

# ***Policy Development Protocol***

Category Procedural

Version 2

First ratified May 2010

Last ratified November 2020

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## **1. Purpose**

- 1.1. The Otago University Students' Association (OUSA) creates and maintains internal policy in order that its functions may be properly regulated.
- 1.2. Under the Constitution and Rules of OUSA, the Executive sets policy regarding matters of business, activities and all operations of the Association and any other matters internal to the Association.
- 1.3. This policy outlines a procedure for the creation and maintenance of internal policy.

## **2. Interpretation**

- 2.1. In this policy, unless the context otherwise requires:
  - 2.1.1. Internal policy means the policy governed by Constitution and Rules of OUSA;
  - 2.1.2. Non-substantive change means any policy change that would not alter the procedures, functions, or stances of OUSA;
  - 2.1.3. Notice means, the circulation of a proposed policy document to all members of the OUSA Executive and to any relevant OUSA staff members;
  - 2.1.4. Policy means the rules governing the procedures, functions, or stances of OUSA;
  - 2.1.5. Policy Committee means the OUSA committee governed by the Policy Committee Terms of Reference, and is set up to consider internal policy;
  - 2.1.6. Referendum means a secret ballot of the Student body governed by the Constitution and Rules of OUSA;
  - 2.1.7. Student body means all members of OUSA; and;
  - 2.1.8. Substantive change means any policy change that would alter the procedures, functions, or stances of OUSA.

## **3. Initiation of Policy**

- 3.1. Any member of OUSA may draft a new policy, or propose an amendment to an existing policy.
- 3.2. In accordance with the Constitution and Rules of OUSA, all policy shall be set out as a written document.
- 3.3. All internal policy shall be formatted using the OUSA Internal Policy Template.
- 3.4. No policy shall contradict the laws of New Zealand or the Constitution and Rules of OUSA.
- 3.5. If the proposed policy or amendment pertains to a stance external to OUSA, or involves a proposed change to the Constitution and Rules of OUSA, the policy shall be referred to the Student body.
- 3.6. If the proposed policy or amendment is not covered by section 3.5, the policy shall be referred to the Policy Committee.

## **4. Student Body**

- 4.1. The Student body shall consider proposed policy either by means of Student General Meeting, or by referendum.
- 4.2. Using the definition of notice outlined in the Constitution and Rules of OUSA:
  - 4.2.1. If the policy does not involve a change to the Constitution and Rules of OUSA, and has received at least five working days' notice, the policy shall be ratified by a majority vote in favour.
  - 4.2.2. If the policy involves a change to the Constitution and Rules of OUSA, and has received at least ten working days' notice, the policy shall be ratified by a two thirds majority vote in favour.
  - 4.2.3. Otherwise the policy shall be ratified by a unanimous vote in favour.

- 4.3. OUSA shall be bound in external matters by the decision of the Student body:
  - 4.3.1. Any breach of section 4.3 shall be announced to the Student body at the first Student General Meeting following the breach.
- 4.4. All policies ratified by the Student body shall be recorded in the OUSA Internal Policy Manual.

## **5. Policy Committee**

- 5.1. The Policy Committee shall consider, in accordance with its Terms of Reference, all proposed policies or policy amendments referred to it.
- 5.2. The Policy Committee may, after considering a proposed policy or amendment, return the policy to its initiator, with the recommendation that the policy be further developed.
  - 5.2.1. If the Policy Committee, by majority resolution, considers a policy final, they shall recommend the policy to the Executive;
  - 5.2.2. The Administrative Vice-President shall be responsible for notifying the Secretary that the policy is to be on the agenda for the next available Executive meeting
- 5.3. If the Policy Committee is unable to meet at least once a month, all policy that would be referred to it shall be referred to the OUSA Executive.
- 5.4. The Policy Committee may make non-substantive changes to internal policy and shall be passed at the next meeting of the OUSA Executive.
- 5.5. The Policy Committee may create templates, criteria or guidelines as supporting documents to internal policy.
  - 5.5.1. Any such templates or guidelines shall be received at the next meeting of the OUSA Executive.
- 5.6. The Policy Committee may, at any time, undertake a review of any internal policy, and refer the recommendations of its review to the OUSA Executive.

## **6. Policy Procedure**

- 6.1. Policy to be considered shall be placed on the OUSA Executive agenda and considered in an Executive meeting.
- 6.2. The OUSA Executive, in considering a policy, may:
  - 6.2.1. Refer the policy to the Policy Committee for further consideration;
  - 6.2.2. Place the policy on notice for at least five working days:
    - 6.2.2.1. The Administrative Vice-President shall be responsible for circulating the policy on notice among the members of the OUSA Executive and any relevant staff members; and;
    - 6.2.2.2. The Secretary shall be responsible for circulating the policy on notice amongst the student body.
    - 6.2.2.3. On the expiry of the notice period, the policy shall be returned to the OUSA Executive, together with any submissions received during the notice period.
  - 6.2.3. Refer the policy to the Student body for a recommendation if the policy has a demonstrable external element; or;
  - 6.2.4. Vote on the ratification of the policy.
- 6.3. Any setting, repeal, or substantive amendment of internal policy shall require the ratification of the OUSA Executive.
- 6.4. The ratification of a policy occurs:
  - 6.4.1. If a policy has received at least five working days' notice, the policy shall be ratified by a majority Executive vote in favour;
  - 6.4.2. If a policy has not received at least five working days' notice, the policy shall be ratified by a unanimous Executive vote in favour.
- 6.5. If a policy has received majority support from the OUSA Executive, but due to lack of notice has not been ratified by unanimous consent, the policy shall automatically be placed on notice for five working days.
- 6.6. Once ratified, all policies shall be recorded and updated in the OUSA Internal Policy Manual and the OUSA shared drive.

## **7. Committee Terms of Reference**

- 7.1. All OUSA committees established under the Constitution and Rules of OUSA shall have a terms of reference.
- 7.2. All terms of reference shall:
  - 7.2.1. Be treated as OUSA internal policy, and be subjected to the same process of initiation, consideration, ratification and review;
  - 7.2.2. Specify the committee's membership; and;
  - 7.2.3. Outline the committee's purpose; and;
  - 7.2.4. Outline the tasks that the committee is to perform.
  - 7.2.5. Where reasonable, follow the Terms of Reference Template.