

**UNIVERSITY OF MANITOBA
INSTRUCTIONS FOR USING REGULATION(S) TEMPLATE**

Document Reference	Regulation(s) Instructions
Document Number	Will be assigned by the Office of the University Secretary.
Document Title	Insert proposed document title.
Effective Date	The effective date will be the later of: (a) the date the Regulation(s) is/are approved by the Approving Body. [The Office of the University Secretary will ensure the appropriate date is inserted]; or (b) a future date. [Insert the date you propose the Regulation(s) become effective.]
Review Date	The Office of the University Secretary will assign the date based on “5.0 Review.” [See below.]
Approving Body	Check the applicable box for proposed Approving Body.
Authority	Refer to specific Legislation/Bylaw and section number.
Contact	Insert the title of the person who you believe has the most immediate responsibility for ensuring compliance with this/these Regulation(s).
Applies to	Check the appropriate box(es) showing the proposed group(s) to which this/ these Regulation(s) applies/apply. [With respect to “Employees”: please specify the appropriate employee organizations and employment group(s) this document applies.]
1.0 Reason for Regulation(s)	State general reason for the development of the Regulation(s) (e.g. to enforce Parking Bylaw).
2.0 Regulation(s)	State Regulation(s) [i.e. authoritative direction(s) normally flowing from a Bylaw. If there is more than one authoritative direction: (a) number them separately; and/or (b) use a preface and a numbered list where appropriate.
3.0 Accountability	List incumbent(s) to set out who is: a) responsible for ensuring compliance with each (or all) aspect(s) of the Regulation(s); and b) required to account for their conduct in relation to this responsibility.
4.0 Secondary Documents	The template sets out the standard wording. With respect to the numbered statements: a) Section 4.1 is to be used in all Regulations; b) Section 4.2 A is to be used if Faculty/School Councils are authorized to approve secondary documents, including related limitations; or c) Section 4.2 B is to be used if Administration is authorized to approve secondary documents, including related limitations;
5.0 Review	Formal reviews of Regulations happen every eight (8) years. [The Office of the University Secretary will determine the review date.] The template includes standard wording which must be used in all Regulations.

Document Reference	Regulation Instructions
6.0 Effect on Previous Statements	<p>If this is the first-time this/these Regulation(s) is/are proposed under the New Governing Documents System, use the wording set out in 6.1A or 6.1B of the template.</p> <p>If this is a revised Regulation(s), insert the previous Regulation(s) number(s), title(s), and effective date(s) in 6.1C of the template. There may be times that the standard wording does not fit appropriately, please contact the Office of the University Secretary for assistance.</p>
7.0 Cross References	<p>Indicate name and number of other specific Governing Document(s) which should be cross-referenced to this Governing Document. Include section number(s) if appropriate.</p>

Also refer to the following instruction documents found at <http://www.umanitoba.ca/admin/governance/>

1. *Governing Documents: Regulation Template;*
2. *Governing Documents: General Instructions for Drafting Governing Documents; and*
3. *Governing Documents: Record/Routing Sheet.*

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.