**Section 600.120 Rulemaking Procedures**

a) Description of Rulemaking Procedures

1) Rulemaking procedures may be initiated three ways:

A) Rulemaking required by legislative or other governmental acts;

B) Rulemaking initiated by recognition of a necessary rule by the audit or administrative functions of the office; and

C) A petition from parties outside the office for the office to undertake rulemaking in a particular area.

2) All rulemaking, when initiated, is referred to Legal Counsel for the purpose of drafting a proposed rule. After the rule is drafted, it is circulated in-house for comments. After comments have been made, the draft is analyzed by Legal Counsel and other appropriate parties for revision. The revised draft is then adopted as a proposed rule and published, processed, evaluated, revised, adopted and filed as a rule pursuant to the requirements of the Illinois Administrative Procedure Act and the Illinois State Auditing Act.

b) Flow Chart of Rulemaking Procedures

The Flow Chart of Rulemaking Procedures is found in Section 600.Appendix A of this Part.