

UNIVERSITY OF MANITOBA
GOVERNING DOCUMENTS: RECORD/ROUTING SHEET
To be completed in conjunction with "Instructions for using Record/Routing Sheet"
To be used during implementation of New Governing Document System.

Governing Document Title: _____
Reconfirmed/Revised Governing Document Draft Version: [] 1 Date: _____ [] 2 Date: _____ [] 3 Date: _____

REVIEW OF EXISTING GOVERNING DOCUMENT
(Do not use for proposed New Governing Documents)

Originator Name: _____ Title: _____ Tel: _____

1.

Table with 2 main columns: EXISTING GOVERNING DOCUMENT (and related documents if applicable) and RECOMMENDATION. Sub-columns include Title, Indicate type (Bylaw, Regulations, Policy, or Procedures), Rescind, or Revise, and Proposed Effective Date for rescinding/revision.

[During the implementation of the Governing Documents System, all documents must be formatted to comply with the Governing Document templates.]
[Attach existing document(s) and newly formatted document(s) showing changes with strikeout (for deleted text) and Bold (for new text).]

2. Rationale for the above Recommendation(s): _____
[Use additional page(s) as necessary]

3. Purpose of attached Governing Document(s): [See section 1 of the attached document(s).]

4. When making the recommendation(s) to rescind:
Who did the Originator consult? Agreed with recommendation?:
[] Yes [] No Date: _____ Version # _____

4.1 Executive Summary of Comments received from individuals consulted:
[Use additional page(s) if necessary]

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4.2 When preparing the newly formatted document(s):
Who did the Originator consult? Agreed with content?:
 Yes No Date: _____ Version # _____
 Yes No Date: _____ Version # _____
 Yes No Date: _____ Version # _____
 Yes No Date: _____ Version # _____
 Yes No Date: _____ Version # _____
[Use additional page(s) as necessary]

4.3 Executive Summary of Comments received from individuals consulted:

[Use additional page(s) if necessary]

5. The Originator must provide the following information for 5A and 5B if:
(a) UMFA comments are referred back to the Originator by the Executive Director, Human Resources, and/or
(b) PVP requires the Originator to seek comments from others.

5.1 Executive Summary of Comments received [show (a) and (b) separately]:

[Use additional page(s) if necessary]

5.2 Were changes made to document? Yes No
Rationale to support the decision to make/not make changes to the document:

[Use additional page(s) if necessary]

6. When existing document is rescinded or revised by the appropriate Approving body, the Office of the University Secretary will:
(a) designate Governing Document number and formal review date (if applicable);
(b) post/remove the Governing Document on the Governance Website;
(c) advise the President, relevant V.P., and Originator respecting the approval; and
(d) arrange for an e-memo to be distributed to employees through the UMInfo News Co-Ordinator.

Indicate any additional communications, which the Originator, the relevant V.P., and/or the President will issue [note type of communication and person responsible]:

[Use additional page(s) if necessary]

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7. Record of Reviews and Recommendations:

Reconfirmed Rescinded Revised _____ Date _____ Draft Version# _____
(Signature) [if applicable]

(Print Name and Title)

Reconfirmed Rescinded Revised _____ Date _____ Draft Version# _____
(Signature) [if applicable]

(Print Name and Title)

Reconfirmed Rescinded Revised _____ Date _____ Draft Version# _____
(Signature) [if applicable]

(Print Name and Title)

Reconfirmed Rescinded Revised _____ Date _____ Draft Version# _____
(Signature) [if applicable]

(Print Name and Title)

Reconfirmed Rescinded Revised _____ Date _____ Draft Version# _____
(Signature) [if applicable]

(Print Name and Title)