PROCEDURE

Effective Date: March 8, 2016
Approved By: President Bruce Shepard

PRO-U1000.11C RULE MAKING-EMERGENCY

Action by: Requesting Department Head
Action: 1. Emails the Rules Coordinator and requests that the emergency rule process be initiated.

Action by: Rules Coordinator
Action: 2. Consults with the Assistant Attorney General’s Office to determine if the proposed change meets the criteria for an emergency rule change. RCW 34.05.350

3. If not approved by AAG, routed back to Requesting Department Head.

4. If approved, coordinates a review of the emergency rule with the Attorney General’s Office, Vice President, and President.

Action by: President
Action: 5. Approves or rejects emergency rule.

Action by: Rules Coordinator
Action: 6. If not approved, routed back to Requesting Department Head.

6a. If approved, Rules Coordinator files the Emergency Rule Making Order with the Office of the Code Reviser’s for publication in Washington State Register.

7. Emergency rule remains in effect 120 – days from filing.

7a. An emergency can be filed a second time if the rule is in the process of permanent adoption.