



GOVERNANCE POLICY

Title: CCSAI Policy Review Policy

Responsibility: Advocacy and Research Coordinator

Created: June 30, 2021

Approved by Governance Committee: July 8, 2021

Approved by CCSAI Full Board:

PREAMBLE

The Centennial College Student Association Incorporated (CCSAI) provides services to the students of Centennial College both directly through their campus offices, through service and community partners, and social media platforms, as well as collaboratively with Centennial College.

The purpose of this policy is to provide a consistent, effective, established process for the revision of CCSAI governance policies that ensures sufficient research is completed and that thorough vetting occurs.

1.0 INITIAL PHASE

- 1.1 Policies may be reviewed for one of four reasons: a scheduled review, a suggestion from an external source (i.e., lawyer, consultant, etc.), an identified problem or issue, or a change in legislation.
- 1.2 Scheduled review shall be defined as periodic revision of policies is important to anticipate problems and solve them before they arise. The time between each of the reviews can be defined in a specific policy.
- 1.3 Suggestion from an external source shall be defined as any party that is closely related to CCSAI or has authority to suggest modifications to its policies. These sources will be able to recommend changes in policies by contacting the organization through appropriate channels.
- 1.4 Identified problem or issue: shall be defined as an issue that arises as a part of normal operations, a policy or a part of it may be modified to resolve the issue. The policy should be revised and corrected to avoid any of these issues appearing in the future.
- 1.5 Change in legislation: It is important for CCSAI to be aware of any changes in provincial or federal legislation. In these cases, our legal counsel will be consulted to ensure all revisions reflect the legal changes.

2.0 PROCEDURE FOR MAKING CHANGES

- 2.1 Changes to policy can be divided into two categories: major changes and minor changes. The distinction between major changes vs minor changes is as follows:
 - a) Major changes can include, but are not limited to:
 - Alter established procedures, processes or other daily operations
 - Modify the scope or objectives of the policy
 - Relate to changes in legislation
 - Correct a serious inconsistency
 - Rewrite the entire policy
 - b) Minor changes can include, but are not limited to:
 - Clarify statements or terms

- Add a small part to the initial policy
- Correct mistakes, including spelling or grammar
- Introduce a new complementary procedure or rule

2.2 The procedure for making major changes to governance policies is as follows:

- A date of the review will be set by the person suggesting the changes. Reviews should take place at Governance Committee meetings.
- The person suggesting the change will submit comments or changes to the Governance Committee prior the date of review. The policy will be put in draft form and shared ahead of the meeting.
- The Governance Committee will meet on the review date and decide, through a motion, on the revisions.
- A legal official or a lawyer may be contacted to review the new draft, if necessary.
- The final form of a revised policy will be submitted for approval to the Full Board.

2.3 The procedure for making minor changes to governance policies is as follows:

- A date of the review will be set by the person suggesting the changes. Reviews should take place at Governance Committee meetings or shared via email.
- The person suggesting the change will submit comments or changes to the Governance Committee prior the date of review. The policy will be put in draft form and shared ahead of the meeting.
- The Governance Committee will meet on the review date and decide on the revisions.

3.0 GENERAL

3.1 All CCSAI governance policies shall be reviewed annually at the same time during the year to ensure consistency in process. If a policy requires changes or an update, it should follow the procedure outlined above.

3.2 All CCSAI governance policies shall contain a revision log to track changes made. The log should contain the date of the changes and a brief description of changes, including the section number for reference.

4.0 REVISION LOG

Date	Summary of Changes
December 2023	<ul style="list-style-type: none"> • Format changes section 1 & 2
May 2024	<ul style="list-style-type: none"> • Minor changes section 1
September 2024	<ul style="list-style-type: none"> • Annual policy review completed