**Section 3700.300 Rulemaking Procedures**

a) Proposed rules shall be drafted by the Agency's legal counsel with appropriate participation of other agency staff members. Proposed rules are circulated to the Director and other appropriate Agency staff members for review and comment. Final adopted rules shall only be approved by the Director.

b) Any interested person may request that the Agency make, amend or repeal an Agency rule.

1) The request shall be addressed to:

Chief Legal Counsel

Illinois Power Agency

Michael A. Bilandic Building

160 N. LaSalle St., Suite C-504

Chicago IL 60601

2) The request shall contain a clear statement of reasons for the proposed rule, amendment or repeal and the exact language of the suggested new rule or amendment. The request shall also contain contact information for the submitting individual or entity, including name, address, telephone number and electronic mail address.

3) At least two copies shall be sent or delivered to the Director at the Agency's Chicago office. Any request filed in accordance with this Section shall be considered by the Director and the requestor shall be notified in writing as to its disposition. Any person may send a copy via electronic mail instead of two paper copies.

4) If, within 30 days after submission of the request to the Agency, the Agency has not initiated rulemaking proceedings in accordance with Section 5-35 of the IAPA, the request shall be deemed to have been denied.