

## PROCEDURE

Effective Date: March 8, 2016

Approved By: President Bruce Shepard

Authority: POL-U1000.11

### PRO-U1000.11B      RULE MAKING-EXPEDITED

Action by:Action:

- |                            |  |
|----------------------------|--|
| Requesting Department Head | 1. <b>Completes and submits</b> <i>Expedited</i> rule making e-sign form through the department chain of command to the Vice-President.  |
| Vice President             | 2. <b>Approves</b> and <b>submits</b> e-sign form to Rules Coordinator.  |
| Rules Coordinator          | 3. <b>Consults</b> with the Assistant Attorney General's Office to determine if the proposed change meets the criteria for an expedited rule change. <a href="#">RCW 34.05.353</a> . |
|                            | 3a. If not approved by AAG, routed back to Requesting Department Head.   |
|                            | 3b. If approved, requested change is made to the rule.   |
| President                  | 4. <b>Approves</b> or <b>rejects</b> expedited rule.   |
| Rules Coordinator          | 5. If not approved, routed back to Requesting Department Head.   |
| Vice President             | 6. <b>Presents</b> the expedited rule at the Board of Trustees Meeting. <u><i>(Exceptions are parking and transportation)</i></u>  |
| The Board of Trustees      | 7. <b>Approves</b> or <b>rejects</b> the expedited rule.   |
| Rules Coordinator          | 7a. If approved, <b>files</b> 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, <b>files</b> the Rule Making Order with the Office of the Code   |

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 If there is any objection and it is not withdrawn within the 45 day comment period, the Rules Coordinator will follow PRO-1000.11A-Procedure for Permanent Adoption.