



PROCEDURE TITLE	PROCEDURE FOR THE DEVELOPMENT AND REVIEW OF GOVERNING DOCUMENTS
Executive Sponsor	Secretary-General
Initial Approval Date	October 5, 2017
Date of Last Review	March 22, 2018

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

POLICY NAME	INSERT NAME OF GOVERNING DOCUMENT
Approving Body	To be filled by Secretary-General
Initial Approval Date	Date at which the Governing Document was originally approved by Approving Body
Date of last review	Date that the Governing Document was last reviewed
Date of next review	Date that the Governing Document is due for review
Executive Sponsor	The Principal and Voce-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.

Related Documents	Insert related laws, by-laws, policies, procedures, guidelines, forms (in point form)
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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
Related documents	<ul style="list-style-type: none"> • Policy for the Development and Review of Governing Documents • Procedure for the Development and Review of Governing Documents • Appendix A: Governing Document Template • Appendix C: Governing Document Proposal Form

Procedure Format Template

Logo of McGill University

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

Related Documents	Insert related laws, by-laws, policies, procedures, guidelines, forms (in point form)
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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	<ul style="list-style-type: none"> • 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

Type of Proposal	Indicate the type of proposal: <input type="checkbox"/> Proposal for New Governing Document <input type="checkbox"/> Proposal for Revisions to existing Governing Document
Proposed/Existing Title of Governing Document	Indicate the title of Governing Document
Executive Sponsor (ES)	Indicate ES name and title

Rationale for Governing Document Proposal

- 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

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

Overview of Content

- 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

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

Stakeholders to consult

- 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: