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## **Cégep Heritage College Guidelines #2 Relating to the Development of College-wide Administrative Documents**

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**Subject:** Guidelines relating to the Development of College-wide Administrative Documents.

**Administrator:** Secretary General or Secretary to the Board

**Issuing Service:** Director General's Office

**Coming into Force:** March 28, 2000

**Revised:** September 15, 2015

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### **Purpose**

The purpose of this document is to provide information with respect to the development of College-wide administrative documents such as bylaws, policies, procedures and guidelines<sup>1</sup>.

### **Application**

These guidelines are for the information of all College personnel involved in developing administrative documents for widespread implementation at Cégep Heritage College.

### **Guidelines**

#### **1) Records Management**

##### **1.1) Master Index**

A master index of all Cégep Heritage College administrative documents with widespread internal impact shall be administered by the Secretary to the Board. The master index is numerical, with sequential numbers being assigned to documents prior to their presentation for adoption. Upon adoption of the document, its number designation becomes permanent.

If an adopted administrative document ceases to exist (i.e., is recategorized or repealed) its original number designation is not reassigned; rather, an applicable notation is recorded in the master index beside the original number designation for reference purposes.

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<sup>1</sup> See the Glossary at the end of this document for definitions of these terms.

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### **1.2) Dossiers**

The primary dossiers on all bylaws and College-wide administrative policies are administered by the Secretary to the Board, as are the primary dossiers for *some* College-wide administrative procedures and guidelines.

When deemed more appropriate, the primary dossiers of certain College-wide procedures and guidelines may reside in the originating administrative services. The primary dossiers of all service-specific administrative documents are retained and managed by the service concerned.

### **1.3) Classification Plan/Conservation Calendar**

As per Policy 22, records are classified according to the College's Classification Plan and are decommissioned according to the retention schedules identified in the Conservation Calendar originally approved by Bibliothèque et Archives Nationales du Québec (BAnQ) on July 29, 2014.

### **1.4) Bylaw/Policy Review Committee (BPRC) Revision Calendar**

The Director General, in conjunction with the College management personnel, regularly reviews and updates the Heritage College Bylaw/Policy Review Calendar, which functions as a guide for the development and revision of College-wide bylaws and policies. This process also respects articles 17.0.1 and 17.0.2 of the General and Vocational Colleges Act, with regard to any such documents which fall within the jurisdiction of Academic Senate.

## **2) Format**

### **2.1) Inclusive Language**

Inclusive language (i.e., non-gender-specific terminology) is to be used as much as possible within the text of a College-wide administrative document, but without compromising its clarity.

### **2.2) Components**

Digital files to be used as formatting guides are available from the Director General's office for use by issuing services during the development of procedures or guidelines. Bylaws and policies for College-wide use are to be submitted to the Director General's office for formatting prior to their

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presentation for approval at Academic Senate or Board of Governors meetings.

The format components of an administrative document for College-wide use include, but are not limited to:

Description of Format Component <i>(in recommended order of appearance)</i>	Applies to—			
	Bylaws	Policies	Procedures	Guidelines
<p><b>Cover Page/Introductory Portion:</b> bylaws or policies are to have cover pages; procedures and guidelines are to include an introductory portion.</p> <p>The <b>cover page of a bylaw or policy</b> identifies the document number, title, and the administrator; it also contains the “Coming into Force” and “Revised” information.</p> <p>The <b>introductory portion of procedures and guidelines</b> identifies the subject, administrator and issuing service; it also contains the “Coming into Force” and “Revised” information.</p>	X	X	X	X
<p><b>Headers and Footers:</b> headers contain the title of the document; footers contain page numbers, the most recent date of revision, and digital filename.</p>	X	X	X	X
<p><b>Administrator:</b> a section on the cover page (bylaw or policy) or in the introductory portion (procedures or guidelines) of a College-wide administrative document identifying the entity responsible for its administration.</p>	X	X	X	X
<p><b>Issuing Service:</b> a section in the introductory portion of procedures or guidelines identifying the service issuing the document.</p> <p><b>Note:</b> All College-wide bylaws and policies are issued by the Director General’s office following adoption by the Board of Governors.</p>			X	X
<p><b>Coming into Force:</b> a section on the cover page (bylaw or policy) or in the introductory portion (procedures or guidelines) of a College-wide administrative document identifying the date upon which it comes into force following its adoption.</p> <p><b>Note:</b> The Board of Governors adopts bylaws and policies; the Senior Management Committee adopts procedures and guidelines.</p>	X	X	X	X

