Appendix XIII Policy Revision Form

Instructions:
The purpose of this form is to present proposed policy amendments or additions in an explicit and standard manner. Members of the Graduate Student Society of UBC Vancouver wishing to make policy amendments or additions for Council approval must use this form. Consultation with the Code and Policy Committee is strongly recommended to ensure that the language and style reflects that of the current policy manual. The Committee can be emailed at info@gss.ubc.ca. As per bylaw 13.1.4 and policy 1.2.1, notice of a proposed policy amendment or addition must be posted on the Society’s website and emailed to all Council members at least seven days prior to the motion at Council. For assistance with this, please contact the Executive Assistant at info@gss.ubc.ca.

Date: February 12, 2019
Submitted by: Katharine Sedivy-Haley, Chair of Code & Policy Committee

What type of change is this?
Amending an existing policy
Addition of a new policy
Removal of a policy

Original Policy #: Table of Contents and 2.2.1

New Policy # (if applicable): same Table of Contents and 2.2.1

Proposed Revised Policy:

The list of Honorary Members be named “20.1 Appendix I. Honorary Members of the Society”

Policy 2.2.1 An honorary member is as stated in Bylaw 3.2, and a list of honorary members can be found in Appendix I.

The Policy Manual Table of Contents and numbers of other appendices be revised as follows:

Appendix I. Honorary Members of the Society
Appendix II. Affidavit of Election
Appendix III. Nomination Form for GSS Elections
Appendix IV. Ballot Layout for GSS Elections
Appendix V. Preliminary Announcement of Election Results
Appendix VI. Standard Council Agenda
Appendix VII. Departmental Organization Fund Committee Petition
Appendix VIII. Letter of Engagement for [e.g., Assistant to the Executive]
Appendix IX. Confidentiality Agreement and Personal Information Protection Agreement
Appendix X. GSS Legal waiver form
Appendix XI. Councillor Information Form
Appendix XII. Petition for Recall
Appendix XIII. Policy Revision Form
Appendix XIV. Human Resources Manual

References to the appendices in the Policy Manual be updated according to the new numbering.

- Policy 6.1.2.b to refer to Appendix XI rather than Appendix XII (Councillor Information Form)
- Policy 12.3.4 to refer to Appendix III rather than Appendix II (Nomination Form)
- Policy 12.5.1 to refer to Appendix IV rather than Appendix III (Ballots)
- Policy 12.7.1 to refer to Appendix V rather than Appendix IV (Preliminary Results)
- Policy 19.1.1 to refer to Appendix XIV rather than VII (HR Manual)

Rationale Behind Proposed Changes:

Errors have been identified in the Policy Manual Table of Contents list of Appendices, and in references to Appendices within the Policy Manual.

The list of Honorary Members of the Society, which is included with the appendices, should be designated an appendix number for easy reference.

It is easier to navigate the Policy Manual if the lengthy HR manual is the final appendix.