

CHAMPLAIN REGIONAL COLLEGE

OF GENERAL AND VOCATIONAL EDUCATION



ADMINISTRATIVE FRAMEWORK FOR COLLEGE BYLAW AND POLICY DEVELOPMENT & REVISION

Please Note:

An *Administrative Framework* (AF) is an administrative document that provides general guidelines for: the implementation of College Bylaws and Policies; ongoing administrative activities; and specific administrative functions. An AF usually outlines the guiding principles, procedures, and responsibilities related to a specific administration function. However, College management is always expected to exercise good judgment, therefore, specific situations and circumstance may require some adjustments in procedures.

This administrative framework was adopted for the first time by the Director General's Advisory Committee (DGAC) on April 7, 2009 and subsequently amended:

Director General's Advisory Committee (DGAC)
Director General's Advisory Committee (DGAC)

April 28th, 2009
February 21st, 2017

College Bylaw and Policy Development

1. Purpose:

The purpose of this administrative framework is to establish the process and procedures for the development and revision of College bylaws and policies, ensuring that stakeholders have the opportunity to provide their view and advice.

2. Definitions:

2.1. *Bylaws* are required by the *Colleges Act*, and generally relate to the functions and powers of the Board of Governors, general administration of the College, and other matters as noted in article 2.04(b) of Bylaw Number 1. They are recorded in writing and adopted by resolution of the Board of Governors.

2.2. *Policies* govern the operations of the College and its campuses. They are recorded in writing and adopted by resolution of the Board of Governors.

2.3. *Stakeholders* are individuals and groups who are affected by a bylaw or policy and have a vested interest in its implementation. Stakeholders may include, but are not limited to: Board of Governors, Commission of Studies, Director General's Advisory Committee (DGAC), other committees of the Board and College, associations (including students', administrative, and others as needed), unions (including all categories of personnel as needed), and community members.

2.4. *Consultation* is the process by which stakeholders have the opportunity to provide their view and advice on a particular issue or item, and receive feedback on the view or advice provided.

3. Guiding Principles:

3.1. Decisions to develop, revise, adopt, and rescind College bylaws or policies reside solely with the Board of Governors.

3.2. The development and approval of bylaws is subject to the rules outlined in article 3.16 of Bylaw Number 1.

3.3. Recommendations to develop, revise, adopt, or rescind College bylaws or policies will be done with the recommendation of the Executive Committee.

3.4. The College bylaw and policy development process represents a model of participatory governance where an important element is the consultation of stakeholders affected by the implementation of the bylaw or policy.

3.5. The stakeholders to be consulted will include those required by the *Colleges Act*, College bylaws, as well as, others who will be affected by the policy.

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- 3.6. There may be situations that require an urgent change or purely administrative change to a bylaw or policy based on laws, regulations, directives, or other requirements. Therefore, the process identified in Section 4 of this administrative framework should be seen as a guideline that can be modified as needed.
- 3.7. The Director responsible for the implementation of a particular bylaw or policy is considered to be the person who is responsible for the development or revision process, and will act as a resource to stakeholders who are being consulted.
- 3.8. The formal adoption of bylaws and policies will be recorded in the minutes of the Board meetings.

4. Procedures:

4.1. Identification of a Policy for Development or Revision:

- 4.1.1. When a bylaw or policy is identified for development or revision the Director responsible for the implementation of the identified bylaw or policy will bring a recommendation to DGAC.
- 4.1.2. The request for development or revision must include a rationale for the request.
- 4.1.3. DGAC will review the recommendation and determine if the development or revision process is needed.
- 4.1.4. The Director of Studies or Director General, for academic and administrative bylaws or policies respectively, will inform the Board of Governors if a bylaw or policy is to be developed or revised.

4.2. Development or Revision Process:

- 4.2.1. Once a bylaw or policy has been identified for development or revision, the Director responsible for the implementation of the bylaw or policy will:
 - collect the information or data needed to draft the new or revised bylaw or policy;
 - during the drafting process, consult DGAC as needed;
 - once the draft is approved by DGAC, send the draft bylaw or policy out for consultation to the appropriate stakeholders ensuring that:
 - all requests for additional information are responded to, which may require a campus visit; and
 - the document is in a format that facilitates the consultation process;
 - take into consideration the results of the consultation in preparing the final draft of the bylaw or policy;
 - provide a response to stakeholders' suggested changes and adjustments;
 - work with DGAC to prepare the new or revised bylaw or policy for presentation to the Executive Committee for consideration;
 - present the draft bylaw or policy to the Executive Committee;

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- make any adjustments to the draft needed following the Executive Committee recommendation;
- present a notice of motion for bylaws and the draft bylaw or policy to the Board of Governors for consideration;
- ensure the text of the bylaw or policy as approved by the Board of Governors is finalized and forwarded to the Secretary General for circulation.

