

# 1.01B

## **MERCY EDUCATION PROCEDURE 1.01B POLICY DEVELOPMENT AND RENEWAL**

### **Key Steps in Policy Development**

- B01 The need for new policies will be identified by the Board of Directors of Mercy Education
- B02 The Board will direct or engage an individual or group to draft the required policy and any associated practices
- B03 The policy writer/s will
  - a. examine relevant documentation, including Mercy Education, CECV, relevant Catholic Education Offices, and government legislation, policies and procedures
  - b. examine existing documentation including policies and procedures at the individual college level
  - c. consult any relevant interested parties, including any who may be affected by the policy
  - d. draft the policy
- B04 The draft policy and associated procedures will be considered by the Board for approval or amendment
- B05 Following approval by the Board, the draft policy and associated procedures will be circulated to interested parties and any who may be affected by the policy for comment. The Board may or may not act on any such comments
- B06 The draft policy and associated procedures will be confirmed by the Board
- B07 The completed policy and associated procedures will be circulated to interested parties and uploaded to the Mercy Education website
- B08 In the year prior to the designated renewal date of a given policy, the Board will undertake an evaluation of the policy and decide whether it will make minor or major changes
  - a. If minor changes are to be made, the Board will make those changes and disseminate the revised policy
  - b. If major changes are to be made, the Board will undertake the steps outlined above for development of new policy
- B09 Changes to the procedures associated with a given policy may be made by the Board from time to time as deemed necessary