**Section 5100.110 Rulemaking Procedures**

a) The President reviews directives from the State Community College Board and prepares same for submission as rules as may be required. Proposals which meet the criteria of rules and which may be required for the operation of each division of the institution are drafted by staff, reviewed and finalized by the President.

b) The Proposed Rule(s) is then recommended and submitted to the State Community College Board on 1st Reading at its regular monthly meeting which is the 3rd Monday in each month in order for the Board to have one month to review and hold discussion on the Proposed Rule(s) if needed.

c) The Proposed Rule(s) is submitted on 2nd Reading at the next monthly meeting for approval incorporating all changes, deletions and/or corrections as may be deemed necessary by the State Community College Board.

d) Once the Proposed Rule(s) is approved by the State Community College Board on 2nd Reading, it is then distributed Collegewide.

e) If the Proposed Rule(s) is disapproved, additional review and/or discussion takes place.

(Source: Added at 8 Ill. Reg. 547, effective January 3, 1984)