**PROCEDURE**

**PRO-U1000.11A RULE MAKING-PERMANENT ADOPTION**

**Action by:**  
**Action:**

1. **Completes and submits** Preliminary Information e-sign form through the department chain of command to the Vice-President.

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

3. **Consults** with the Assistant Attorney General’s Office (AAG) to determine if rule change is appropriate.
   
   3a. If not approved by AAG, routed back to Requesting Department Head.
   
   3b. If approved, the Rules Coordinator **informs** Requesting Department Head.

4. **Presents** preliminary rule development to University Policy and Rules Review Group (UPRRG).

5. **Approves or rejects** preliminary rule development.
   
   5a. If approved, rule development may continue.
   
   5b. If rejected, Requesting Department Head will be notified by the Rules Coordinator.

6. **Files** Preproposal Statement of Inquiry with the Office of the Code Reviser for publication in the Washington State Register. Notice will be posted on campus websites that the University is anticipating a rule change and solicits public involvement.

7. **Initiates** drafting process, seeking input from stakeholders.

8. **Presents** draft rule to Technical Review Committee (TRC).

9. **Reviews** draft rule for compliance, recommends amendments as necessary.
PROCEDURE

10. **Takes** under advisement recommendations from (TRC), and once final rule language is developed, **presents** to UPRRG for approval.

11. **Approves, rejects, or makes** changes to draft rule.
   11a. If approved, the rule making process will continue.
   11b. If rejected or changes are made, the Requesting Department Head will be notified by the Rules Coordinator.

12. **Completes and submits** Subsequent Information e-sign form and attaches an economic impact statement and/or cost-benefit analysis, if necessary, through the department chain of command to the Vice-President.

13. **Approves and submits** Subsequent Information e-sign form and attaches an economic impact statement and/or cost-benefit analysis, if necessary, to Rules Coordinator.

14. **Files** Subsequent Information Form with Office of the Code Reviser for publication in the Washington State Register, which summarizes the rule change, states when and where the public hearing will be held, and solicits public comment concerning the rule change. Notices regarding the public hearing are also published on campus websites.

15. **Conducts** Rule-Making Hearing and issues a written report to the University’s President.

16. **Approves, rejects, or makes** Changes to draft rule.
   16a. If approved, the rule making process will continue.
   16b. If rejected, the Rules Coordinator files Notice of Withdrawal with the Office of Code Reviser. The Rules Coordinator notifies Requesting Department Head.
   16c. If substantive changes are made to the draft rule, the Rules Coordinator notifies Requesting Department Head and files a Supplemental Proposed Rule-Making Form. Repeat Steps 15 and 16.
PROCEDURE

Requesting Department Head

17. **Presents** the draft rule at the Board of Trustees Meeting
   *(Exceptions are parking and transportation)*

The Board of Trustees

18. **Approves, rejects, or makes** Changes to draft rule.

   18a. If rejected, the Rules Coordinator files a *Notice of Withdrawal* with the Office of Code Reviser. The Rules Coordinator notifies the Requesting Department Head.

   18b. If substantive changes are made to the draft rule, the Rules Coordinator notifies Requesting Department Head and files a Supplemental Proposed Rule-Making Form. Repeat Steps 15 - 17.

   18c. If approved, the final draft is adopted and the rule making process will continue.

Rules Coordinator

19. **Prepares** a concise explanatory statement of the rule and provides the statement to any person who has submitted public comment.

20. **Files a Rule-Making Order** with the Office of Code Reviser. The permanent Rule-Making Order is published in the *Washington State Register* and, unless a later date is required by statute or is specified in the University’s order of adoption, the permanent rule becomes effective 31 days after the date of filing with the state Code Reviser’s Office.