



ADVOCACY PAPERS POLICY

30 March 2016

USC Council

1. Objective

As an advocacy-based organization that serves as the representative body for Western's undergraduate students, it is incumbent upon the University Students' Council to convey principles, concerns, and recommendations (PCR's) to the University's administration, staff, and faculty.

In order to do so, the USC must be able to effectively develop and represent students' beliefs. The Advocacy Papers Policy empowers Council to select, prioritize, research, and articulate those PCR's. This policy outlines the process, participants, and parameters of creating these advocacy papers.

2. Scope

1. This policy applies to the process whereby the Executive Council, Advocacy Standing Committee, and USC Council select, prioritize, research, articulate, debate, and approve official stances of the University Students' Council relating to on-campus experience and quality of life.
2. References in this document to "standing policy" or "standing policies" shall refer to policy papers authored via the process contained in this document that have been approved by Council.
 - (a) A paper that is in the process of being approved shall be referred to as an "advocacy paper".
3. Individuals eligible to submit proposals and otherwise initiate the writing of a standing policy shall be the ordinary members of council (voting), including the President and Vice-President.
4. Members of the community may submit proposals for advocacy papers to the Advocacy Standing Committee via a member of that committee, or the President and Vice-President.

3. Proposing Papers

1. In order for an advocacy paper to be commissioned, a proposal must be submitted to Council via the Advocacy Standing Committee.
2. Paper proposals for the legislative year shall be submitted to Council via the Advocacy Standing Committee in time for due consideration to be given by Council at its September meeting.
3. Paper proposals may come in the form of either an oral presentation or a written submission by the proposer(s) to the Advocacy Standing Committee, which shall contain:
 - (a) A brief description of the topic;
 - (b) Reasons why the topic is of significance to undergraduate students; and,
 - (c) How the topic relates to the USC mission statement.
4. Standing policies requiring reconsideration based on the review cycle outlined in its Legislative History shall automatically be submitted as topics.
5. The Advocacy Standing Committee shall send to Council a list of no more than three (3) approved advocacy paper topics for consideration, no later than its September meeting.

4. Commissioning Papers

1. Upon receiving advocacy paper topics, Council shall approve, reject, amend, or refer back to committee.
 - (a) Should an advocacy paper topic be rejected by Council, or consideration of topics be referred back to committee, new topics shall be presented to Council no later than its



next regular meeting.

- (b) Council shall never commission papers at a time later than its November meeting.
2. Should a simple majority of Council approve topics as written or as amended, papers on those topics shall be considered Duly Commissioned.
3. Council shall never commission more than three (3) papers in a given year.
 - (a) Standing policies requiring reconsideration based on the expiration date outlined in its Legislative History may count towards the limit of three (3).
 - (b) The limit of three (3) Duly Commissioned papers shall not apply in instances where more than three (3) standing policies require reconsideration as per Section 7.1-2 of this policy.
4. All papers commissioned by Council shall be due from the Author or Authors in its final form no later than the Annual General Meeting in March of the following calendar year.

5. Writing Papers

1. Papers shall be written by an Author or group of Authors, at least one (1) of whom shall be an original proposer of the topic.
 - (a) Either the President or Vice-President (or a designate) shall be responsible for writing or supervising the writing of each paper.
2. The Author or Authors shall have the following responsibilities:
 - (a) Research the assigned paper topics;
 - (b) Consult stakeholders and conduct interviews, when necessary;
 - (c) Develop principles, concerns, and recommendations for the paper topic;
 - (d) Adhere to the advocacy paper template as outlined in Appendix 1;
 - (e) Produce a draft advocacy paper;
 - (f) Amend the draft advocacy paper based on commentary and input from Council and community members; and,
 - (g) Provide updates on the paper-writing process, as requested.

6. Approving Papers

1. Council shall receive draft advocacy papers via the Advocacy Standing Committee, which must approve of the papers prior to Council consideration.
2. Draft advocacy papers shall be discussed by Council prior to their approval, which shall be granted or withheld, as per Council's authority, no later than the USC's Annual General Meeting in March.
3. Upon receiving draft advocacy papers, Council shall approve (either as written or amended) or reject.
 - (a) Papers that fail to receive approval of Council forfeit status as Duly Commissioned.
 - (b) Papers that have forfeited status as Duly Commissioned must be reapproved by Council in a manner consistent with Sections 3-4 of this policy.
4. Should a simple majority of Council approve topics as written or as amended, papers on those topics shall be considered Duly Approved.
5. Duly Approved papers take immediate effect as standing policies of the organization.

7. Renewing, Replacing, or Retiring Papers

1. Each standing policy of the USC shall expire three (3) years from the date upon which it was Duly Approved.



2. Policies facing expiration shall be Duly Commissioned automatically, at which time Council shall:
 - (a) Renew the paper as-is, should its primary objective be incomplete;
 - (b) Task the Executive Council to rewrite the paper, should its primary objective be deemed still relevant though in need of alteration;
 - (c) Amend, then renew, the paper; or,
 - (d) Retire the paper, should its primary objective be successfully completed or deemed of little significance to undergraduate students.

8. Executive Action

1. In years where a standing policy is active, including years in which it requires reconsideration, the President or Vice-President shall report to Council in September and March on the status of organizational advocacy efforts directly relating to the topic addressed in each standing policy.

9. Context and Enactment

1. Documents Repealed - Advocacy Papers Policy 2014
2. Supporting/Related Documents – N/A
3. Date Passed - 30 March 2016
4. All previous Amendments – N/A