**Section 550.110 Rulemaking Procedures**

a) All rules, amendments, and repealers shall be initiated by the department which administers the applicable statute. Any public request to initiate rulemaking or amendments to existing rules shall also be directed to the Director of the appropriate Department which administers the statute applicable. A request should state specifically which rulemaking is needed and why.

b) Proposed rulemaking of any type shall be prepared by the appropriate Department according to the Rulemaking Procedures for Codification (1 Ill. Adm. Code 100). They shall then be coordinated with the General Counsel to the Secretary before submission to the Administrative Code Unit of the Illinois State Library. The General Counsel shall coordinate all rulemaking for the Office of the Secretary of State with the Joint Committee on Administrative Rules.

c) Public hearings may be conducted on proposed rulemaking in accordance with the Illinois Administrative Procedure Act (5 ILCS 100/1-1 et seq.). If requested by an individual or organization, or at the direction of a Department Director, such hearings will be conducted in Chicago and Springfield by the appropriate Director, and a transcript of the proceedings shall be made by a court reporter or electronic device. The hearing date, time, and location shall be publicized by the Director at least 24 hours before each hearing, and by a means reasonably calculated to broadly disseminate the conducting of these hearings. All public comments shall be considered by the Director during the first notice period, as required by the Illinois Administrative Procedure Act.

d) All rulemaking shall be done in accordance with the Illinois Administrative Procedure Act and the Rulemaking Procedures for Codification (1 Ill. Adm. Code 100). Please refer to Table B.