**Section 1800.100 Procedure**

a) The Agency shall comply with the rulemaking procedures contained within the Illinois Administrative Procedure Act [5 ILCS 100] and the rules promulgated under that Act in the adoption and filing of Agency rules.

b) Rules may be proposed by the Director and senior Agency personnel in consultation with their bureaus and offices.

c) Any interested person may ask the Director in writing to adopt, amend, or repeal a rule.

1) The request should be directed to:

Director

Illinois Emergency Management Agency

2200 South Dirksen Parkway

Springfield, Illinois 62703

2) The request should contain the following:

A) The names and addresses of the persons or groups presenting the petition;

B) The specific rules of the Agency that the requestor believes should be modified or repealed, or the specific language the requestor believes should be adopted as a rule by the Agency;

C) A description of the effect of the rules or lack of rules on the persons or groups presenting the request;

D) The specific reasons the requestor believes that the Agency should

take the rulemaking action;

E) Any additional facts or documentation necessary to explain and support the request.

d) The Director or his or her designee may conduct public hearings on a proposed rulemaking whenever the interest of the State would be best served by those proceedings, or a public hearing may be held when requested pursuant to Section 5-40 of the Illinois Administrative Procedure Act [5 ILCS 100/5-40].

1) Formal notice of a public hearing shall be published in the Illinois Register at least 10 days prior to the hearing. The notice shall include the date, time, and place of the proceedings.

2) Minutes of public hearings shall be recorded and shall be available for public inspection.

e) Rules adopted by the Agency shall be available for public inspection during working hours at 1035 Outer Park Drive, Springfield, Illinois. Rules are also available on the Agency's website at http://www.illinois.gov/iema. Requests for public inspection of incorporated materials must be made at least 3 days prior to the expected date of inspection.

(Source: Amended at 39 Ill. Reg. 1132, effective January 5, 2015)