PROCEDURE

Effective Date: March 8, 2016
Approved By: President Bruce Shepard

PRO-U1000.11C RULE MAKING-EMERGENCY

Action by: Action:
Requesting Department Head 1. Emails the Rules Coordinator and requests that the emergency rule process be initiated.

Rules Coordinator 2. Consults with the Assistant Attorney General's Office to determine if the proposed change meets the criteria for an emergency rule change. RCW 34.05.350

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

4. If approved, coordinates a review of the emergency rule with the Attorney General's Office, Vice President, and President.

President 5. Approves or rejects emergency rule.

Rules Coordinator 6. If not approved, routed back to Requesting Department Head.

Vice President 7. Presents the emergency rule at the Board of Trustees Meeting.
(Exceptions are parking and transportation)

The Board of Trustees 8. Approves or rejects the emergency rule.


8b. If not approved, routed back to Requesting Department Head.

9. Emergency rule remains in effect 120 – days from filing.

9a. An emergency rule can be filed a second time if the rule is in the process of permanent adoption.