

San Pasqual Band of Mission Indians
San Pasqual Housing and Community Development
Private Home Ownership Program Policies and Procedures Manual

Approval Process for New or Revised SPH&CD Policies

I. Purpose

- A. To describe the approval process for developing new San Pasqual Band of Mission Indians Housing and Community Development Department (SPH&CD) policies and procedures.
- B. To describe the approval process for revising existing SPH&CD policies and procedures.

II. Approval process for new or revised SPH&CD policies

- A. The following will be performed to develop a new SPH&CD policy and procedure:
 - 1. The SPH&CD Executive Director or designee will draft the new SPH&CD policy and procedure.
 - 2. The SPH&CD Executive Director will submit the new SPH&CD policy and procedure to the San Pasqual Housing Committee for approval.
 - a. The San Pasqual Housing Committee will review the new SPH&CD policy and procedure and provide recommendations to modify policy and procedure as necessary.
 - b. The SPH&CD Executive Director will revise the policy and procedure based on the recommendations made by the San Pasqual Housing Committee and will resubmit the policy and procedure to the San Pasqual Housing Committee for approval.
 - 3. Upon approval by the San Pasqual Housing Committee, the SPH&CD Executive Director will then submit the new proposed policy and procedure to the Business Committee for review and approval.
 - a. The Business Committee will review the new SPH&CD policy and procedure and provide recommendations to modify policy and procedure as necessary.
 - b. The SPH&CD Executive Director will revise the policy and procedure based on the recommendations made by the Business Committee

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- and will communicate changes to San Pasqual Housing Committee. The SPH&CD Executive Director will resubmit the modified policy and procedure to the Business Committee for approval.
- c. The policy and procedure submitted to the Business Committee will be deemed approved 30 days after submission date if no further changes are recommended.
4. Upon approval of the new SPH&CD policy and procedure by the San Pasqual Housing Committee and Business Committee, the SPH&CD Executive Director will submit the policy and procedure to the General Council for review and approval.
- a. If necessary, the SPH&CD Executive Director will revise the policy and procedure based on the recommendations made by the General Council and will resubmit the policy and procedure to the General Council for approval.
 - b. Once the General Council has approved the new SPH&CD policy and procedure, the General Council will issue a resolution adoption policy number.
5. The SPH&CD Executive Director will document the following on the final, approved SPH&CD policy and procedure:
- a. Approval date
 - b. Resolution adoption policy number
6. The approved procedure and the resolution will be filed in the SPH&CD Policy & Procedure Binder.
- C. The following will be performed to revise an existing SPH&CD policy and procedure:
- 1. The SPH&CD Executive Director or designee will draft the proposed changes to the existing SPH&CD policy and procedure in track changes mode.
 - 2. The SPH&CD Executive Director will submit the proposed changes to the existing SPH&CD policy and procedure to the San Pasqual Housing Committee for approval.

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- a. The San Pasqual Housing Committee will review the proposed changes to the SPH&CD policy and procedure and provide recommendations to modify policy and procedure as necessary.
 - b. The SPH&CD Executive Director will revise the policy and procedure based on the recommendations made by the San Pasqual Housing Committee and will resubmit the policy and procedure to the San Pasqual Housing Committee for approval.
3. Once the San Pasqual Housing Committee has approved the proposed changes to the SPH&CD policy and procedure, the SPH&CD Executive Director will submit the policy and procedure in track changes mode to the Business Committee for review and approval of the policy and procedures.
 - a. The SPH&CD Executive Director will revise the policy and procedure based on the recommendations made by the Business Committee and will communicate changes to San Pasqual Housing Committee. The SPH&CD Executive Director will resubmit the modified policy and procedure to the Business Committee for approval.
 - b. The policy and procedure submitted to the Business Committee will be deemed approved 30 days after submission date if no further changes are recommended.
4. The SPH&CD Executive Director will revise the policy and procedure in track changes mode based on the recommendations made by the Business Committee and will resubmit the policy and procedure to the Business Committee for approval.
5. The SPH&CD policy and procedures will then be submitted to the General Council for review and approval of the changes.
6. Once the General Council has approved the proposed changes to the SPH&CD policy and procedure, the General Council will issue a resolution adoption policy number.
7. The SPH&CD Executive Director will document the approval date and resolution adoption policy number on the approved SPH&CD policy and procedure.