

GREEN PARTY OF ONTARIO
(the “GPO”)

POLICY STATEMENT DEVELOPMENT PROCESS

(Adopted as of February 20, 2021)

1. OBJECTIVE OF THE POLICY STATEMENT DEVELOPMENT PROCESS

The Policy Statement Development Process (the “**Policy Process**”) is implemented by the Policy Statement Development Committee (the “**Committee**”) and aims to provide the GPO with an efficient and effective mechanism to develop Policy Statements consistent with the GPO Constitution and Bylaws and the principles and values contained therein.

The objectives of the Policy Process include:

- a) Encourage Policy Statements that uphold Party values
- b) Encourage diversity, collaboration and broad membership participation
- c) Encourage the formation of evidence-based policy statements
- d) Empower the membership to lead the development of Policy Statements
- e) Empower the membership to democratically order Policy Statement resolutions for the Annual General Meeting (the “AGM”)
- f) Not conflict with the Constitution or By-Laws of the Party or the principles and values contained therein
- g) Be easy for members to understand
- h) Ensure policy statements are written in language consistent with the definition of a Policy Statement as defined in GPO Bylaw A

2. PROCESS STEPS AND DESCRIPTIONS

Notification: Notification of changes to the Policy Process shall be sent to the membership, no later than 14 weeks prior to the AGM. Every effort shall be made to notify the membership of any Policy Process changes as soon as possible.

Online Policy Statement Proposal Submission Form (the “Form”): The Committee shall ensure that the Form is amended to reflect the current Policy Process.

Invitation to Submit: Members shall be sent an invitation to submit Policy Statement Proposals (“Proposals”) to the Committee no later than 14 weeks prior to the AGM. Access to the current Policy Process will be available to the members and any deadlines shall be clearly stated. Individual members shall be limited to bringing one (1) Policy Statement to an AGM with the exception of members of the Provincial Executive, Shadow Cabinet members and members of the Policy Statement Development Committee.

DEADLINE #1: Proposal Submission Deadline (the “Proposal Deadline”), is no later than 11 weeks prior to the AGM.

Proposal Deadline: All Proposals shall be submitted to the Committee using the GPO website’s Form. The Committee will be reasonably available, via email, to assist members in completing the Form. In the event a member does not have access to the Form, efforts will be taken by the Committee to assist a member in submitting their Proposal. All Proposals shall be submitted no later than 11 weeks prior to the AGM.

Proposal Review: The Committee shall review all Proposals submitted by the Proposal Deadline and shall provide written feedback to the authors no later than 10 weeks prior to AGM. The feedback will facilitate Policy Statements being developed that meet the criterion set out in the Constitution and Bylaws and the principles and values contained therein. Editing and formatting feedback will also be provided.

Authority of the Committee: The Committee shall have the authority, to use its discretion, by majority vote, to rule a Proposal out of order without debate, and halt it from moving through the Policy Process. This shall be done only on the occasion when a Proposal does not meet the review criteria as detailed in Bylaw C. In this case, the Proposal would cease to continue through the Policy Process immediately following the decision of the Committee.

Policy Statement Development: The Committee and members with Proposals will proceed to prepare Policy Statements. To ensure due diligence, preparation shall include, but not be limited to, relevant research, consulting with subject matter experts, Shadow Cabinet members and other stakeholders as required. The Committee may develop Proposals that best meet the current and emerging needs of the Party.

Support Members to develop Policy Statements: The Committee will provide, at the member’s request, reasonable support and guidance to facilitate a member successfully participating in the Policy Process.

DEADLINE #2: Member Comment / Sponsorship Interest Deadline (“Comment Deadline”): All Proposals must be submitted in draft form to the Committee no later than 9 weeks prior to AGM.

Member Comment / Sponsorship Interest Period: All Proposals shall be submitted in draft form to the Committee by the Comment Deadline. There will be an opportunity for members to comment on Proposals and/or to express interest in sponsorship. This comment/sponsorship period will be facilitated through a GPO platform to which members have access. In order to encourage maximum participation, the Committee may choose to communicate to the membership using any GPO communication platform at its avail. All Proposals will be made available through this online platform for member comment and sponsorship interest for a period of ten (10) days starting at nine (9) weeks before the AGM.

At this stage, Proposals may continue to be edited as the author sees fit.

Sponsorship: All Proposals must be authored by a member in good standing and be sponsored by,

- Fifteen (15) additional members in good standing, as well as
- One (1) Policy Statement Development Committee member, OR one (1) Shadow Cabinet member OR 5 additional members in good standing

DEADLINE #3: Policy Statements Finalized Deadline (“Finalized Deadline”) is no later than 7 weeks prior to the AGM.

Policy Statements Finalized Deadline: All finalized Proposals are to be submitted, to the Committee no later than seven (7) weeks prior to the AGM. All finalized Proposals shall include the required sponsors.

