  
Senate

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| Policy Name | Insert policy name here |
| Policy Number | Assigned by Secretary of Senate |
| Origin | Committee responsible for bringing policy to Senate |
| Authority | Senate |
| Date of Original Approval | Date originally approved by Senate |
| Supersedes | Name of old policy replaced by the new one, if applicable |
| Senate Approval Dates | Include current approval date and up to the last three dates the policy has been approved by Senate |
| Effective from | Insert date policy takes effect |
| Review/Retirement Date | Usually five years from the effective date. Some policies may specify a retirement date, after which the policy automatically lapses; most will specify a review date by which it must be revised, rescinded, or confirmed for a further period. |
| Responsibility for Revision | Usually but not necessarily the chair of the committee of origin |
| Responsibility for Implementation | Position whose incumbent oversees implementation and interpretation of the policy |

Purpose:

Scope:

Definitions: (if applicable)

Policy:

Procedures: (If applicable)

Guidelines: (if applicable)

Related Documents: (if applicable)