Policy Committee Policy

Adopted: April 29th, 2023

Version 2

Version	Description	Author(s)	Adoption
1	Initial Version	David Ronci (President)	February 11th, 2021
2	Formatting Change Preamble Revision Addition of Definitions Addition of Purpose Modification of Committee Composition Addition of Administration Addition of Policy Development Addition of Policy Structure	Sierra Campbell (President)	April 29th, 2023

Preamble

Policies are essential for defining the structure of the ECA and steps to carry out its objectives. A designated committee shall serve to review, amend, draft, and propose policies that govern ECA affairs.

Section A: Definitions

1. The definitions present in the Bylaws shall be applicable to this document, in addition to the terms hereby defined
    1.1. BOD: the ECA's Board of Directors
    1.2. Advisory Council: the ECA's Advisory Council
    1.3. Bylaws: the ECA's Bylaws
    1.4. MA: A member association as defined by the bylaws.
    1.5. ECA: The Engineering and Computer Science Association
    1.6. Student: ECA Member

Section B: Purpose

1. As outlined in the Bylaws, the ECA's book of policies further codifies the affairs of the association.
2. To maintain up to date and effective policies, there shall be a Policy Committee designated to revising existing policies and drafting new policies.
3. This policy governs the composition of the committee and its responsibilities.

Section C: Composition of Committee

1. President of the ECA
2. VP Internal of the ECA
3. Independent Representatives of the ECA
4. Student at Large
5. Facultative Two Advisory Councilors
6. Facultative One Advisory Representative

Section D: Administration

1. Appointment of Student at Large
    1.1. Recruitment form shall be created and advertised by the VP Marketing of the ECA.
    1.2. Candidates shall be filtered by the President and selected to present in front of the BOD.
    1.3. Appointment of the Student at Large by the BOD must occur before May 30th each year.
2. Appointment of Advisory Councilors
    2.1. Advisory Councilors shall be appointed at the first Advisory Council meeting of each mandate.
    2.2. The BOD must ratify the appointment of Advisory Councilors.
3. Meetings
    3.1. The committee shall meet at regular intervals as they deem necessary, minimum once per month.
    3.2. The ECA VP Internal shall coordinate meeting date, time and location with members of the committee.

  3.3. All committee members are expected to attend all meetings and present regular progress updates on their assigned tasks.

4. Responsibilities

  4.1. The Student at Large shall oversee the shared Policy Committee Drive and maintain efficient ordering and filing of documentation.

  4.2. Powers of the committee include but are not limited to the following:

   4.2.1. Reviewing existing policies and proposing amendments;

   4.2.2. Intaking policy ideas or suggestions from ECA Regular Members;

   4.2.3. Brainstorming, drafting and proposing new policies;

   4.2.4. Researching policies of other student associations;

   4.2.5. Maintaining an up to date book of policies on the ECA's website;

   4.2.6. Engaging with key stakeholder groups for policy revision and generation;

   4.2.7. Consulting with legal counsel, if necessary, for policy wording;

   4.2.8. Present all policies and amendments to the BOD for review and enactment.

Section E: Policy Development

1. The ECA may adopt new policy or amend existing policy for motivations including but not limited to:

  1.1. Complying with legislative requirements;

  1.2. Consistency with Bylaws;

  1.3. Respond to a need demonstrated by the ECA and its Membership;

  1.4. Enhance the ECA's objectives, mission statement and strategic direction;

  1.5. Establish procedures for effective governance.

2. All policies shall reflect the following values:

  2.1. Encouragement of transparency and accountability of ECA activities;

  2.2. Generate feasible solutions to demonstrated needs for policy;

  2.3. Use an appropriate level of detail to permit flexibility and ease of implementation;

  2.4. Facilitate processes of implementation, review and evaluation;

  2.5. Developed inclusively with thorough research and stakeholder engagement.

3. Members of the ECA can direct policy ideas or requests to policy.committee@ecaconcordia.ca.

Section F: Policy Structure

1. Each policy shall have the following information displayed:

  1.1. ECA Logo

  1.2. Policy Title

  1.3. Version Number

  1.4. Date Adopted

  1.5. Version History with Authors, Dates Amended, and Summary of Amendments

  1.6. Preamble

  1.7. Definitions

  1.8. Purpose

  1.9. Applicable Sections

2. Each policy will follow the same consistent format:

2.1. Font: EB Garamond

2.2. Title: Centred, Size 24

2.3. Section Title: Left Align, Bolded, Italicized, Add Space Before and After Paragraph, Size 14

2.4. Content: Size 11

2.5. Page Numbers: Start on Second Page, Footer, Right Align

2.6. Sections and subsections shall be titled and indented as follows:

    1.

        1.1.

            1.1.1.