

## **Chemeketans Council Rule-Making Policy**

Background: Article III, Section I of Chemeketans by-laws states: *“The Council shall have power to conduct the general business of the organization subject to its Articles of Incorporation and its By-Laws, and to make general rules not inconsistent therewith.”*

Rule-Making Process:

Chemeketans Council adopts the following process for rule-making:

1. When the Council identifies a rule-making need, the Council will add the proposed rule-making to its agenda for discussion at its next meeting.
2. The Council or its designee will notify Chemeketans membership of the proposed rule-making by email 14 days in advance of the Council’s next meeting. The email will:
  - Describe the reason for the proposed rules
  - Describe the estimated timeline for the rule-making process
  - Designate a rule-making coordinator; and
  - Invite interested Chemeketans members to notify the rule-making coordinator if they would like to participate in the process.
3. The Council will appoint a rule-making committee to develop a draft rule. The committee will include one or more members of the Council and may include one or more interested Chemeketans members.
4. The committee will submit the draft rule to the Council, and to any Chemeketans members who expressed interest, for review and comment for a minimum of 14 days.
5. The rule-making committee will review the Council’s and interested members’ comments, makes changes if needed, and present the final rule to the Council for approval.
6. The approved rule is published on Chemeketans’ web site, and members are notified of its adoption in the bulletin.