

GOVERNING DOCUMENTS: GENERAL INSTRUCTIONS FOR DRAFTING GOVERNING DOCUMENTS

The following instructions have been developed in order to provide guidance to drafters of Governing Documents:

1. Formatting

- ! Use the font Times New Roman. The appropriate pitch is already in the formatting of the document.
- ! Use left margin justification.
- ! Use 1" margins.
- ! When you are revising an existing Governing Document:
 - (1) use bold to highlight proposed new wording; and
 - (2) use strikeouts to show removed wording.

2. General

- ! Use the active voice as much as possible in your writing.
- ! Try to keep sentences below 17 words when not using numbered lists.
- ! Use numbered lists when more than one point is being written.
- ! Avoid abbreviations (except where the abbreviation is in common usage – e.g. “Inc.” used in a business name).
- ! Capitalize names of specific academic/administrative/research units, titles and programs. Do not capitalize where the reference is non-specific or generic.
- ! Number references:
 - (1) Use words (rather than numerals) if the number is the first word of a sentence.
 - (2) Use words to express whole numbers from zero to ten inclusive.
 - (3) Use numerals to express numbers appearing within a sentence if the number is 11 or higher.
 - (4) Avoid using Roman numerals wherever possible.

- ! Use italics when referring to:
 - (1) titles of books and magazines;
 - (2) names of legislation;
 - (3) names of legal cases;
 - (4) scientific names; and
 - (5) foreign words and phrases.Otherwise try not to use italics.

- ! Use bold for headings and for emphasis.

- ! Where there are options for spelling a particular word, use the *Canadian Oxford Dictionary* to determine correct spelling.

- ! Use the definitions set out in Board Bylaw 2.00 “Definitions” [found at <http://www.umanitoba.ca/admin/governance/bylaws/b2.shtml>].

- ! Avoid gender references unless they apply to a specific gender.

- ! Use the 24-hour clock when making references to time (e.g., 13:30, 17:00).

- ! When using a particular term, be consistent and use the same term throughout the document in the same manner.

- ! There may be times when you wish to use a shorter descriptive word or an acronym in substitution for a longer group of words. Use the longer group of words for the first reference, followed by the shorter descriptive word or acronym in quotation marks enclosed in parentheses. You can then use the shorter descriptive word or acronym throughout the remainder of the document. For example:
 - (1) the Senate Committee on Rules and Procedures (the “Committee”); or
 - (2) the Senate Committee on Rules and Procedures (“SCRP”).

- ! Review and comply with the Specific Drafting Instructions set out for each Governing Document template.

3. Specific Instructions regarding Section 2.0 of Templates

There may be times when writing Principles/Rules, Regulations, Policy Statements or Procedures that the body of the information cannot be expressed in one paragraph. When this occurs, please comply with the following instructions:

- (1) The information should be expressed in numbered paragraphs [for example: 2.1, 2.2, etc.].
- (2) When headings are used and the information under a heading cannot be expressed in one paragraph, the information should be expressed in numbered paragraphs [for example: 2.1.1, 2.1.2, etc.].
- (3) For any further breakdown of information in a numbered paragraph, use letters for the further information [for example: 2.1.1(a), (b), etc.].

Ensure that the Governing Document Record/Routing Sheet is attached to your drafted Governing Document, and submit both documents to the Office of the University Secretary.