<table>
<thead>
<tr>
<th>PROCEDURE TITLE</th>
<th>PROCEDURE FOR THE DEVELOPMENT AND REVIEW OF GOVERNING DOCUMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Sponsor</td>
<td>Secretary-General</td>
</tr>
<tr>
<td>Initial Approval Date</td>
<td>October 5, 2017</td>
</tr>
<tr>
<td>Date of Last Review</td>
<td>March 22, 2018</td>
</tr>
</tbody>
</table>

**Related Documents**
- Policy for the Development and Review of Governing Documents
- Appendix A: Governing Document Template
- Appendix B: Procedure Template
- Appendix C: Governing Document Proposal Form
PREAMBLE

McGill University’s Governing Documents reflect and uphold the core values of the University’s mission statement and principles of academic freedom, integrity, responsibility, equity, and inclusiveness. The development and review of all Governing Documents is based in these core values, which support the University’s interests and priorities and promote an environment where academic excellence can flourish.

PART I – PURPOSE AND SCOPE

Purpose

1. This Procedure outlines the steps to be followed for the development and review of all Governing Documents and Procedures, and defines the roles and responsibilities of Executive Sponsors and Delegates.

2. This Procedure is to be read in conjunction with the Policy for the Development and Review of Governing Documents. All items identified in this Procedure shall have the meaning given to them in the Policy.

Scope

3. This Procedure applies to all Executive Sponsors and their Delegates responsible for the development, review and implementation of University Governing Documents and Procedures. Documents limited in scope to a specific unit or faculty are not subject to this Procedure but are subject to comply with all Governing Documents.

PART II – PROCEDURAL CONTENT

A) GOVERNING DOCUMENTS

Development

4. The Executive Sponsor or Delegate responsible for developing a Governing Document shall prepare a Governing Document Proposal Form (using Appendix “C”). If developed by a delegate, the Governing Document proposal form is subject to approval by the Executive Sponsor.

5. If the Executive Sponsor is prepared to sponsor the Governing Document, he/she shall submit Appendix C for consideration by the members of the senior administration (P7).

6. If approved by the members of the senior administration, Appendix C is used by the Executive Sponsor or Delegate as a basis for the development of the Governing Document, using Appendix A.
Approval Process

7 Once the final draft of the Governing Document has been completed, the Executive Sponsor shall submit it for legal review and for approval by members of the senior administration.

8 If approved by members of the senior administration, the draft Governing Document is submitted to the Secretary-General for submission to the appropriate Approving Body.

9 If a Governing Document is approved by the Approving Body, the Secretary-General shall issue an official communication confirming approval and shall make available online the Governing Document in a timely manner.

Implementation Procedures

10 Every Executive Sponsor or Delegate shall ensure that members of their units are provided with the training needed to ensure the full implementation of a Governing Document.

Review Procedures

11 The Secretary-General shall maintain a review schedule of all Governing Documents and shall be responsible for informing the Executive Sponsor of the review schedule for the Governing Document falling under the Executive Sponsor’s area of responsibility.

12 The Governing Document Proposal Form (Appendix C) shall be completed by the Executive Sponsor or Delegate at the time of the Governing Document’s review. Sections 4 to 10 of this Procedure apply.

B) SECONDARY DOCUMENTS

Development

13 Secondary Documents may be developed by the Executive Sponsor or Delegate, at the same time the Governing Document is developed or within a six-month period following approval of a Governing Document by the Approving Body.

Format

14 Appendix B is to be used for the development of Procedures.

15 The development of Secondary Documents, other than Procedures, is not subject to following a particular format.

16 Existing Governing Documents and Procedures that do not meet the format requirements in sections 6 and 14 of this Procedure shall be reformatted upon next review.
Approval process

17 Unless authority to approve Procedures is granted to a particular position or body identified in a Governing Document, the authority to approve Procedures rests with the Executive Sponsor or Delegate, as determined by the Executive Sponsor.

18 Other Secondary Documents shall be approved by the Executive Sponsor or Delegate, as determined by the Executive Sponsor.

Implementation Procedures

19 Every Executive Sponsor or Delegate shall ensure that members of their units are informed of and are provided with the necessary education and/or training in order to comply with all relevant Secondary Documents.

