



Office of the University Counsel
REQUEST FORM FOR ADMINISTRATIVE UPDATES
TO BOARD POLICIES/PROCEDURES

INSTRUCTIONS:

Please complete and submit this form to the Office of the University Counsel to request revisions to a Board Policy or its associated Procedures to reflect changes in titles, changes in contact information, or reallocation of responsibilities. Please email the completed form to university.counsel@ubc.ca.

DATE SUBMITTED TO THE OUC:

MM/DD/YYYY

1. BOARD POLICY INFORMATION

Name of Board Policy (Policy short title and number in brackets)

Nature of revision(s) to the Board Policy or associated Procedures (Check all the boxes that apply)
Change(s) in contact information
Change(s) in title(s)
Reallocation(s) of responsibilities

2. UPDATES TO TITLES

Table with 3 columns: Relevant section(s) in the Board Policy or associated Procedures, Current title(s) set out in the Board Policy and/or Associated Procedures, Updated title(s) to be reflected in the Board Policy and/or associated Procedures

3. UPDATES TO CONTACT INFORMATION

Table with 2 columns: Relevant section(s) in the Board Policy or associated Procedures, Details regarding the update to contact information (including updated phone number, address, or other contact information)

4. REALLOCATION OF RESPONSIBILITIES

Table with 2 columns: Relevant section(s) in the Board Policy or associated Procedures, Details regarding the reallocation of responsibilities/explanation of requested update

5. RESPONSIBLE EXECUTIVE SIGNATURE

Table with 2 columns: Name of Responsible Executive, Title of Responsible Executive; Signature of Responsible Executive, Date

If the Board Policy or associated Procedures has more than one designated Responsible Executive, please use the below section to obtain signatures from the other Responsible Executive(s). All of the designated Responsible Executive(s) must provide their signature on this form prior to submitting it to the Office of the University Counsel.

Additional Responsible Executive(s) (if applicable):

Table with 2 columns: Name of Responsible Executive, Title of Responsible Executive; Signature of Responsible Executive, Date (repeated for multiple executives)