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# Bylaw and Policy Review Committee

## Terms of Reference

### Policy Information

Oversight Body: Bylaw and Policy Review Committee

Date Passed by Council:

Title of Related Policies, Bylaws, Legislation: Bylaws 2,6, & 10

### Definitions

**Policy** - A rule passed by Council.

**Member** - An individual who meets the membership criteria, as outlined in the DSU Bylaws.

**Executive Officer** - A Member who is elected as an Executive Officer of the DSU, as outlined in the DSU Bylaws

**Policy and Governance Coordinator** - The full-time staff member responsible for supporting internal administrative, governance, and policy needs of the DSU.

### Purpose

These terms of reference were created in recognition of:

- i. The significant impact a new or amended policy can have on operations.
- ii. The need to evaluate the appropriateness of a new or amended policy in respect to existing bylaws, policies, and applicable municipal, provincial, and federal legislation.

These terms of reference address the procedures surrounding a policy proposal or amendment for adoption. In addition, it is also meant to ensure policies are presented in a clear and uniform manner.

## Scope

Members of Council, Commissioners, part-time staff, full-time staff, volunteers, and general Members of the DSU shall abide by this policy.

## Policy Statement

### 1. Policy Submissions

- 1.1. Before a new policy proposal or amendment to an existing policy is brought to Council for approval, it should be submitted to the Bylaw and Policy Review Committee using the proposal template, which can be retrieved by contacting the DSU Policy and Governance Coordinator.
- 1.2. A proposal should be directed to the Bylaw and Policy Review Committee Chair and/or Policy and Governance Coordinator to ensure proper review and record keeping.
- 1.3. Materials seen as supporting or providing further context to the proposal can be submitted in conjunction with the draft proposal but will be presented to Council only at the discretion of the Bylaw and Policy Review Committee.
  - 1.3.1. Supporting materials cannot be submitted to the Bylaw and Policy Review Committee without an accompanying proposal.
- 1.4. The Bylaw and Policy Review Committee will bring proposed policies and amendments to the relevant Executive Officer(s) and full-time staff for consultative feedback and advice prior to reaching any decisions.
- 1.5. The Bylaw and Policy Review Committee Chair will communicate the status of the proposal to the individual who made the submission after each Committee meeting where it appears on the agenda.

### 2. Request for Review

- 2.1. A Member does not need to propose a policy amendment ~~in order~~ to make a request for a policy review
- 2.2. Requests must include a detailed statement of the reasons as to why a policy review should be conducted.
- 2.3. The Bylaw and Policy Review Committee Chair will communicate the status of the review to the requestor after each meeting where it appears on the agenda.

### 3. Approved Policies and Amendments

- 3.1. Any Council approved policies and amendments must be circulated to the relevant part-time and full-time staff the following day.
- 3.2. Every policy must be reviewed at least every three (3) years.
- 3.3. The Policy and Governance Coordinator shall ensure the new or amended policy is updated in the policy manual and web site after Council minutes from the meeting in which the policy changes were ratified, are approved.
- 3.4. Outdated versions of DSU policies and bylaws will be appropriately archived by the Policy and Governance Coordinator.

### 4. Policy Structure

- 4.1. Each policy will contain the following information:
  - 4.1.1. Policy Name
  - 4.1.2. Policy Information
    - 4.1.2.1. Oversight Body
    - 4.1.2.2. Date Passed by Council
    - 4.1.2.3. Title of Related Policies, Bylaws, and Legislation
  - 4.1.3. Definitions
  - 4.1.4. Purpose
  - 4.1.5. Scope
  - 4.1.6. Policy Statement
- 4.2. Each policy will use the following format:
  - 4.2.1. Font, Museo Sans
  - 4.2.2. Title centered, bolded, size 24
  - 4.2.3. Section Titles left justified, bolded, size 14
  - 4.2.4. Section Subheadings left justified, underlined, size 12
  - 4.2.5. Multilevel lists using numerated sections (1, 1.1, 1.1.1)
  - 4.2.6. Content, size 12
  - 4.2.7. Line Spacing not below 1.15