

**UNITED STATES PONY CLUBS
POLICY STATEMENT**

SUBJECT: PROCEDURAL POLICY
POLICY NO: 1700

EFFECTIVE DATE: 5/2/93
REVISED DATE: 5/16/99

I. PHILOSOPHY:

In order to establish the framework for the operation of The United States Pony Clubs, Inc. and to institutionalize effective and consistent practices, the Board of Governors should engage in sound policy development. Board Policies should address appropriate and substantive concerns but avoid policy formulation on topics that should be left for rules and regulations. The purpose for developing a procedural policy is to further ensure systematic and complete review of all proposed policies.

II. POLICY STATEMENT:

The Policy of the Board of Governors is that all Policies proposed for Board approval, regardless of source, shall follow the procedures outlined in section III below.

III. AMPLIFYING INSTRUCTIONS AND GUIDELINES:

- A. The topic of the proposed policy must be communicated to the Board President who will determine the placement of this item on the agenda of a regularly scheduled Board meeting.
- B. The Board must approve the topic by a majority vote as being worthy of policy formulation.
- C. The topic will be referred by the Board President to the appropriate person for drafting and presentation to the Board President and the Policy Committee.
- D. The Board President and the Policy Committee will review the proposed Board policy, determine if additional opinion is necessary, and refer the proposed policy back to the drafting individual with instructions and/or revisions.
- E. Any completed action shall be communicated to the Board President who will determine the placement of the proposed policy on the agenda of a regularly scheduled Board Meeting.
- F. There shall be a reading of the proposed policy at two regularly scheduled Board meetings.

1. The first reading of the proposed policy shall entertain issues regarding the necessity for a policy on this topic and any substantive concerns about the articulation of the proposed policy. Major concerns not expressed at the Board meeting must be submitted to the Chair of the Policy Committee no later than three (3) weeks after the Board meeting. Should the Chair of the Policy Committee receive such concerns, the President and the Policy Committee will evaluate the proposed change and either incorporate it or not.
 2. If there are no substantive changes proposed by the Board of Governors or any member of the Board of Governors after the First Reading of the policy, the policy will be placed on the Consent Calendar for approval of a Second Reading at the next regularly scheduled Board of Governors meeting.
 3. The second reading of the proposed policy is restricted to points of clarification. Following the second reading, a seconded motion to approve the proposed policy will be in order.
- G. After the first reading of the proposed policy, the Board may direct the implementation of the spirit of the proposed policy statement, pending final approval of the Board.
- H. Additional detail about a policy may be placed in an attachment to that policy. The creation, modification or removal of an attachment does not require the procedures outlined in III.F, but must be presented to, and receive approval from the Board.
- I. All policies shall be reviewed every three (3) years, or sooner, if information and/or events warrant. The President, the Executive Director, another USPC officer, the Policy Committee, or any other committee of the Board of Governors may initiate such a review.
- J. 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.

IV. DELEGATION OF AUTHORITY:

- A. The Chair of the Policy Committee shall have responsibility for this policy.
- B. The President shall have oversight of this policy.

V. ENACTMENT:

Reviewed November 2004

Established: _____ Date: 5/16/99
Board President