

# Legislative Policy Proposal Format

## I. TITLE

[Insert concise and descriptive title of the policy proposal]

## II. PURPOSE & RATIONALE

[State the purpose of the policy and why it is necessary. Include background, context, or issues addressed]

## III. SCOPE

[Identify who and what the policy applies to (departments, individuals, activities, etc.)]

## IV. DEFINITIONS

Term	Definition
[Term 1]	[Definition 1]
[Term 2]	[Definition 2]

## V. POLICY STATEMENT

[State the policy in clear, direct language. Outline institutional stance and regulations]

## VI. PROCEDURES

- [Describe step-by-step actions required to implement the policy]
- [Continue as needed]

## VII. ROLES & RESPONSIBILITIES

- [Role 1: Responsibilities]
- [Role 2: Responsibilities]

## VIII. COMPLIANCE & ENFORCEMENT

[Outline methods of monitoring, consequences for non-compliance, and enforcement mechanisms]

## IX. REFERENCES

- [List any supporting documents, legislation, or institution policies referenced]

## X. REVISION HISTORY

Date	Version	Description
[YYYY-MM-DD]	[1.0]	[Initial version]

## XI. APPROVAL

Name	Position	Date	Signature
[Approver Name]	[Title]	[YYYY-MM-DD]	[Signature]

