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Authority: Board of Regents

Board of Regents Policy

Development, Approval, and Administration of Board Policies

Purpose

To define a coordinated and consistent process for identification, development, approval, dissemination, administration, revision, and revocation of all Board of Regents policies.

Scope

All Board of Regents policies.

Definitions

Board – The Board of Regents of Memorial University of Newfoundland.

Governance, People and Culture Committee – The committee or subcommittee of the Board of Regents responsible for matters related to Board governance. This is a functional description, not a formal title.

Executive Director – the Executive Director of the Office of the Board of Regents

Sponsor – A senior administrator, typically the Executive Director, with overall responsibility for an assigned policy, including, but not limited to, research and drafting of the policy; carrying out appropriate consultation/assessment; evaluating implications of the policy, including risks and costs, strategic considerations, legislation compliance, and seeking legal advice, where appropriate; developing and carrying out the communications and the implementation plans; writing any related procedures; monitoring compliance and recommending updates through regular review of the policy. The sponsor may designate a delegate, typically the Manager of University Policy Framework, to manage the requisite responsibilities.

University – Memorial University of Newfoundland

Policy

Board policies exist to ensure the effective governance of the Board of Regents in overseeing the management, administration, and control of the property, revenue, business, and affairs of Memorial University. They uphold the University's [vision, mission, and values](#), support its [strategic direction](#), and align with its regulatory and governance framework to guide key Board activities.

A Board of Regents Policy:

- guides Board members in their roles and responsibilities;
- establishes key requirements and promotes accountability and transparency;
- upholds the University's governing principles and reflects the University's strategic direction;
- promote Reconciliation and Equity, Diversity, Inclusion and Anti-Racism;
- identifies and prescribes compliance with applicable laws, regulations, the [Board Bylaws](#), the [Board Code of Conduct](#), and other policies relevant to the optimal operation of the Board and aligns with governance best practices;
- mitigates institutional risk;
- is current and consistent with other University policies and procedures.

Board of Regents Procedures and Related Documents:

- specify the procedures to be followed to operationalize Board policies;
- facilitate the functional implementation of Board policies;
- provide clarity and context when utilizing Board policies;
- typically accompany the development of a new policy or policy revision brought forward to the Office of the Board by the policy Sponsor for review and subsequent forwarding to the Governance, People and Culture Committee;
- reference existing procedures and related documents when appropriate.

Process for the development, approval, and administration of Board Policy and Procedures:

1. Approval of Concept

Any member of the University community may propose a new Board policy, or revision of an existing policy. Such a proposal must state the name of the policy, list existing related policies and legislation, provide a well-crafted rationale for the proposal, identify considerations for consultations, have the support of a Sponsor for the policy, outline a timeline for development and approval, and be submitted by the Sponsor. Once submitted, the proposal will be reviewed by the Governance, People and Culture Committee. Following an assessment, the Committee will determine whether the policy needs further development, proceeds to the Board or is dismissed; it may provide advice on how to proceed.

2. Drafting and Consultation

The Sponsor, with the assistance of the Office of the Board, has the responsibility for research and drafting, using a common format, the policy or policy changes; drafting relevant procedures, if any (for new policies); and developing communications and implementation plans. The consultation process for Board policies will typically be restricted to the Board and its committees but can be extended to include other areas of expertise if defined and accepted during the approval of concept stage.

3. Recommendation for Approval

Following the consultation process, the Sponsor will forward the recommended draft policy/policy revision (and relevant procedures, in the case of new policies) to the Office of the Board for review and for subsequent forwarding to the Governance, People and Culture Committee. Where appropriate, the Senate may be asked to provide input during the policy assessment.

4. Implementation

Once approved by the Board, the Sponsor may proceed with the implementation of the new policy/revised policy, including communicating the approval to all relevant Units and employees, arranging and delivering appropriate training, monitoring compliance, etc.

5. Review of Policies and Procedures

The policy Sponsor, under the oversight of the Governance, People and Culture Committee and in consultation with the Chair of the Board and the Executive Director (if the Executive Director is not the Sponsor), will conduct a review of Board policies and procedures every five years.

A review involves assessing an existing policy to monitor the effectiveness of the ongoing administration of the policy and ascertain its alignment with its intended purpose, relevance, inclusivity, adherence to best practices, alignment with the University's strategic objectives, and compliance with legislative requirements, among others. This evaluative process aims to identify opportunities for improvement, replacement, rescindment, amendment, or combining with other policies as necessary. The Office of the Board will advise Board members of upcoming reviews. The results of the review are reported to the Governance, People and Culture Committee to determine requisite action.

All policies subject to review shall remain in effect beyond their review due date until such time as they are amended, rescinded, or otherwise modified by the appropriate authority.

A review of procedures may also be instigated by the Office of the Board when technological, operational or organizational changes occur in order to keep procedures current in response to any of the aforementioned changes.

6. Maintenance of the Policy Portfolio

The Office of the Board of Regents has responsibility for the curatorial aspects of all Board policies and procedures, i.e., keeping an up-to-date policy database of the approved policies and ensuring that they are readily available on the University's website. This online version of policies and procedures will be the official version, and there will be only one online version.

Incidental Amendments

To ensure that policy is clear, consistent, accurate, and responsive to changing circumstances, upon recommendation from the Executive Director, the Chair of the Board and Chair of the Governance, People and Culture Committee have the authority to make incidental amendments to policy documents. Such amendments must not alter the meaning of the policy or change roles and responsibilities, and such authority may only be utilized when the matter is urgent and important.

Incidental amendments may include grammatical/editorial corrections, adding definitions or language changes for clarity or consistency, updating references to organizational structures, programs, or positions, the inclusion of gender-neutral language, and making secondary changes resulting from other related policies and governance decisions being adopted.

Related Documents

- Policy Proposal Template

Procedures

- No Procedures for this policy

**PROPOSAL FOR A NEW OR REVISED BOARD
POLICY**

FROM:

DATE:

- ☐ New Policy
- ☐ Revision to Existing Policy
- ☐ Rescindment of Existing Policy

☐ Policy Title:

Rationale for New or Revised Policy:

Policy Sponsor:

Scope:

Existing Related Policies and Legislation:

Consultation Considerations:

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Proposed Timeline for Development and Approval:

Activity	Start Date	End Date
Research and drafting		
Consultation		
Redrafting based on the consultation feedback		
Preparation of final submission for Board approval		

Governance, People and Culture Committee Approval:

Chair, Governance, People and Culture Committee

Date