Review and Repeal

20 In the event that a Governing Document is revised or repealed, the Executive Sponsor or Delegate shall review or repeal the Secondary Documents in order to ensure compliance with the revised Governing Document.
APPENDIX A

GOVERNING DOCUMENT TEMPLATE

Related Documents

- Policy for the Development and Review of Governing Documents
- Procedure for the Development and Review of Governing Documents
- Appendix B: Procedure Template
- Appendix C: Governing Document Proposal Form

Governing Document Template

Logo of McGill University

<table>
<thead>
<tr>
<th>POLICY NAME</th>
<th>INSERT NAME OF GOVERNING DOCUMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approving Body</td>
<td>To be filled by Secretary-General</td>
</tr>
<tr>
<td>Initial Approval Date</td>
<td>Date at which the Governing Document was originally approved by Approving Body</td>
</tr>
<tr>
<td>Date of last review</td>
<td>Date that the Governing Document was last reviewed</td>
</tr>
<tr>
<td>Date of next review</td>
<td>Date that the Governing Document is due for review</td>
</tr>
<tr>
<td>Executive Sponsor</td>
<td>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 sponsoring a Governing Document that falls under his/her area of responsibility. Depending on the scope of the subject matter, a Governing Document may have more than one Executive Sponsor.</td>
</tr>
</tbody>
</table>

PART I – PURPOSE AND SCOPE

This section describes why the governing document exists and to whom it applies or in which circumstances.

PART II – CONTENT

This section may include numerous headings and sets forth the principles that are being articulated by the governing document.
PART III – AUTHORITY TO APPROVE PROCEDURES

This section addresses the delegation of authority, if any, for the development and approval of Procedures and sets forth any conditions related to that delegation.

PART IV – REVIEW

This section sets out the mandatory review periods, their calculation and exceptions, if any.
## APPENDIX B  PROCEDURE TEMPLATE

<table>
<thead>
<tr>
<th>Related documents</th>
<th>Policy for the Development and Review of Governing Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Procedure for the Development and Review of Governing Documents</td>
</tr>
<tr>
<td></td>
<td>Appendix A: Governing Document Template</td>
</tr>
<tr>
<td></td>
<td>Appendix C: Governing Document Proposal Form</td>
</tr>
</tbody>
</table>

**Procedure Format Template**

Logo of McGill University

<table>
<thead>
<tr>
<th>PROCEDURE TITLE</th>
<th>INSERT NAME OF PROCEDURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Sponsor</td>
<td>Indicate member(s) of senior administration responsible for the parent Policy or Regulation.</td>
</tr>
<tr>
<td>Initial Approval Date</td>
<td>Date that the Procedure was originally approved by Executive Sponsor</td>
</tr>
<tr>
<td>Date of Last Review</td>
<td>Date that the Procedure was last reviewed</td>
</tr>
</tbody>
</table>

| Related Documents | Insert related laws, by-laws, policies, procedures, guidelines, forms (in point form) |

**PART I – PURPOSE AND SCOPE**

This section describes why the Procedure exists and to whom it applies or in which circumstances.

**PART II – PROCEDURAL CONTENT**

This section may include numerous headings and sets forth the procedures to be followed.
APPENDIX C  GOVERNING DOCUMENT PROPOSAL FORM  
(Used for the development or review of a Governing Document)

| Related Documents | • Policy for the Development and Review of Governing Documents  
|                   | • Procedure for the Development and Review of Governing Documents  
|                   | • Appendix A: Governing Document Template  
|                   | • Appendix B: Procedure Format Template |

<table>
<thead>
<tr>
<th>Type of Proposal</th>
<th>Indicate the type of proposal:</th>
</tr>
</thead>
</table>
|                  | [ ] Proposal for New Governing Document  
|                  | [ ] Proposal for Revisions to existing Governing Document |

<table>
<thead>
<tr>
<th>Proposed/Existing Title of Governing Document</th>
<th>Indicate the title of Governing Document</th>
</tr>
</thead>
</table>

| Executive Sponsor (ES) | Indicate ES name and title |

**Rationale for Governing Document Proposal**

1 Briefly describe the rationale of the proposal, taking into account:
   - The review schedule of the Governing Document (applies to proposals for review)
   - New compliance requirements
   - Development of other governing documents

**Purpose statement**

2 Provide a purpose statement setting forth the principle(s) that the new or revised Governing Document is to articulate.

**Overview of Content**

3 Provide a description of the new or revised Governing Document, including why it is needed, how it will meet current or evolving institutional needs and the impact it will have on university operations.

**Proposed scope**

4 Identify the scope of the Governing Document or the scope of the review, as applicable.

**Stakeholders to consult**

5 List all stakeholders, both internal and external who will be consulted during the development or review process.
Communication and Training

6 Describe how you propose to communicate this Governing Document or changes thereto to ensure implementation and proper training.

Timing Requirements

7 If there are timing requirements with respect to this new or revised Governing Document, please identify them.

___________________________________
Signature of Executive Sponsor, title

Date: