

POLICY NAME	POLICY FOR THE DEVELOPMENT AND REVIEW OF GOVERNING DOCUMENTS
Approving Body	Board of Governors
Initial Approval Date	Nominating, Governance and Ethics Committee: September 19, 2017 Board of Governors: October 5, 2017
Date of last review	
Date of next review	2022
Executive Sponsor	Secretary-General

Related Documents	<ul style="list-style-type: none">• Procedure for the Development and Review of Governing Documents• Appendix A: Governing Document Template• Appendix B: Procedure Template• Appendix C: Governing Document Proposal Form
--------------------------	---

PART I – PURPOSE AND SCOPE

Purpose

- 1 This Policy is intended to establish a coordinated and consistent process for the development, approval and review of all University Governing Documents and Procedures.

Scope

- 2 This Policy applies to all Executive Sponsors and their Delegates responsible for the development and administration of all institutional University Governing Documents.

Documents limited in scope to a specific unit or faculty are not subject to this Policy. However, in the event of a conflict between a unit level document and a Governing Document, the Governing Document shall prevail.

PART II – POLICY PROVISIONS

Definitions

- 3 The following definitions apply to this Policy and accompanying Procedures:

3.1 *Approving Body:* University governance body under whose jurisdiction the Governing Document is approved (Board of Governors, Senate).

3.2 *Executive Sponsor:* The position responsible for the development review and implementation of a Governing Document or a Secondary Document. The Executive Sponsors are: the Principal and Vice-Chancellor, the Provost and Vice-Principal (Academic), the Vice-Principals, the Deputy-Provost (Student Life and Learning), the Associate-Provost (Equity and Academic Priorities), the Secretary-General and the General Counsel. Depending on the scope of the subject matter, a Governing Document may have more than one Executive Sponsor.

3.3 *Delegate:* The position to which the Executive Sponsor may delegate authority for the development and review of a Governing Document or a Secondary Document.

3.4 *Governing Document:* University Policy and/or Regulation approved by the Approving Body.

Governing Documents	Definitions
3.4.1 <i>Policy</i>	A Governing Document that is broad and general in nature and: <ul style="list-style-type: none">• describes the University’s position on a particular subject matter which has broad application;• reflects and upholds the University’s mission and principles;

	<ul style="list-style-type: none"> articulates key principles, values, requirements, and responsibilities; changes infrequently, and changes are subject to the approval of the Approving Body.
<p><i>3.4.2 Regulation (including Codes¹ and Charters²)</i></p>	<p>A Governing Document that is administrative and prescriptive in nature and:</p> <ul style="list-style-type: none"> provides guidance with respect to University activities; reflects and upholds the University’s mission and principles; regulates actions and describes steps to follow for a particular outcome; identifies the scope of actions; provides for sanctions upon individuals; changes infrequently, and changes are subject to the approval of the Approving Body; contains procedural requirements.

3.5 Draft Governing Document: University Policy and/or Regulation in any stage of development, prior to approval by the Approving Body.

3.6 Secondary Document: A document developed to support the communication and implementation of a Governing Document. Secondary Documents include but are not limited to: Procedures, Directives, Guidelines and other documents of the same nature. Secondary Documents are approved by the Executive Sponsor or Delegate, as determined by the Executive Sponsor.

Secondary Documents	Definitions
<i>3.6.1 Procedure</i>	A Secondary Document that supports and gives effect to a policy. Procedures outline how a policy is to be implemented. All policies need to be accompanied by procedures with the exception of policies containing built-in operational measures that give full effect to the policy.
<i>3.6.2 Directive</i>	A Secondary Document that provides specific instruction or direction on how to perform an action or reach a goal.
<i>3.6.3 Guideline</i>	A Secondary Document that recommends an approach or provides additional information in support of a Governing Document or Procedure.

3.7 Unit Level Document: A document whose application is limited in scope to a specific faculty, school or unit. Such documents must comply with any legal or statutory requirements and any Governing Document

¹ Such as codes related to student conduct or disciplinary matters.
² Such as the Charter of student rights. The Charter of McGill University is excluded.

Enabling Provisions

- 4 All Governing Documents are subject to approval by the Approving Body.
- 5 Governing Documents shall be developed and submitted for approval as set forth in the Procedure for the Development and Review of Governing Documents.
- 6 A Governing Document becomes effective upon approval by the Approving Body, or at such a date as specified by the Approving Body.

Review and Repeal

- 7 Governing Document reviews shall be conducted at least once every five (5) years by the Executive Sponsor or Delegate, as determined by the Executive Sponsor. The Executive Sponsor or the Approving Body may also initiate a review of a Governing Document when necessary to ensure legislative or statutory compliance or when deemed necessary to do so in the interests of the University.
- 8 A Governing Document may be reviewed or repealed by the Approving Body when:
 - (a) the Governing Document is no longer legislatively or statutorily compliant or;
 - (b) the Governing Document is in conflict with another Governing Document or;
 - (c) the Approving Body or Executive Sponsor deems it as necessary.
- 9 A Governing Document shall remain valid until such a time as the review is concluded by the Approving Body.
- 10 Every Executive Sponsor or Delegate shall follow the requirements outlined in this Policy and the Procedure for the Development and Review of Governing Documents.
- 11 Members of the senior administration (executive sponsors) are responsible for the communication and implementation of all Governing Documents and related procedures within their areas of responsibility.
- 12 The Secretary-General shall maintain the official repository of all Governing Documents. To that end, the Secretary-General shall:
 - (a) Maintain up-to-date Governing Documents, procedure templates and related forms;
 - (b) Ensure that all amended/repealed Governing Documents are archived in accordance with McGill University Records Retention Schedule (MURRS).

PART III – AUTHORITY TO APPROVE PROCEDURES

- 13 The Secretary-General is responsible for approving Procedures required to ensure the full implementation of this Policy.

PART IV - REVIEW

- 14 The Secretary-General is authorized to implement changes in a Governing Document, provided that such changes do not materially affect its substance or content.
- 15 The Secretary-General is responsible for the review of this Policy.