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Description of Format Component <i>(in recommended order of appearance)</i>	Applies to—			
	Bylaws	Policies	Procedures	Guidelines
<b>Revised:</b> a section on the cover page (bylaw or policy) or in the introductory portion (procedures or guidelines) of an administrative document indicating the most recent date of revision.	X	X	X	X
<b>Preamble:</b> an article briefly summarizing any background information relevant to the establishment of the administrative document.	X	X		
<b>Purpose:</b> an article identifying the content of the administrative document, the main reason for its development, and if applicable, its objectives relative to the institutional mission or any prescribed government requirements.	X	X	X	X
<b>Application:</b> an article identifying the activities or areas of the institution to which the provisions of the administrative document apply.	X	X	X	X
<b>Provisions:</b> an article containing statements of the principles and provisions of a bylaw or policy.	X	X		
<b>Procedures:</b> an article containing sequential procedural statements relative to the implementation of a particular College-wide administrative document.			X	
<b>Guidelines:</b> an article containing sequential information statements describing a standard course of action.				X
<b>Roles and Responsibilities:</b> an article identifying the roles and responsibilities of the entities most significantly involved in, or impacted by, the establishment or implementation of a College-wide administrative document.	X	X	X	X
<b>Revision:</b> an article providing for a regular, objective institutional review of the relevance, functionality and impact of the provisions of a College-wide administrative document and its subsequent revision, if deemed necessary. <sup>2</sup>	X	X	X	X

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<sup>2</sup> See *Reference Document #G2.1* for a list of revision statements to be used in Heritage College bylaws and policies, as appropriate.

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Description of Format Component <i>(in recommended order of appearance)</i>	Applies to—			
	Bylaws	Policies	Procedures	Guidelines
<b>Glossary:</b> an alphabetical listing of standardized definitions of frequently-used terms directly relevant to the content of the College-wide administrative document, for which a common understanding is essential. The glossary appears as a separate page immediately following the last formal article of the document and is referenced by a footnote appearing at the end of the “Purpose” article.	X	X	X	X
<b>Related Documents:</b> a separate page following the “Glossary” of the College-wide administrative document identifying other documents to which its provisions refer; details regarding availability of said documents are to be provided in footnote form.	X	X	X	X
<b>Appendices/Annexes:</b> any applicable documents which provide additional, directly-relevant information relative to the College-wide administrative document, which are attached thereto and form part of it.	X	X	X	X
<b>Reference Documents:</b> any applicable documents which contain information relevant to the background or interpretation of the College-wide administrative document, but which do not form part of it.	X	X	X	X

### Roles and Responsibilities

#### 1) Board of Governors

The Board of Governors may direct the Director General to initiate College-wide administrative document development on specific issues within its jurisdiction. Furthermore, the Board adopts all bylaws and administrative policies which provide general direction with respect to internal affairs, or prescribe the standards to be used as a basis for College-wide decision making.

#### 2) Director General

The Director General or a delegate may initiate the development process with respect to College-wide administrative documents. Furthermore, the Director General or a delegate directs the development process, takes part in the process as appropriate, and participates in the adoption of the result.

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### **3) Academic Senate**

Pursuant to the provisions of *Heritage College Bylaw #4 concerning the Academic Senate*, the function of the Academic Senate is to advise the Board of Governors on any matter concerning the programs of studies dispensed by the College and the evaluation of student achievement, including the procedures for certification of studies. The Academic Senate may, in addition, make recommendations to the Board of Governors with respect to said matters.

### **4) Cégep Heritage College Senior Management Committee**

Members of the Cégep Heritage College Senior Management Committee:

- are responsible for the development of College-wide administrative documents;
- are responsible individually (as administrators of their respective issuing services) for establishing a corresponding list of the stakeholders to be covered in the distribution of any new or amended administrative document issued by their respective services, for ensuring that this list is submitted with said document throughout the approval process, and for ensuring that this list is retained as a reference in the principal dossier established for said document;
- may recommend the initiation of College-wide procedures and guidelines development with respect to specific issues;
- study proposed bylaws and College-wide administrative policies and advise the Director General prior to their presentation to the Board of Governors;
- approve proposed College-wide procedures and guidelines;
- recommend revisions to existing College-wide procedures and guidelines;
- ensure that all staff within their respective services are informed of new and revised administrative documents and on their implementation.

### **5) Bylaw/Policy Review Committee (BPRC)**

The Bylaw/Policy Review Committee develops, reviews and, if necessary, amends, prior to their presentation to the Board, any College bylaws and policies which, on the recommendation of the Director General, require adoption or revision. Moreover, it has been mandated to do so with a view to developing and recommending means of standardizing the terminology and format of College bylaws and policies to promote consistency, clarity and linguistic accuracy.

