

		<p><i>Fostering an organizational culture of ongoing recognition and respect as an equal partner within the MRU community.</i></p>
<p>Mount Royal Staff Association (MRSA) Governance Committee Policies and Procedures</p>		
<p>First draft:</p>	<p>June 2011</p>	<p>Sponsor: MRSA Governance Committee</p>
<p>Current Version:</p>	<p>1.04</p>	
<p>Last Amended:</p>	<p>February 15, 2017</p>	<p>Approved by: Executive Board</p>
<p>Next Review:</p>		

Purpose

The Governance Committee (Committee) is responsible for creating, updating, and communicating the policies and procedures that govern the MRSA -- separate from and in compliance with the MRSA Constitution and Collective Agreement -- pending approval of the MRSA Executive Board (the Board).

Release Time

As per the MRSA Collective Agreement, two hours per month of release time is allowed [Article 7.1(e)] for up to three members of the Governance Committee. Any remaining members who require time off must do so at their manager’s or supervisor’s discretion.

Currently the Committee uses this time to meet one hour every second Wednesday afternoon in the MRSA board room.

Member Duties

It is the responsibility of the **Chair/Co-Chair** to:

- Set and lead meetings, including:

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- creating and uploading meeting agendas to shared drives
- distributing agendas and relevant materials to the Committee prior to meetings
- maintaining Committee priorities list
- inviting external subject matter experts to meetings as required
- Maintain the shared drive, ensuring documents are organized and stored appropriately
 - Only working documents are to be stored on Drive, with finalized documents to be transferred to the network drive for confidentiality

Members of the Committee can take the lead on a project from the Priorities List, dependent on interest and workload, do any necessary research, write a first draft, and, manage edits brought forward by the Committee or Board until the item is approved.

The **MRSA Executive Assistant** will prepare meeting packages and act as liaison between the Committee and Board, bringing items forward for Board review approval.

Committee Procedures

- Agenda is finalized by the Chair/Co-Chair
- Priorities List is reviewed, with Leads updating on their task(s) as appropriate
- Leads on new projects are determined
- Board approved items are published to the [MRSA website](#).

Proposition of Policy and Procedures

To propose new, or revise existing, policies/procedures:

1. The Petitioner completes a *Proposition of Policy Creation and Change* form, available on the [MRSA website](#).
2. The Petitioner obtains the support of a Sponsor, who must be a current member of the Board. Both parties sign the form and submit the request to the Board via the Sponsor.
 - 2.1. If the Petitioner is on the Board, they must still obtain a Sponsor that is not themselves.
3. The Petitioner or Sponsor is responsible for presenting initial research, including sources and/or precedent along with their form, to justify the creation/revision of the policy/procedure.
4. The Board will discuss the proposal and vote on its referral to the Governance Committee.
 - 4.1. If approved, it is given to the Committee to draft.
 - 4.2. If denied, justification must be provided by the Board. The Petitioner must address all concerns before they can re-submit an amended proposal.
 - 4.3. If denied again, the request can not be resubmitted until the following fiscal year.

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5. If approved, the Committee will assign a Lead who will draft or revise the policy/procedure as directed, and submit their created/revised document to the Board. This process continues until the Board is satisfied and approves the final product.
6. When the item is approved, it will go to the MRSA membership for consultation. The membership will have 30 days to read and comment on the document. All questions and comments shall be directed to the Committee's project Lead either in hard copy or via an individual Word document sent in email, care of the MRSA Executive Assistant/general MRSA email. Feedback will not be accepted after the 30 day period.
7. After the 30 day period is complete, the Lead will compile all received feedback and incorporate it into the document as appropriate. At this point the Committee will review the document and determine if it: requires further editing by the Lead, additional membership consultation if sufficient changes were made to warrant further discussion, or, is ready to go to the Board for final approval.

Guidelines for the Creation or Change of Policy

- The Governance Committee does not have the power to create or revise policy or procedure without the direction of the Board
- Proposals must comply with all currently active MRSA governance
- Petitioner must justify why the change needs to be made or new policy/procedure created
- All changes to or creation of policy/procedure must be consistent with the best interests of the MRSA members
- Once a policy/procedure is approved by the Board it is binding and further changes can be made only by following the above process

Revision Table

Version Number	Date Approved	Approved By	Description
1.03	NA	NA	First draft - KM
1.04	April 12, 2017	Executive Board	Second Draft - Governance Committee