**Section 555.110 Rulemaking**

a) The current rulemaking procedure of the Merit Commission is as set forth in the Illinois Administrative Procedure Act (Ill. Rev. Stat. 1991, ch. 127, pars. 1001-1 et seq.).

b) All interested persons who wish to submit a request to comment must do so in writing within the 14 day notice period.

c) Emergency rulemaking:

When, in the opinion of the Commission, an emergency situation exists which reasonably constitutes a threat to the public interest, safety, or welfare, emergency rules may be passed in accordance with Section 5-45 of the Illinois Administrative Procedure Act (Ill. Rev. Stat. 1991, ch. 127, par. 1005-45).

d) Any interested or affected person or agency may petition this Commission requesting the adoption, amendment, or repeal of a Commission rule. Such petition shall be submitted in writing to the Merit Commission, 421 E. Capitol, Springfield, Illinois. Five copies of each petition along with any supporting documents shall be submitted in the following form:

Petition for (adoption, amendment, repeal) of (a) Rule (Rule No. if applicable) to the Merit Commission.

I, (name of interested party), do hereby petition the Merit Commission to (adopt, amend, repeal) (a) Rule.

(State reasons as fully as possible. Attach or include any documentation for your reasons.)

e) If the petition is for the adoption or amendment of a rule, attach a draft of the proposed, adopted or amended Rule which will adequately deal with the reasons outlined for adoption or amendment.

f) All such petitions shall be signed by the petitioner and shall state his or her address and phone number.

g) Upon receipt of the petition in the proper form, such petition will be considered by the Commission. If the petition is granted, the petitioner will be notified in writing and the Commission will initiate rulemaking proceedings in accordance with subsection (a) or (b) above.

(Source: Amended at 38 Ill. Reg. 19566, effective September 19, 2014)