**Section 1650.410 Rulemaking Procedures**

a) The need for rulemaking may arise from legislative enactment, court decisions which significantly change existing law, major changes in organization and operations within the agency, and other similar occurrences.

b) Proposed rules are drafted by the Office of Legal Counsel with appropriate participation of other agency staff members. Proposed rules are circulated to the Executive Director and other appropriate agency staff members for review and comment. The proposed rules are then sent to the Board for members' approval.

c) After the Board has approved the proposed rules they are filed, along with required supporting data, with the Secretary of State. All requirements for administrative rulemaking mandated by the Illinois Administrative Procedure Act [5 ILCS 100] shall be followed to completion of the rulemaking process.

d) Before adoption, the rules are reviewed by the Board if substantive changes are made through the rulemaking process.

(Source: Amended at 42 Ill. Reg. 8819, effective May 17, 2018)