



MRFA
MOUNT ROYAL
FACULTY ASSOCIATION

Policy Development Process

Category: Operational Policy

Date last Revised: August 24, 2021

I. Overview

In accordance with article 8.2.1 of the Association Bylaws, the Executive Board is responsible for the establishment of policies and operating procedures for the Association. This policy outlines the processes whereby policies may be created, amended or rescinded.

II. Process

1. Association Officers, Committees, Staff as well as Regular Members may submit policy suggestions to the Bylaws and Governance Committee for consideration.
 - i. Regular members are encouraged to consult with the VP Policy and/or MRFA President prior to submitting a proposal.
 - ii. Submissions are to be made using the [policy proposal form](#).
2. Within 10 business days, the policy will be reviewed by the Sr. Admin. and Faculty Relations Officer, and other staff where appropriate, for impacts on other policies and identify any affected or interested committees including the Negotiating Committee, Diversity and Equity Committee and Audit and Finance Committee as appropriate.
3. Committees' input, to be submitted within 15 business days, will be summarized and forwarded along with any amendments for consideration by the By-Laws and Governance Committee who shall review the proposal, the suggested amendments and make any changes prior to the 30-day consultation
4. The proposal will be posted to the members-only part of the MRFA website and linked to in the Weekly Bulletin, or other form of communication as appropriate.
5. The proposal will be open for a 30-day consultation period unless otherwise approved by the Executive Board.
6. All Regular members may provide feedback to the Bylaws and Governance Committee via a [form](#) to be managed by the committee. Minor editorial changes will not be sent to members for consultation.
7. The Bylaws and Governance Committee shall review the summarized feedback and will incorporate feedback, where applicable.
8. The proposal shall then be submitted to the Executive Board for consideration.
9. The Executive Board may approve, reject or refer a policy back for further development.
10. Once approved, notice of approval shall be given in the Weekly Bulletin and the changes incorporated in the applicable Policy on the Association website.

III. Related Committees

- Bylaws and Governance Committee