PROCEDURE

Effective Date: March 8, 2016
Approved By: President Bruce Shepard
Authority: POL-U1000.11

PRO-U1000.11B RULE MAKING-EXPEDITED

Action by: Requesting Department Head

1. Completes and submits Expedited rule making e-sign form through the department chain of command to the Vice-President.

Action by: Vice President

2. Approves and submits e-sign form to Rules Coordinator.

Action by: Rules Coordinator

3. Consults with the Assistant Attorney General’s Office to determine if the proposed change meets the criteria for an expedited rule change. RCW 34.05.353.

3a. If not approved by AAG, routed back to Requesting Department Head.

3b. If approved, requested change is made to the rule.

Action by: President

4. Approves or rejects expedited rule.

Action by: Rules Coordinator

5. If not approved, routed back to Requesting Department Head.

Action by: Vice President

6. Presents the expedited rule at the Board of Trustees Meeting. (Exceptions are parking and transportation)

Action by: The Board of Trustees

7. Approves or rejects the expedited rule.

Action by: Rules Coordinator

7a. If approved, files the notice of expedited rule making with the Office of the Code Reviser’s for publication in Washington State Register.

7b. If not approved, routed back to Requesting Department Head.

8. After a minimum of 45 days from posting and no objections, files the Rule Making Order with the Office of the Code
PROCEDURE

Reviser. Rule goes into effect 31 days after filing Rule Making Order.

8a. If there is any objection and it is not withdrawn within the 45 day comment period, the Rules Coordinator will follow PRO-1000.11A-Procedure for Permanent Adoption.