Governing Document Development Process

1. **Originator Prepares Governing Document Proposal Form and provides it to Responsible Executive Officer**
   - Responsible Executive Officer reviews Governing Document Proposal Form
     - **NO**
       - Revision Required
         - Governing Document Proposal Terminates
     - **YES**
       - Responsible Executive Officer agrees to sponsor the proposed Governing Document and signs the Governing Document Proposal Form and sends it to the Office of Legal Counsel
         - The Office of Legal Counsel reviews Governing Document Proposal Form
           - **NO**
             - Revision Required
               - Governing Document Proposal Terminates
           - **YES**
             - The Office of Legal Counsel consults with Human Resources and the University Secretary
               - **NO**
                 - Revision Required
                   - Governing Document Proposal Terminates
               - **YES**
                 - The Office of Legal Counsel drafts, or provides assistance in the drafting of, the proposed Governing Document
                   - The Office of Legal Counsel provides Responsible Executive Officer with final draft of Governing Document along with signed Governing Document Routing Form
                     - Responsible Executive Officer signs Governing Document Routing Form and forwards it, along with the draft Governing Document to be approved, to the University Secretary for induction into approval process.
                       - University Secretary directs the proposed Governing Document to appropriate Approving Body
                         - **NO**
                           - Governing Document returned to Office of Legal Counsel and Responsible Executive Officer. Responsible Executive Officer then decides whether to revise or abandon proposed Governing Document
                             - Abandon, Terminate
                         - **YES**
                           - Governing Document comes into force on the day approved or at a later specified date, if so stated.
                             - A Governing Document shall be published on University of Manitoba website within 30 days of taking force
                             - The Responsible Executive Officer is responsible for implementing the new Governing Document