



Queens' College JCR Committee Policy Document on:

Maintenance, Display and Format of Committee Policy Documents

This Committee Policy Document may be amended only by majority vote at a quorate JCR Committee Meeting. Amendments must be dated and recorded at the end of this document.

The provisions of this document shall be invalid if they conflict with the motions of Referendum Policy or the provisions of the Queens' JCR Constitution or its appendix.

The policy contained within this document shall be binding on the Queens' JCR Committee.

Document created on the 23rd of January 2021

1. Preamble

1.1. Unless otherwise stated:

1.1.1. 'Policy' shall mean Committee Policy of the JCR, as defined in clauses 53-60 of the constitution.

1.1.2. The 'constitution' shall be the constitution of the Queens' College JCR.

2. Nomenclature

2.1. The enumerated provisions of the constitution and its appendix shall be referred to as 'clauses'.

2.2. The enumerated provisions of JCR Committee policy shall be referred to as 'articles'.

3. Maintenance and Display of Policy Documents

3.1. The Vice-President and Secretary of the JCR shall be chiefly responsible for the maintenance of the JCR Committee Policy Documents, including:

3.1.1. ensuring they are available for all members of the JCR to find and read;

3.1.2. making any amendments as required following JCR committee meetings;

3.1.3. ensuring that they are consistent with the Constitution and its appendix.

- 3.2. Committee Policy Documents shall be hosted on Google Docs¹, with all members of the JCR able to view only, other than the Secretary and President of the JCR².
- 3.3. The President and Secretary of the JCR shall be responsible for transferring the permissions of the policy documents to allow their successors to edit policy.
- 3.4. All Committee Policy Documents shall be easily available on the JCR Website.
- 3.5. All Committee Policy Documents shall be given a distinct associated number.

4. Formatting of Policy Documents

- 4.1. Policy Documents must begin as follows:
 - 4.1.1. First, a logo of the JCR,
 - 4.1.2. Second, "Queens' College JCR Committee Policy Document on:",
 - 4.1.3. Third, the title of the Policy Document,
 - 4.1.4. Fourth, Between two dashed lines, the following:
"This Committee Policy Document may be amended only by majority vote at a quorate JCR Committee Meeting. Amendments must be dated and recorded at the end of this document. The provisions of this document shall be invalid if they conflict with the motions of Referendum Policy or the provisions of the Queens' JCR Constitution or its appendix. The policy contained within this document shall be binding on the Queens' JCR Committee."
 - 4.1.5. Fifth, the articles of the policy document, which shall be enumerated,
 - 4.1.5.1. Definitions of ambiguous terms used in policy documents should be defined at the beginning of the policy.
 - 4.1.6. Finally, a list of amendments to the policy document and the dates of the meetings where the amendments were authorised.
- 4.2. Formatting of JCR Committee Policy Documents should mirror that of this document.
- 4.3. Footnotes shall be allowed to explain the context of committee policy, or to give examples.
 - 4.3.1. Footnotes themselves are not JCR Committee Policy.
 - 4.3.2. Amendments to footnotes shall require a vote as with articles of policy

5. Amendments to Policy Documents

- 5.1. A dated list of amendments made should feature at the end of the document.

6. Destruction of Policy Documents

- 6.1. Should a JCR Committee vote to remove all provisions of a JCR Committee policy document, the document shall be considered 'retired'.
- 6.2. The JCR Committee shall maintain a list of retired policy documents, along with the date on which the policy document was retired.

¹ This allows for convenient editing and online hosting, and also shows history of edits.

² Nominally, only the secretary should make edits. The president is allowed for contingency.