The Canadian Association of Journalists
L'Association Canadienne des Journalistes

POLICY CREATION AND MAINTENANCE POLICY

Policy intent

To outline a format for policy creation and maintenance which includes the review timelines that should be adhered to in order to ensure that policies remain relevant to the continued operations of the organization.

Policy responsibility

CAJ Board

Policy

1. **Creation and format**
   - 1.1. Any director, volunteer or staff may suggest the creation of a new policy.
   - 1.2. Each policy, with the exception of position policies, will commence with a clear statement of intent specifying the purpose of the policy.
   - 1.3. Each policy will contain a designation of responsibility which outlines the body within the organization who is ultimately responsible for the contents of the policy.
   - 1.4. Each policy will conclude with a summary of its history, including the original approval date, the last review date, with a notation indicating if the review was informal or formal, and the scheduled review by date.
   - 1.5. The committee to which a policy relates is responsible for preparing an initial draft of a policy. Policies then move to the governance committee, and executive committee for review, before moving to the board of directors for approval.
2. **Maintenance and review**
   - 2.1. Directors, volunteers and staff should read all policies every year, or more frequently as needed, to ensure they are working within policy guidelines.
   - 2.2. Review of policy is categorized as either formal or informal, as described further in this policy.
   - 2.3. Review of all policies shall follow the *Policy Review Schedule - Appendix A* of this policy.
   - 2.4. *The Policy Review Schedule - Appendix A* shall be updated bi-annually in conjunction with the review of this policy.
   - 2.5. The review by date is not a set date and shall change if the policy is reviewed earlier or later than scheduled.
3. **Informal review**
   - 3.1. Every policy shall be informally reviewed by the governance committee within 6 months of its Review By date.
   - 3.2. During the informal review, the governance committee shall determine:
     - 3.2.1. If no changes are recommended;

3.2.2. If a minor update, administrative change, or clarification is needed; and
3.2.3. If the suggested additions/subtractions or changes to wording impact the process or intent of the policy, which would then be deemed a formal review.

3.3. Any policies that are determined to need additions or changes that would be considered more than administrative, or that impact the process or intent of the policy, shall follow the process for formal review.

3.4. All policies that have undergone an informal review must be approved by the executive committee.

4. Formal review

4.1. Any policies that are determined to need additions or changes that would be considered more than administrative, or that impact the process or intent of the policy, shall follow the process for formal review.

4.2. Policies that are formally reviewed can only be updated with a vote of the board of directors.

4.3. A policy that is determined to need a formal review shall be initiated by the governance committee and any appropriate bodies before the policy is presented to executive committee for approval, then presented to the board of directors for approval.

5. Request for review

5.1. Any director, volunteer or staff member may suggest a review of a policy outside of the set schedule.

5.2. Requests that fall under 5.1 for policy reviews will be forwarded to the governance committee who shall examine the request and prioritize the policy in conjunction with the other policies and current timelines.

5.3. The governance committee may draft initial changes to the policy, or delegate this to the appropriate staff member, director, or committee.

6. Reporting

6.1. Informal policy reviews and approvals conducted by the governance and executive committees are provided to the board of directors as an informational item on the next board of directors meeting.

Related References, Policies, Procedures and Forms:

This Policy References:

Policy Review Schedule - Appendix A

This Policy is Referenced by:

None

Forms and documents:

None

Policy History:

Original Approval Date: Sep 10, 2023
Last Review Date: November 13, 2025 (formal)
Review by Date: November 2027