

UNIVERSITY OF MANITOBA
GOVERNING DOCUMENTS: RECORD/ROUTING SHEET
To be completed in conjunction with "Instructions for using Record/Routing Sheet"

Governing Document Title: _____
 Governing Document Draft Version: 1 Date: _____ 2 Date: _____ 3 Date: _____

REVIEW OF PROPOSED NEW GOVERNING DOCUMENT
 (Do not use for proposed revisions to existing Governing Documents)

Originator Name: _____ Title: _____ Tel: _____

TO BE COMPLETED BY ORIGINATOR:

1.

Proposed Title	Proposed Governing Document Type: Indicate whether it is a Bylaw, Policy, Regulation or Procedures	Proposed Effective Date

[Attach proposed new Governing Document]

2. Rationale: *[Use only if Originator wishes to comment on matters other than the "Purpose of Document" (3)]*

 _____ *[Use additional page(s) as necessary]*

3. Purpose of document: *[See section 1 of attached document.]*

4. When preparing this Governing Document:
 Who did Originator consult? Agreed with content?:

_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date: _____	Version # _____
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date: _____	Version # _____
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date: _____	Version # _____
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date: _____	Version # _____
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date: _____	Version # _____

[Use additional page(s) if necessary]

4.1 Executive Summary of Comments received from individuals consulted:

 _____ *[Use additional page(s) as necessary]*

5. The Originator must provide the following information under 5.1 and 5.2 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) as necessary]*

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5.2. Were changes made to this Governing Document? Yes No

Rationale to support the decision to make/not make changes to this Governing Document:

_____ [Use additional page(s) as necessary]

6. When new Governing Document is approved by the appropriate Approving body, the Office of the University Secretary will:

- (a) designate Governing Document number and formal review date;
- (b) post 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) as necessary]

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7. Record of Reviews/Recommendations:

Reviewed Recommended _____ Date _____ Draft Version # _____
(Signature)

(Print name and Title)

Reviewed Recommended _____ Date _____ Draft Version # _____
(Signature)

(Print name and Title)

Reviewed Recommended _____ Date _____ Draft Version # _____
(Signature)

(Print name and Title)

Reviewed Recommended _____ Date _____ Draft Version # _____
(Signature)

(Print name and Title)

Reviewed Recommended _____ Date _____ Draft Version # _____
(Signature)

(Print name and Title)