

PSAC Policy Document Exemplar

Policy Category: General

Subject: Best practices; Policy; Exemplar

Vetting Authority: Generating committee

Approving Authority: PSAC Executive Committee

Related Documents: PSAC Bylaws 12

Effective Date: to be determined; February 2013

1 PURPOSE

- 1 The purpose of this policy is to outline the best-practice for documenting future policy at the local.

2 POLICY

1 Fundamental Principles

- 1 Policy is an expression of the current operation of the local.
- 2 Policy should enable the local to achieve its goals in a transparent and efficient manner that agrees with the Constitution of the PSAC and the Bylaws of PSAC local 00610.

2 General Guidelines

- 1 The general formatting of this exemplar should be adhered to whenever possible.
- 1 This formatting makes expectations clear to everyone and enables efficient communication about those expectations.
- 2 Policy documents should be vetted by the committee that generated them and then need to be approved by the Executive Committee before they become binding.
- 3 The Executive Committee is mandated to review all standing policy documents annually.
- 4 Current policy documents must be attached to the Bylaws as an Appendix.
- 5 Previous policy documents must be archived and accessible to the membership of the local.

3 APPENDIX I

- 1 Appendices, graphics, tables, etc. may be included here and referenced within the document.