

## POLICY APPROVAL PROCESS

New Policies are generally approved by President's Council (PC) over a series of two meetings with an option to extend to a third when needed. SCNM constituents provide feedback between meetings.

**Policy Owner (PO)** –One individual should be designated the Policy Owner even if a group or task force is developing the policy. The PO is responsible for presenting the policy during meetings, making all changes, and creating a final document upon approval. Any changes recommended by the SCNM community are directed to the PO.

**President's Assistant (PA)** – the PA coordinates the logistics of posting versions of the policy for review by President's Council and the community during the approval process. Once a policy is approved, the PA ensures the updated policy is posted to the Policies page on MySCNM.

### First Read

1. Before a policy is submitted for the first read to President's Council, it should have been reviewed and fully vetted by those constituents most affected by its implementation.
2. The PO submits first draft to the PA at least one week prior to the PC meeting during which the policy is to be read.
3. PA posts the first draft in the private PC group on MySCNM prior to the meeting.
4. First read conducted at the PC meeting – the PO presents the policy and collects feedback. A decision is made by the PO whether the second read will occur in the next month or at a future PC meeting.
5. For transparency and easy access by the SCNM community, PA posts the draft of the policy for the SCNM community on the public President's Council page. Individual community members are encouraged by their senate representative (heads of Staff Senate, Faculty Senate or Student Government Association) to send feedback to their PC representative or directly to the PO.

### Additional Read/Approval

1. PO makes suggested edits based on feedback in track changes and submits the updated draft to the PA at least one week prior to the PC meeting where it is to be read.
2. PA posts revised version on private PC group page on MySCNM.
3. Second read at the PC meeting. PO presents changes and collects any final feedback. The group determines if the policy needs an additional read or if the vote will be conducted.
4. If the vote is postponed, repeat the above items for the third read.
5. If vote is taken and the policy approved, PO makes any final edits which were approved during the final read of the policy and sends the final version with all tracked changes accepted to the PA.
6. PA posts final policy on the public page of MySCNM and the Policies page on MySCNM.

### Communication

1. Faculty and Staff Senates and Student Government Association make an announcement of the updated or approved policy during the next regularly scheduled meeting of their respective groups or via e-mail to their constituents.

### Policy Updates

1. Policies should be reviewed by the PO annually. Minor updates (title corrections, immaterial details) can be made and sent to the PA for posting without review by President's Council. The Council will be made aware that minor changes were made
2. Major changes with material impact on the policy will be reviewed in 1-2 reads at President's Council utilizing the same method as new policies.