

PROCEDURE

Effective Date: March 8, 2016

Approved By: President Bruce Shepard

Authority: POL-U1000.11

PRO-U1000.11A RULE MAKING-PERMANENT ADOPTION

Action by:Action:

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| Requesting Department Head | 1. Completes and submits <i>Preliminary Information</i> e-sign form through the department chain of command to the Vice-President. |
| Vice President | 2. Approves and submits e-sign form to Rules Coordinator. |
| 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. |
| Vice President | 4. Presents preliminary rule development to President's Cabinet. |
| University President | 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. |
| Rules Coordinator | 6. Files <i>Preproposal Statement of Inquiry</i> with the Office of the Code Reviser for publication in the <i>Washington State Register</i> . Notice will be posted on campus websites that the University is anticipating a rule change and solicits public involvement. |
| Requesting Department Head | 7. Initiates drafting process, seeking input from stakeholders. |
| | 8. Presents draft rule to Technical Review Committee (TRC). |

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| Technical Review Committee | 9. Reviews draft rule for compliance, recommends amendments as necessary. |
| Requesting Department Head | 10. Takes under advisement recommendations from (TRC), and once final rule language is developed, presents the final draft at President's Cabinet for approval. |
| University President | 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. |
| Requesting Department Head | 12. Completes and submits <i>Subsequent Information</i> 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. |
| Vice President | 13. Approves and submits <i>Subsequent Information</i> e-sign form and attaches an economic impact statement and/or cost-benefit analysis, if necessary, to Rules Coordinator. |
| Rules Coordinator | 14. Files <i>Subsequent Information Form</i> with Office of the Code Reviser for publication in the <i>Washington State Register</i> , 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. |
| University 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 <i>Notice of Withdrawal</i> with the Office of Code Reviser. The Rules Coordinator notifies Requesting Department Head. |

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- 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.
- 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.