

PROCEDURE

Effective Date: March 8, 2016

Approved By: President Bruce Shepard

Authority: POL-U1000.11

PRO-U1000.11C RULE MAKING-EMERGENCY

Action by:Action:

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| 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.
<i><u>(Exceptions are parking and transportation)</u></i> |
| The Board of Trustees | 8. Approves or rejects the emergency rule. |
| Rules Coordinator | 8a. If approved, files the <i>Emergency Rule Making Order</i> with the Office of the Code Reviser's for publication in Washington State Register. |
| | 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. |