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 Code and Policy Committee can be emailed at cpcom@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 putting forms on the website, you may contact the Communications and Marketing Director at communications@gss.ubc.ca.

Date: September 7, 2019
Submitted by: Katharine Sedivy-Haley, CPC Chair

<table>
<thead>
<tr>
<th>What type of change is this?</th>
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<tr>
<td>☒ Amending an existing policy</td>
<td>☐ Addition of a new policy</td>
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Original Policy #: 8.3
New Policy # (if applicable):

Proposed Revised Policy:

8.3.1 The purpose of the Code and Policy Committee is to review the Constitution, Bylaws, and Policy Manual of the GSS (Code), recommend amendments to the Code as necessary, and provide assistance to other GSS bodies in revising and interpreting the Code.

8.3.2 The Code and Policy Committee shall:

a) review the Code, perform consultation as necessary, and draft suggested changes, including,
   a. ensuring the Code complies with rules, regulations and other policies that are expected of the Society by UBC, the provincial government, and other stakeholders, recommending hiring of consultants as necessary,
   b. embedding the Strategic Plan within the Code,

b) review wording of changes to the Code suggested by other Committees or members of Council, without revising the spirit of the motion,

c) bring suggested changes to the Policy Manual to Council meetings,

d) bring suggested changes to the Bylaws and Constitution to Council meetings for review by
Council before a general meeting of the Society,

e) update and maintain a current version of the Code, and ensure it is made available to members of the Society,

f) provide assistance in interpreting the Code to Councillors and other Committees,

g) provide policy writing training for Councillors,

h) at the discretion of the committee, provide consultation or training regarding policy documents to affiliate organizations,

i) perform other duties related to the Code, as directed by Council.

8.3.3 Ex officio members of the Code and Policy Committee shall be the President.

Rationale Behind Proposed Changes:

8.3.1 is added to guide those reading the Policy Manual without familiarity of the more specific language used.

8.3.2.a provides increased clarity regarding the process of policy amendment, including noting two particular concerns when considering amendments – external regulations and the Strategic Plan.

8.3.2.e is revised to reflect CPC's ability to update the Policy Manual and send it to the Communications and Marketing Director without the President's assistance.

8.3.2.f-h include responsibilities within CPC's general mandate and desired activities that were not previously included in the Terms of Reference.

8.3.3 clarifies the ex officio membership of the committee as stated in the Bylaws.