

# UPEI SU EXTERNAL POLICY DEVELOPMENT BY-LAW

Enacted January 12<sup>th</sup>, 2014

Amended February 8th, 2015

## **I RATIONALE**

1. The UPEI SU represents all full-time UPEI students and has advocacy as a central tenet of its existence. In recognition of this fact, this bylaw provides a framework for external policy development.

## **II POLICY DEVELOPMENT AND APPROVAL**

1. A process for policy development and approval is prescribed herein:
  - A. Policy proposals will come from the membership of the UPEI SU to UPEI SU Council for discussion and approval or disapproval in-principle.
  - B. If approved, the Vice-President Academic & External will have a length of time prescribed within this bylaw to research and write a policy statement supporting the original policy proposal.
  - C. The first draft of a policy statement shall be edited by the members of the Academic & External Affairs Committee. At this time, the committee may send the statement back to the Vice-President Academic & External for further research or writing, or can forward a final draft to Council.
  - D. Upon receipt of the final draft of a policy statement, Council shall discuss the content recommendation and either approve or disapprove of the policy statement at the subsequent meeting of Council. The statement shall be the bold recommendation at the bottom, not the document as a whole. If the policy statement is approved, the policy shall become an official 'External Policy' of the UPEI SU.
  - E. From time to time, the background information in the body of the external policy statement will need to be updated to ensure accuracy. Any changes made to the body will be voted on by the Academic and External Affairs Committee. Once this is complete, Council will be issued a notice by the committee. Council must only vote on the bold section at the bottom of the policy statement as this is the official stance of the UPEI Student Union. The body of the statement is simply the information supporting the stance.

## **III POLICY SCOPE**

- 1. UPEI SU policy statements shall only be drafted where the matter pertains to post-secondary education, or when the matter pertains to an issue which impacts a significant portion of the UPEI SU membership.**
- 2. UPEI SU Council shall have the final decision regarding whether an issue falls under the criteria laid out above. UPEI SU Council may also choose to refer the matter to the Academic & External Affairs Committee for a recommendation.**

## **IV SUMMER OPERATIONS**

1. Throughout the Summer, the Executive Committee shall take the place of both Council and the Academic & External Affairs Committee.

## **V POLICY WRITING TIMELINE**

1. The Vice-President Academic & External will have a maximum of six weeks from the date of Council's approval to bring a policy statement back to Council for final draft approval.
  - A. This time will be inclusive of the Academic & External Affairs Committee's editing process.
  - B. If a policy is slated for Summer development, this timeline shall not be followed.
    - I. A policy slated for Summer development is to be presented at the first Council meeting of the new academic year.
2. A simple majority vote of Council is required to extend the final draft deadline.

## **VI PERIOD OF VALIDITY**

1. A policy is deemed to be in effect immediately upon Council approval.
  - A. Policies are active three years from the date of approval.
2. A review of the policy must be carried out by the Academic & External Affairs Committee prior to the policy's date of lapse.
  - A. The Academic & External Affairs Committee will bring one of three recommendations to Council following their review:
    - I. The policy is ready to be renewed or reactivated for another period of three years.
    - II. The policy requires major updates prior to a renewal or reactivation.
    - III. The policy should be allowed to lapse. In this case, the policy will be archived for future reactivation if requested.
  - B. Council will vote to approve or disapprove the recommendation of the Academic & External Affairs Committee. A simple majority is required.

## **VII ANNUAL POLICY PRIORITIES**

1. It is recognized by the UPEI Student Union that choosing a specified number of priorities for any given year is more effective than lobbying on all policies all the time.
2. The UPEISU Council shall approve a number of policies (upon the recommendation of the Academic & External Affairs Committee) each year to actively lobby on.
  - A. This shall occur in April of each year so as to enable the development of a lobby document over the Summer.
3. These policy priorities shall form the basis of the organization's annual lobby document.

## **VIII ANNUAL CONSULTATIONS**

1. Each year, the UPEI Student Union shall hold and publicize widely a meeting of the membership for the purpose of gathering input as to new Union external policy priorities.
2. This meeting shall be held in the second semester of every academic year.

## **IX POLICY STATEMENT STRUCTURE**

1. For the purposes of consistency and developing a brand, each policy statement must consist of the following:
2. Title: The title of policy must be in the official header font of the Student Union, Ultra
3. Logo: The policy must have the official Student Union logo in the top right hand corner of the policy.
4. Policy Details: Every policy must have a category (see section X of this bylaw), it must have its status (whether that be active or repealed), the date of ratification, and the date of review. The policy details must be in the official sub-header font of the Student Union
5. Policy Synopsis: Each policy statement must have a synopsis that states the purpose of the policy and how it benefits students in italics. The policy synopsis must be in the official font of the Student Union.
6. Body: The body of the policy statement will consist of background information that will support the asks at the end of the document. Citations are a must wherever necessary. The body must be in the official font of the Student Union.
7. Ask: These are the recommendations that are the purpose of the document. This will be what we advocate on. These must be in the official font of the Student Union and bolded.

#### **X EXTERNAL POLICY BOOK**

1. All the external policies passed by the UPEI Student Union Council will be organized in an external policy book.
2. The Policy and Research Coordinator will be responsible for updating the external policy book and ensuring its accuracy.
3. After Council approves, amends, or repeals a policy, the latest version of the external policy book will be placed on the website within 48 hours.