

By-Law on *ad hoc* Consultation with MAUT [Approved April 16, 2015 Council Meeting]

Preamble

MAUT supports collegial governance and open communication and welcomes invitation from University administrators or other parties within or without the University to participate in consultations leading to policies and practices that affect McGill academic staff, the University community, or the broader community.

This By-Law concerns *ad hoc* requests for consultation with MAUT. It does not concern participation of MAUT representatives in established bilateral or multilateral University governance committees, as these are separately governed by the MAUT Constitution and/or University Regulations.

Principles and process

An *ad hoc* consultation with MAUT is an interaction between the requestor and MAUT Council. Council may choose to address the substance of the question itself, with or without seeking additional input*, or to assign another body (for example, an *ad hoc* committee) or person to do so on its behalf and report back to Council on the outcome.

An *ad hoc* consultation with MAUT must include several steps, minimally: 1) a request for consultation made to the President, 2) a Council decision whether or not the request merits a consultation with MAUT**, 3) a Council-designated/approved MAUT internal mechanism to consider the substance of the question, and 4) a written consultation output recorded in the Council Minutes.

We recognize the difference between cases where:

- 1) MAUT's opinion on a subject is sought as an open question, in which case MAUT is the author of the consultation final document, namely the MAUT response.
- 2) a proposed policy or similar document is submitted to MAUT for its input, in which case MAUT is not the author of the final document.

In cases where MAUT is the author of the consultation final document, that document will be recorded as a Council Motion recorded in the Minutes, and the information will be transmitted by the President to the requesting party.

In cases where MAUT is not the author of the final document, but is providing input on a document authored by another entity, a Report on the Consultation will be prepared by Council, or other MAUT body or person assigned by Council to carry out the consultation, and this will be discussed at Council and entered into the Council Minutes. This Report on the Consultation will include the following information:

- Whether Council or other assigned MAUT body or person was satisfied that the consultation was carried out in good faith by the requesting party.
- Whether MAUT-suggested modifications had been incorporated into the document following the consultation.
- Whether these modifications were substantive or minor
- A summary of the most substantive such modifications.
- A summary of substantive points on which MAUT-suggested modifications had not been incorporated into the revised document.

* If Council decides to address the substance of the request itself, it may, during its deliberations, seek input from other sources, for example, relevant experts or committees, within MAUT or without, or the MAUT membership.

** If Council decides that a request does not merit consultation with MAUT or is accompanied by time constraints that unduly restrict MAUT's internal consultation processes, it may refuse any MAUT participation, or it may delegate one or more individuals to engage in informal discussions with the requestor. These informal discussions however, may not be termed "consultation with MAUT" by the requestor. The President will inform the requestor of Council's decisions including, where relevant, the vocabulary restriction.