

# Instructions for the Rule/Procedure Change Process

- The following are required to request a change to a Rule or Procedure:
  - The [Request for Rule/Procedure \(R/P\) Change Form](#) (located on the General Counsel's website under Forms and on the RPAG Teams Page) completed and signed by the Sponsor, and
  - The [Proposed Text of the Rule or Procedure](#) (created by going to the [BOT Rules and Procedures](#) on the website and downloading a copy of the existing rule/procedure and making proposed edits to the text in Microsoft Word, using the Track Changes and Comments functions).
- The Responsible Department requests the change by submitting R/P Change Form and the proposed text to the appropriate Vice President, (Sponsor) or other Cabinet representative with authority delegated by the President, to initiate. The General Counsel's Office can also initiate a rule/procedure change.
- The Sponsor signs the R/P Change Form and the Form and proposed text are submitted to the Rules and Procedures Advisory Group (RPAG) via its Teams page.
- Review by other groups, as deemed appropriate by Sponsor, may occur before, during or after RPAG review.
- After the RPAG review and the review by other groups and committees are completed, the revised text, if approved by the RPAG is submitted to the Cabinet by the Sponsor.

## **Approval Process for a Procedure:**

- The procedure may be submitted to groups and committees by the Responsible Department or Sponsor prior to submitting to RPAG or may be submitted directly to the RPAG for review/approval prior to Sponsor's submission to Cabinet.
- Once proposed text is determined (after all reviews and RPAG approval), the revised procedure is presented by Sponsor to Cabinet and President for final approval.
- The President can approve a procedure without Cabinet review.
- When approved by Cabinet and/or President, the procedure is finalized for the website.

## **Approval Process for a Rule:**

- The rule may initially be submitted to committees by Responsible Department or Sponsor and/or submitted directly to the RPAG for approval and then Cabinet and/or President for rule development approval.
- Upon Cabinet's approval, the rule is advertised for rule development.
- After the rule development period and once final proposed text is determined (by any group, committee, the RPAG, or Cabinet), the rule is presented by Sponsor to Cabinet and President for rule adoption approval.
- The President can approve a rule without Cabinet review.
- The rule is presented to the BOT for approval.
- When approved by the BOT, the Rule will be finalized for posting on the website.