**Section 5350.100 Rulemaking Procedure**

a) New rules, emergency rules, amendments or repealers will be initiated at the direction of the Merit Board or its Executive Director, Designated Employer Representatives (DERs), or the State Universities Civil Service Advisory Committee. Proposed new rules, emergency rules, amendments or repealers may be presented to the various agency Advisory Committees for comments or recommendations.

b) Following discussion and input from the various agency Advisory Committees, the proposed rules, amendments or repealers will be published in the Illinois Register. During the first 45-day notice period, interested persons or other agencies may provide comments.

c) After the first 45-day notice period, the new rules, amendments, or repealers will be presented to the Merit Board for approval.

d) After Merit Board approval, new rules, amendments, or repealers will be submitted to the Joint Committee on Administrative Rules (JCAR).

e) Individuals or organizations proposing the creation, amendment, or repeal of a rule may do so by writing to the Merit Board Chair or Executive Director of the State Universities Civil Service System, 1717 Philo Road, Suite 24, Urbana, Illinois 61802-6099. The written statement should include specific language and in the case of existing rules, cite the specific rule(s) to be amended or repealed. Justification for the proposal shall also be included.

(Source: Amended at 47 Ill. Reg. 16107, effective October 27, 2023)