Sunsetting: No later than 7 weeks prior to the AGM, the Committee will ensure that they have reviewed the Policy Book and have identified Policy Statements that qualify for Sunsetting review. *See Section 4. Sunsetting.*

Editing and Formatting: The Committee will edit and format all finalized Proposals in preparation for presentation at AGM no later than 4 weeks prior to the AGM. The Committee shall follow the guidelines set out in Section 3. Editing and Formatting.

Member Ranking: In the event that there are 10 or fewer finalized Proposals, all finalized Proposals will be presented at the AGM. In the event that there are more than ten (10) finalized Proposals for the AGM, all finalized Proposals will be sent to the membership for ranking. Members will be given the opportunity to order their preferred choices, ordering their top 10 Proposals to be presented at the AGM where 1 is the most preferred and 10 the least preferred. There will be an additional option where members may indicate any Proposals that they do not wish to be presented at the AGM. This invitation to order the finalized Proposals may be sent out at the same time as the Provincial Executive voting and must occur no later than 4 weeks prior to the AGM.

In the event that the number of members participating in the ranking achieves the lesser of 5% of the membership or 200 members, the ranking shall be adopted as the ranking for the AGM. In all other cases, the Committee shall reference the membership ranking, to order, the top 10 Policy Statements. The Committee shall consider the comments gathered during the Member Comment /Sponsorship period in their ranking discussions and decisions.

Finalized Proposals Selected by the Policy Committee: In the event there are more than ten (10) finalized Proposals, following the member ranking, the Committee may select up to 5 finalized Proposals, in addition to the top 10 indicated by the Member Ranking process. The committee may consider the results from the member ranking as well as the current and emerging needs of the Party when selecting the additional Proposals. A maximum of 15 Finalized Proposals will be presented at the AGM.

Notifying Plenary Chair(s): The Committee shall notify the Plenary Chair(s) of the Policy Statement proposals selected by the membership, the Policy Statements proposals selected by the Committee, as well as the policies being recommended for sunsetting.

Duties at the AGM: As per Bylaw B, the Committee shall assign a designate to act on its behalf at the AGM.

Member Volunteer Record: The Committee shall keep a record of any member who has expressed an interest, and gives consent, to be contacted as a subject matter expert for Policy Statement development purposes. The Committee may contact such members for the purpose of gathering feedback and direction regarding the subject matter the member has indicated. The Committee may choose to solicit volunteers at an AGM.

Final Editing and Formatting: No later than six (6) weeks following the AGM, the Committee will edit and format all approved Policy Statements and will update the Policy Book with the approved Policy Statements. The Committee will also ensure that all sunsetting activities approved at the AGM are implemented and reflected in the Policy Book. See *Section 3. Editing and Formatting*.

Evaluation and Amendment of the Policy Process: Within eight (8) weeks following the AGM, the Committee shall evaluate and make recommendations regarding amendments to the Policy Process to more accurately satisfy its objectives. The Committee shall consider and reference any member feedback received during the Policy Process. The Committee shall send the recommendations, including the member input, to the Provincial Executive for approval. Any approved amendments that materially change the Policy Process shall be confirmed by the membership at the subsequent AGM.

Dissolve Committee: The Committee will be dissolved no earlier than 4 weeks after the AGM and no later than 16 weeks before the subsequent AGM. This date will be decided by the Provincial Executive. Any relevant or useful Committee documents will be stored by the Provincial Executive to be optionally used by the next Committee.

3. EDITING AND FORMATTING

Following each AGM, the Committee shall review newly approved Policy Statements. Editing will be limited to correcting spelling, correcting grammar, and ensuring consistent formatting. The Committee shall not alter the substance of any policy during editing and formatting.

Where any reasonable concern remains over a change to the substance of an approved Policy Statement, the Committee shall make a reasonable attempt to consult the author of the original Policy Statement. If concerns persist, the Committee shall leave the original text of the approved Policy Statement unchanged.

The Shadow Cabinet shall review the Policy Book and make it available to members before the next AGM in accordance with the Constitution and Bylaws.

4. SUNSETTING

All Policy Statements approved by the membership at an AGM will be reviewed by the Committee no later than three (3) years after the date of their original approval. This shall be completed by the Committee before the Finalized Deadline seven (7) weeks before an AGM. Sunsetting recommendations are exempt from sponsorship requirements and will be presented at the subsequent AGM.

The Committee can, by majority vote:

1. Recommend retaining a Policy Statement unamended, and report that decision at the subsequent AGM, or
2. Recommend a Policy Statement be amended or sunsetted and bring that recommendation to the subsequent AGM in the form of a resolution.
 - a. Recommendations to sunset Policy Statements shall be introduced by a designate of the Committee as a resolution at the AGM
 - b. Sunsetting resolutions shall not be debated as a new resolution, however two (2) questions of clarification may be asked by the membership
 - c. Resolutions involving sunsetting will be approved with a simple majority vote at the AGM
 - d. Sunsetting resolutions that are not approved may be workshopped and reconsidered in accordance with the Party Constitution and Bylaws.

Sunsetting resolutions may be considered en bloc for expediency.