

## Policy Review Schedule and Process

### Category:

1. Organization & Governance

### Policy Number:

1.7.1

### Policy Section:

Forums

### Approved by:

National Policy Advisory Committee, Executive Director

### Date Approved:

Sat, Dec 13, 2003

### Date Effective:

Immediately

### Date Last Amended:

Wed, Apr 26, 2017

### Date of Next Review:

Fri, Sep 14, 2018

### Contact:

Executive Director

## 1 Introduction

1.1 The National Policy Advisory Committee (NPAC) will review the policies as required in Table 1 (below). A list of these policies will be sent to the regions by October 31 of each year. In addition, a notice will be sent to the regions by March 1st of the current year of the policies being reviewed.

1.2 Regions will be invited to discuss each policy and recommend changes which they think would assist their regional committee or the organization as a whole.

1.3 Regions can make motions to make petitions to change procedures, rules or other Youth Science Canada related business.

1.4 Motions must be typed and submitted using the form provided (1.7.1A).

1.5 Regions will have until May 31<sup>st</sup> each year to return their motions to their zone representative or a member of the NPAC executive.

**Table 1 - NPAC Policy Review Cycle**

<b>2012, 2014, 2016, 2018, 2020</b>	<b>2013, 2015, 2017, 2019, 2021</b>
1.3.1 NPAC	3.1.2.1 CWSF Eligibility ? Finalist, Project, Delegate, Alternate, Support Adult
1.7.1 Policy Review Schedule and Process	3.1.2.2 CWSF Participation by International Delegations
3.1.1.1 CWSF Affiliation and Allocation	3.1.2.3 CWSF Project Classification
3.1.1.2 CWSF Responsibilities	3.1.5 CWSF Equalized Travel Plan
3.1.2.5 CWSF Project Display	3.3.1 Distinguish Service Award
3.1.2.6 CWSF Responsibilities Finalist	1.5.4 Dispute Resolution at the CWSF
3.1.2.7 CWSF Responsibilities Delegate/Alternate	1.5.5 Academic Integrity for Finalist
3.1.6.1 CWSF Organization	3.1.6.3 CWSF Exhibit Hall Safety

## 2 Reviewing Motions

The NPAC shall:

2.1 (a) ensure the Policy Directory is current and updated regularly for review by the regions

(b) process motions by returning to the region (sponsor of motion) for clarification of any motion which:

i) does not follow the format prescribed by NPAC;

ii) is not clear in intent; or

iii) contradicts, without proposing relevant amendments to current policy.

(c) make minor changes in form or wording in any motion without changing intent;

(d) make major changes in form or wording in any motion, subject to the approval of the original region;

(e) assign joint sponsorship to motions that are substantially the same;

(f) consider disposing of motions by forwarding:

(i) those dealing with policies to the next NPAC meeting; and

(ii) those dealing with policy content of NJC or detail to the NJC which shall report to the sponsoring region on action taken on such resolutions;

(g) dispose of motions through unanimous vote only.

2.2 Motions will be edited and translated so they are available in both English and French.

2.3 Motions will be presented to the regions and placed on an interactive forum for discussion. Regions may suggest amendments and have a meaningful discussion on each motion. The NPAC will monitor the discussions.

2.4 Input on each motion will be compiled and analyzed by the NPAC. Motions will be then discussed by the NPAC and any proposed amendments considered. The motion will go forward to the Delegate Motion Meeting to be held electronically by June 30th.

2.5 The final motions will be sent to the regions by June 15th of each year.

2.6 Each region shall have one vote. Regions will be encouraged to discuss each motion and vote by June 30th. The delegate attending the CWSF on behalf of their region will be expected to vote on the motion at the CWSF Delegate Meeting. Each region shall have one vote.

2.7 A simple majority of 50% plus one is sufficient to pass or defeat a motion.

## 3 Motion Follow-up

3.1 NPAC will action act all on approved motions. The NPAC may ask for volunteers to form an ad hoc committee consisting of NPAC members and regional delegates to work on the motions for the NPAC.

3.2 NPAC will finalize and formalize all revised policies, in policy document format. The revised policies which will be placed on the Youth Science Canada website by the October 1st following the CWSF of the current year.

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