

## **New Rule / Rule Change Submission Procedure**

### **Effective 12/12/2003**

- 1) The Rules Director shall screen the Proposed Rule for grammatical and spelling errors. In the event that there are grammatical or spelling errors the Proposed Rule will be returned to the original submitter for correction.
- 2) The Rules Director shall compare the Proposed Rule to existing rules to ensure that the Proposed Rule is not in conflict with any existing rule that it does not specifically address. The Rules Director will determine if the Proposed Rule warrants submitting to the Board of Directors and will return an initial response to the original submitter as to whether the Proposed Rule will be submitted to the Board of Directors.
- 3) The Rules Director shall send the Proposed Rule to all members of the ICORE Board of Directors by e-mail with recommendations regarding the rule change. ICORE Board Members should send any comments and suggestions back to the Rules Director only, this will help eliminate the confusion of receiving all the comments and suggestions as well as the original e-mail from all the board members.
- 4) The Rules Director should allow about 7 to 10 days to receive comments and suggestions from ICORE Board Members. The comments and suggestions from ICORE Board Members will be assembled into a single feedback document and sent to the original submitter of the Proposed Rule. All comments and suggestions made by the Board Members will be cut and pasted as they were originally sent, the Rules Director WILL NOT edit the comments. The comments and suggestions document will then be sent to the Board Members and the original submitter for review.
- 5) The original submitter of the Proposed Rule may choose to re-submit the Proposed Rule incorporating some or all of the comments and suggestions from ICORE Board Members, or the original submitter may choose to have the Proposed Rule voted on as is. In the event that the Proposed Rule has been changed in any way the Rules Director shall assign a unique revision number so as to eliminate any confusion.
- 6) The Rules Director will submit the final revision of the Proposed Rule to the ICORE Board of Directors by e-mail to be voted on at the next regularly scheduled ICORE Board of Directors meeting. The Proposed Rule should be submitted to ICORE Board of Directors by e-mail at least five days prior to the next regularly scheduled ICORE Board of Directors meeting to allow the ICORE board members ample time to review.
- 7) The Rules Director will inform the original submitter of the Rule Change Proposal in writing (e-mail is acceptable) as to the decision of the ICORE Board of Directors.