**Section 3400.310 Request for Adoption of Rules**

a) Pursuant to the requirements of Section 5-145 of the Illinois Administrative Procedure Act [5 ILCS 100/5-145], any interested person may contact the Tollway requesting the promulgation, amendment or repeal of a rule.

b) The form of the request, which may be handwritten or typewritten, shall be essentially as follows:

1) Name, title (if any), organization (if any), address, and telephone number of the requestor.

2) Nature of action sought, i.e., promulgation of a rule, amendment of a rule, or repeal of a rule.

3) Proposed text of the rule or amendment or identification of the rule to be repealed.

4) Brief statement of the rationale for the requested action.

c) Requests for rulemaking are to be sent or delivered to the Executive Director at 2700 Ogden Avenue, Downers Grove IL 60515.

d) Requests shall be handled as follows:

1) The Executive Director will forward a copy of the request to the Chairman, who will distribute a copy of the request to each Board Member.

2) The Chairman may, or, upon the request of at least three Board members, the Chairman shall, assign the matter for consideration by a committee of the Board of Directors or the full Board. The Chairman will select up to three Board members to serve on the committee.

3) The selected committee of the Board of Directors will evaluate the request and make a recommendation to the Chairman before the next meeting of the Board as to whether the request should be considered by the full Board.

4) If, within 30 days after submission of the request, the Tollway has not initiated rulemaking proceedings in accordance with Section 5-35 of the Illinois Administrative Procedure Act, the request shall be deemed to have been denied.