4.2.2. The stakeholders who receive a bylaw or policy for consultation have 15 working days from the date of the document being forwarded to provide the Director with feedback, taking into consideration extraordinary circumstances that include but are not limited to vacation and holiday periods for faculty and staff. Stakeholders who wish to respond to the Director's request for consultation, should:

- request any additional information needed to respond;
- if needed, request the Campus Director invite the Director responsible for the bylaw or policy to meet to discuss the draft bylaw or policy;
- complete the feedback document provided by the Director; and
- submit the feedback document to the Director within the 15 working day period.

4.2.3. The Campus Director coordinate the campus consultation process and:

- Oversee the organization of such campus consultation meetings as may be required, including the coordination of multiple requests to meet with the Director;
- Facilitate and or moderate discussions to ensure that all participants have the opportunity to participate;
- communicate to the stakeholders involved the time, date, and location of the meeting with the Director; and
- Ensure that the campus community receives feedback regarding the consultation.

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BYLAW OR POLICY DEVELOPMENT OR REVIEW - TRACKING SYSTEM

Policy/Bylaw: _____

Director responsible: _____

1. Identification of Need

Date: __/__/__
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Rationale: _____

2. Policy Draft:

Date Draft Completed: __/__/__

DGAC approval of preliminary draft

Date of Meeting: __/__/__

3. Consultation (15 working day)

	<i>Stakeholder</i>	<i>Date Sent Out</i>	<i>Deadline</i>	<i>Received</i>		
				<i>Len</i>	<i>Lam</i>	<i>Law</i>
<input type="checkbox"/>	Management Team	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__
<input type="checkbox"/>	Teachers' Unions	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__
<input type="checkbox"/>	Support Staff Unions	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__
<input type="checkbox"/>	Professionals' Unions	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__
<input type="checkbox"/>	ACCQ	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__
<input type="checkbox"/>	Student Association	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__
<input type="checkbox"/>	Other _____	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__

4. Director's Checklist:

- Information or data needed to draft the new or revised bylaw or policy collected.
- DGAC approval of preliminary draft.
- Document formatted to facilitate the consultation process.
- Draft bylaw or policy out for consultation to the appropriate stakeholders.
- All requests for additional information responded to.
- If required*, a campus visit made:
 - Lennoxville St. Lambert St. Lawrence
- Consideration given to the results of the consultation in preparing the final draft of the bylaw or policy.
- Response provided to stakeholders' suggested changes and adjustments.
- DGAC approval of revised draft.

Commission of Studies (if required): Date of Meeting: __/__/__

- Adopted as presented Adopted with changes Rejected and referred back

Executive Committee:

- If Bylaw*, Notice of Motion presented: Date of Meeting: __/__/__
- Motion presented: Date of Meeting: __/__/__
 - Adopted as presented Adopted with changes Rejected and referred back
- Adjustments to the draft needed following the Executive Committee recommendation made.

Board of Governors: Date of Meeting: __/__/__

- If Bylaw*, Notice of Motion presented: Date of Meeting: __/__/__
- Motion presented: Date of Meeting: __/__/__
 - Adopted as presented Adopted with changes Rejected and referred back
- New or revised bylaw or policy finalized and forwarded to the Secretary General for circulation.

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BYLAW OR POLICY DEVELOPMENT OR REVIEW – CONSULTATION FEEDBACK FORM

Stakeholder Identification: Contact Person: _____ Phone: _____ Email: _____

Campus: Lennoxville St. Lambert St. Lawrence Central Admin.

Affiliation: Teachers' Unions Support Staff Unions Administrative Representation
 Association _____ Professionals' Unions Other _____

Please note that there is no need to comment on articles that you feel are appropriate.

* In referring to a section of the bylaw or policy you wish to delete or change, you may choose to use the “Article Reference” **or** “Actual Text”

Article Ref.*	Actual Text*	Action	Suggested Change	Rationale	Director's Comment
		<input type="checkbox"/> Change <input type="checkbox"/> Delete			
		<input type="checkbox"/> Change <input type="checkbox"/> Delete			
		<input type="checkbox"/> Change <input type="checkbox"/> Delete			
		<input type="checkbox"/> Change <input type="checkbox"/> Delete			
		<input type="checkbox"/> Change <input type="checkbox"/> Delete			

Additional Comments:
