

**THE UNITED STATES PONY CLUBS
PROCEDURES
POLICY 1700 POLICY DEVELOPMENT AND REVIEW**

I. NEW POLICY DEVELOPMENT

- A. **Identify the need:** The President, Executive Director, another USPC officer, the Governance Committee, or any other committee of the Board of Governors may propose a new policy for consideration by the Board of Governors. The philosophy or purpose should consist of background, rationale, and/or objective of the policy establishing the reason for a policy. The President, Executive Committee or full Board may approve the topic for a new policy.
- B. **Identify who will take responsibility.** The President will assign the policy to an individual or group to research the topic, gather information and draft a policy.
- C. **Draft Policy** The policy statement should be clear and concise, written in plain language easily understandable to those charged with implementing the policy. The policy and philosophy should consist of no more than 200 words. The policy should specify delegation of authority, who is responsible for the policy and who has oversight.
- D. **Consult with appropriate stakeholders** Policies are most effective if those affected are consulted, are supportive, and have the opportunity to consider and discuss the potential implications of the policy. This may include staff, volunteers, committees, councils, members, legal.
- E. **Finalize and Approve the Policy** The new policy is to be reviewed by the President and the Governance Committee, and may be referred back to the drafter for recommendations or revisions. Once reviewed it may be presented at a regularly scheduled meeting of the Board of Governors.
- F. **Board approval** The Board will consider both the necessity of the policy as well as the substance. If there are no substantive issues to be addressed the Board may approve the new policy at the meeting where it is presented. If there are substantive concerns, the Board may vote to decline approval of the new policy, decide to table a vote to a future meeting following further research, or direct that the spirit of the policy be implemented pending further clarification or revisions.
- G. **Procedures for implementation, amplifying instructions and guidelines** Are to be separate from the Policy Statement. This section contains specific and clearly defined statements of implementation (procedures), including

exceptions. The procedures indicate the “how, where, when and who” of policy interpretation and enforcement. This clarification may be drafted by the initial author and/or the individuals having the delegation of authority for the policy. The creation, modification or removal of procedures, amplifying instructions and guidelines related to USPC policies may be reviewed by Governance and will be presented to the Board for information.

II. POLICY REVIEW AND REVISION.

A. All policies shall be reviewed every three to five (3-5) years, or sooner, if information and/or events warrant. The President, the Executive Director, another USPC officer, the Governance Committee, or any other Committee of the Board of Governors may initiate such a review.

B. The individual(s) having oversight of or responsibility for a policy shall be responsible for the review and drafting of proposed revisions.

C. Any proposed changes shall be reviewed by the Governance Committee and may be referred back to the responsible entity prior to presentation to the Board for approval.

D. Should a policy need to be removed, the reasons for removal will be presented to the Board. The Board will decide the issue and vote on the removal of the policy.

III. STANDARD POLICY FORMAT

**UNITED STATES PONY CLUBS
POLICY STATEMENT**

SUBJECT:

POLICY NO:

EFFECTIVE DATE:

I. POLICY STATEMENT AND PHILOSOPHY

II. DELEGATION OF AUTHORITY:

III. ENACTMENT:

Established:____(signature of Board President)_____Date:_____

Printed name of Board President _____