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: November 10, 2019
Submitted by: Katharine Sedivy-Haley, CPC Chair

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

Original Policy #: 8.3.2, 6.1.2, App. XI
New Policy # (if applicable): 1.3

Proposed Revised Policy:
A new forms policy will be introduced:

1.3 Use of forms in the Policy Manual
1.3.1 Forms that are important to GSS activities are included in the Policy Manual in order to ensure that a definitive version is available.
1.3.2 Forms present in the Policy Manual should be used as presented for their indicated functions, in paper copy, except as follows:
   a. The Affiliate Organization and Event Fund Forms (Appendix VII) may be used as a web-based form, as long as:
      i. the web-based form includes all content in the forms found in the Policy Manual,
      ii. any additional questions are indicated as optional in the web-based form, and
      iii. paper versions as found in the policy manual continue to be accepted.
   b. The Waiver (Appendix X) may be used as an electronic form, with details regarding the event in question filled in by the persons organizing the event.
   c. The Ballot (Appendix IV) and Preliminary Announcement of Election Results (Appendix V) may be distributed in electronic formats, providing the content is the same as that in the Policy Manual.
d. The Policy Revision Form (Appendix XIII) shall be circulated as an electronic version, provided the content is the same. 

1.3.3 Entities receiving forms shall ensure a procedure is in place, appropriate to the specific application, to archive the forms and ensure confidentiality as applicable.

**CPC Terms of Reference will be updated to add (f) below, and current f-i renumbered:**

8.3.2(f) once per year, review web-based forms to ensure they comply with Policy 1.3,

**Appendix XI will be removed, Appendices renumbered, and Policy 6.1.2 replaced with:**

6.1.2 Prior to being seated on Council, all Councillors, including all Departmental and Non-Departmental Representatives, are required to submit to the Society Office a completed “Declaration of Election” found in Appendix II, and “Confidentiality Agreement and Protection of Personal Information Agreement” found in Appendix IX.

**Rationale Behind Proposed Changes:**

With the new website being unrolled, VP Students and the Communications Manager have proposed that certain forms, particularly the Events Fund and AO recognition form, could be administered in a web form. However, it was unclear whether that would be permitted, as the policy manual does not specify how the forms within should be used. CPC proposes adding a section to the Policy Manual to clarify this issue.

Consultation has been undergone with the Elections Committee and Event Manager to determine which other forms should be permitted in electronic format, and it was determined that some forms are best used in electronic forms, while others must be used in paper format for reasons including legal requirements. A default of paper forms was selected to be cautious on a front of legal archiving requirements, but CPC intends that electronic versions could be allowed for other forms under 1.3.2.

With respect to 1.3.3, CPC further recommends it be clarified that those receiving forms are accountable for archiving, but believes that those persons are best placed to determine what is necessary.

For 8.3.2(f), CPC believes it is appropriate that we review web-based forms to ensure that they are consistent with those in the policy manual.

For 6.1.2 and App. XI, While reviewing forms, it was additionally determined that the Councillor Information Form appears to be redundant. The Information Form was originally meant for non-Departmental representatives, as opposed to the Affidavit which was for Departmental Representatives. However, the new Declaration of Election has incorporated a section that accounts for the differing mechanisms of election for these different Councillors. Thus, only one form is necessary, and the additional form simply provides room for confusion. These amendments remove the redundant form and specify the usage of the Declaration of Election for all Councillors.