### **Revision**

These guidelines will be reviewed at least every five years or when deemed necessary.

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### Glossary

**Bylaw:** A bylaw is a rule, usually subsidiary to a law or constitutional provision, which is adopted by an organization chiefly to govern its members and regulate its internal affairs in accordance with a prescribed code of standards or plan of action.

In accordance with article 24.5 of the *General and Vocational Colleges Act*, no college may, except by bylaw, prescribe the payment of admission or registration fees for college instruction services, or other similar fees pertaining to those services. Therefore, documents pertaining to the administration of such matters must be bylaws.

*The Board of Governors adopts bylaws.*

**Guideline:** A guideline is a source of information which is intended to advise members of an organization relative to setting standards or determining a course of action.

*The Senior Management Committee adopts guidelines.*

**Policy:** A policy is a statement of intent which is adopted by an organization to provide general direction with respect to its internal affairs and prescribe the standards to be used as a basis for its decision-making.

*The Board of Governors adopts policies.*

**Procedure:** A procedure is a standardized statement of the sequential actions to be used as a basis for the widespread implementation of a plan of action by an organization.

*The Senior Management Committee adopts procedures.*

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### *Related Documents*<sup>3</sup>

*This document is to be used in conjunction with:*

- *Cégep Heritage College Bylaw #4 concerning the Academic Senate*
- *Cégep Heritage College Policy #22 concerning Records and Archives Management*
- *Cégep Heritage College Classification Plan*
- *Cégep Heritage College Policy Conservation Calendar*
- *Bylaw, Policy Review Calendar*

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<sup>3</sup> Copies of these documents are available from the Director General's office.



## **Reference Document #G2.1**

### **Recommendations of the 1999-2000 *Ad Hoc* Policy Review Committee of the Board (adopted unanimously by the Board on Nov. 28, 2000)**

#### **Re: Revision Statements to be applied to College-wide administrative bylaws/policies as appropriate.**

In order to maintain consistency in the College-wide bylaw/policy development and revision processes while providing for adaptability to varying circumstances, one of the following three revision statements be applied to all College-wide administrative bylaws/policies as appropriate, subject to Board approval:

- 1) This bylaw/policy will be reviewed at least every (#) years, or when deemed necessary.
- 2) This bylaw/policy will be reviewed at least every (#) years, or when deemed necessary by Ministry requirements or by the Board.
- 3) In accordance with article 4.4 of *Heritage College Bylaw #4*, this bylaw/policy will be reviewed by Academic Senate at least every (#) years, or when deemed necessary, prior to its submission to the Board.

## Reference Document #G2.2

### Action Sequence and Timing Guidelines for the Approval of New or Revised Administrative Documents

Refer to Heritage College Guidelines #2 concerning the Development of College-wide Administrative Documents for more information about developing, reformatting or revising administrative documents with a College-wide scope. Definitions of the terms bylaw, policy, procedure and guideline are included in that document.

#### Bylaws

Bylaws require presentation of a notice of motion by the Board Secretary to be made one regular Board (BG) meeting before the BG target presentation date indicated on the Bylaw/Policy Review Calendar. The notice of motion should include a copy of the motion that will be proposed at the next BG meeting, plus the most recent version of the proposed new or revised bylaw that is available at that time. If changes are made between the notice of motion and BG presentation for adoption, an updated version of the new or revised bylaw is to be provided, clearly indicating the additional changes.

Senior Management (for approval)	Academic Senate (recommendation if required)	B/P Review Cte. (for recommendation)	Board Presentation (for adoption or revision)
prior to Senate recommendation or B/PR Cte.	2 weeks prior to BG presentation, but before B/PRC; required for pedagogically-related documents only.	2 weeks prior to BG presentation	on the BG target date

#### Policies

Policies do not require presentation of a notice of motion before the BG target presentation date indicated on the Bylaw/Policy Review Calendar.

Senior Management (for approval)	Academic Senate (for consultation if required)	B/P Review Cte. (for recommendation)	Board Presentation (for adoption or revision)
prior to Senate recommendation or B/PR Cte.	2 weeks prior to BG presentation, but before B/PRC; required for pedagogically-related documents only.	2 weeks prior to BG presentation	on the BG target date

#### Procedures and Guidelines

Academic Senate (for consultation if required)	Senior Management (for final approval)	B/P Review Cte. (for recommendation)	Board Presentation (for adoption or revision)
required for pedagogically-related documents only.	prior to Senate recommendation if required.	not required	not required