



1. Policy & Procedure Creation, Modification, Removal and Approval

1.1 Background

In 2013 it was identified that a proper process was required for the creation, modification, removal and updating of the Policies and Procedures for the Brock University Students' Union. With that in mind, the policy outlined below provides this critical framework.

1.2 Process

- 1.2.1 Individuals are required to fully complete the P&P Creation, Modification, Replacement or Removal Form. Individuals may pick up a copy of the form in person from the VPFA or the BUSU Executive Assistant from the BUSU office. It can also be requested electronically by contacting the VPFA at vpfa@busu.net
- 1.2.2 Individual will work on the P&P with the assistance of the VPFA and BUSU Executive Assistant (if required)
- 1.2.3 Once completed the draft P&P will be sent to the VPFA and Executive Assistant to distribute to the Executive Committee for review.
- 1.2.4 Following approval by the Executive Committee, the VPFA and Executive Assistant shall bring the final policy forward to the next scheduled board meeting.
- 1.2.5 It shall be the job of both the VPFA and the Executive Assistant to ensure that all policies are up to date on both the internal drive as well as on the website, and update the tracking chart to reflect the most recent changes.

1.3 Supplemental Documentation

Request for P&P Creation, Modification, Replacement or Removal Form