - d. A resolution declaring the opinion, sentiment or principle of the MASU; and
 - e. Any further resolutions prescribing action to be taken to advance the opinion, sentiment, or principle, if applicable, including the office authorized by Council to take said action.
2. All policy shall be brought to a committee for review and recommendation to Council. If a relevant committee does not already exist, policy shall be brought to the Executive Committee for a recommendation.
3. The committee shall, by way of a majority vote, recommend the policy to be brought to Council for approval.
 - a. As per Bylaw XVIII – Policy Manual:
 - i. Any policy may be amended/repealed/enacted/rescinded/added at a meeting of Council by a two-thirds majority of the members present
 - ii. Policy shall not conflict with or attempt to vary any other provision of the Constitution or Bylaws.
 - iii. Policy becomes effective immediately upon enactment by Council, including amendments/additions/repeals, and remains active for three years.
4. The office responsible for the policy shall be responsible for maintaining and reviewing the policy.
5. Extenuating circumstances requiring immediate policy intervention may cause the President to forgo Steps 2 and 3 above.

- a. “Extenuating circumstances” must be outlined by the President upon presentation of any policy for which Steps 2 and 3 of this Operating Procedure have been forgone. Should a majority of the voting Council members present not agree that the situation dictates “extenuating circumstances” for policy intervention, the Chair shall immediately seek a motion to refer the policy to the appropriate committee per Step 2 of this Operating Procedure.