

Promulgation of Policy

Policy No. 107

Policy Statement: The Chancellor shall be responsible for promulgating Archdiocesan policies and procedures. Archdiocesan policy shall not take effect until one month after the date it is promulgated, unless it is expressly stated otherwise. (c. 7)

Definition: Promulgation is the act of declaring publicly a law or policy (c.8, §2).

Procedure:

- a) Policies that are legislative decisions or directives, and which constitute particular law shall be issued by a legislative act of the Archbishop and shall be dated and notarized by the Chancellor, Vice-Chancellor or other ecclesiastical notary.
- b) Archdiocesan policies shall be promulgated through publication in the *Policy and Procedure Manual of the Catholic Archdiocese of Edmonton*.
- c) Notification of all new policy will be made in *Quid Novum* and on the Archdiocesan website.
- d) Amendments and additions to Archdiocesan policies will follow the same process outlined above.
- e) The Chancellor, with the assistance of the Office of Canonical Services shall develop and maintain compilations of policies in the *Policy and Procedure Manual of the Catholic Archdiocese of Edmonton*.