



PROCEDURE TITLE

PROCEDURE FOR

9. DaC04 Tc -02w (D.3 (75.5 m)T0m)T0ioorcrso,i oaGd ag o nr45.5 m rn odoc 0 Tw (D)Tj07.022 D-w 0.77601T028(.

Where repeal with replacement is required, the repeal of the Governing Document is combined with the process for approving the new or revised Governing Document.

- 17.2 A repeal without replacement involves repealing a Governing Document and not replacing it with a different Governing Document

Consultation Guidelines

18. Effective and meaningful consultation with the University community is a fundamental part of the Governing Document development and review process.

Format and Templates for Governing Documents and Procedures

27. The templates used for the Governing Documents and Procedures are:
 - 27.1 Governing Document Template in Appendix B
 - 27.2 Procedure Template in Appendix C
28. Secondary Documents, other than Procedures, are not subject to following a particular format.
29. Existing Governing Documents that do not meet the format requirements in this Procedure are reformatted at any time prior to or upon the next review, whether scheduled or off-cycle.

Governing Document Proposal Form

| | |
|---------------------------|--|
| Executive Sponsor(s): | |
| Governing Document Title: | |
| Type of Proposal: | Proposal to develop or review Governing Document (see section A) Proposal to repeal existing Governing Document (see section B) |

Section A – Proposal to develop or review Governing Document

1. Background and Rationale

3. Impact on other Governing Documents

Legal Review

Has Legal Services Reviewed the Final Draft ? YES NO

If not, please explain:

Consultation Plan

5. Stakeholders to be consulted as part of the Governing Document development process:

- Secretariat
- Legal Services
- Members of the Senior Administration
- Internal Audit
- McGill University Association

5.2 Please describe the nature and timeline of the planned consultations:

Examples include town halls, roundtables, meetings, targeted or broad surveys, creating a designated webpage on the and posting the draft Governing Document on the Secretariat website.

5.3 Summary of Input Received:

Following the consultation period, please provide a summary of input received indicating, where appropriate, whether this input was incorporated in the final draft of the Governing Document. If the resulting changes to the draft are significant, were key stakeholders engaged in further consultation to ensure consensus on the final draft?

6. Implementation Plan

6.1 Summary of Procedures (if any)

Please provide a summary of the Procedures.

6.2 Communication and Training

Describe any plans for communication and training to build awareness and enable effective implementation of the Governing Document. If appropriate, describe the resource implications for implementing the policy (e.g., financial, human resources, technology, operations, training/education, culture)?

7. Evaluation, Compliance and Reporting

Is there a plan to evaluate the impacts of the Governing Document? If yes, please describe the plan. How will compliance with the Governing Document be monitored? In some cases, legislation or external regulation requires annual reporting to the Approving Body, or a delegate thereof, on the activities undertaken pursuant to a Governing Document. Such annual reports include the results of impact evaluations and/or regular monitoring. Even if such reporting is not externally mandated, it may be a best practice to include a reporting requirement in the proposed Governing Document.

8. Timing Requirements

Please describe any timing issues, requirements, or considerations associated with proposed Governing Document.

Section B – Proposal to repeal existing Governing Document

1. Background and history of the Governing Document

Please provide a brief outline of the background and legislative history of the Governing Document, making sure to indicate when the Governing Document was initially approved, and to highlight any

2. Rationale for the Proposed Repeal & Impact on other Governing Documents

3. Legal Review

Has Legal Services Reviewed the Proposed Repeal ? YES NO

If not, please explain:

GOVERNING DOCUMENT TEMPLATE

** Instructions: Please fill in appropriate sections and delete all text highlighted in BLUE **

| | |
|------------------------|---|
| POLICY NAME | INSERT NAME OF GOVERNING DOCUMENT |
| Approving Body | To be filled by Secretary-General |
| Original Approval Date | |
| Last Revision Date | Date that the Governing Document was last revised. |
| Next Review Date | Date that the Governing Document is due for review |
| Related Documents | Related policies, procedures, guidelines, forms (in point form) |

1. PREAMBLE

1.1 OPTIONAL. High level statement providing context and principles.

2. PURPOSE

2.1 Reasons that the Governing Document exists.

3. APPLICATION/SCOPE

3.1 Outline of the activities governed by the Governing Document and the constituents affected.

4. DEFINITIONS

4.1 Define relevant terms contained in the Governing Document.

5. POLICY CONTENT

5.1 This section may include numerous sub-headings, such as roles and responsibilities, exceptions etc.

6. REPORTING

6.1 To ensure proper governance oversight, consider the submission of an annual report to the Approving Body or Committee thereof in accordance with section 5 of the Policy on the Development and Review of Governing Documents.

7. AUTHORITY TO APPROVE PROCEDURES

7.1 Delegation of authority, if any, for the development and approval of Procedures.

8. REVIEW

8.1 This section sets out the mandatory review periods and requirements.

PROCEDURE TEMPLATE

** Instructions: Please fill in appropriate sections and delete all text highlighted in BLUE **

| | |
|------------------------|--|
| PROCEDURE TITLE | INSERT NAME OF PROCEDURE |
| Executive Sponsor | Executive Sponsor of the parent Policy or Regulation. |
| Original Approval Date | Date that the Procedure was originally approved by Executive Sponsor |
| Last Revision Date: | Date that the Procedure was last revised |
| Next Review Date: | Date that the Procedure is due for review |

| | |
|-------------------|---|
| Related Documents | Related policies, procedures, guidelines, forms (in point form) |
|-------------------|---|

1. PURPOSE

1.1 Reasons that the PROCEDURE exists.

2. APPLICATION/SCOPE

2.1 Outline of the activities governed by the PROCEDURE and the constituents affected.

3. DEFINITIONS

3.1 Define relevant terms not otherwise defined in the parent Policy or Regulation.

4. PROCEDURE CONTENT

4.1 This section may include numerous sub-headings.