



**POLICY 1.02**  
**POLICY MANUAL**  
*Policy Review*

---

**POLICY INTENT**

It is vital that the policies of AUSU are updated and reviewed in a timely manner to ensure that they remain responsive to changes in AUSU operations and relevant to the AUSU membership and its changing needs.

**POLICY RESPONSIBILITY**

Council

**POLICY**

- 1.02.01 Councillors should review all policies every six months to ensure they are working within policy guidelines.
- 1.02.02 Council must review all policies by the Mandatory Review by Date included on the footer of each policy and discuss whether revisions are necessary. The date of the review will be recorded on the policy footer and a new Mandatory Review by Date shall be set at that time to be no more than 2 years from the review date for operational policies and no more than 1 year from the review date for position policies.
- 1.02.03 Any Councillor, committee chair or AUSU staff member may suggest a review of a policy or the creation of a new policy.
- 1.02.04 Requests for policy reviews will forwarded to the Executive Council.
- 1.02.05 Proposed policies and revisions to existing policies shall be reviewed by the Executive Council and any appropriate bodies prior to the policy being presented to Council for approval.
- 1.02.06 New policies and policies with suggested revisions will be circulated to council by the VPFA or the appropriate Committee Chair. Councillors' comments shall be noted using the in-text reviewing tool in the original file and such comments will be considered in creating the final draft to be distributed to council for approval.
- 1.02.07 Council will have seven days to review a policy from the date that the motion is brought to council before it is moved to vote. Should all councillors agree on proposed changes, or agree that no further changes are required, the policy may move to vote prior to the seven days. If further discussion is desired, a councillor can request one seven day extension. If further discussion is still required the President may move the motion to vote.

1.02.08 Council will have a maximum of three days to vote on a motion.

**POLICY HISTORY**

Original Approval Date: February 27, 2006

Updated Date: September 10, 2010

Mandatory Review by Date: September 10, 2012