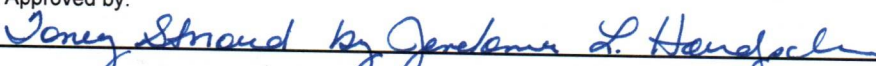


ADMINISTRATIVE PROCEDURE
ADMIN-18
RULEMAKING BY BOARD OF GOVERNORS

Number: ADMIN-18	Name: Rulemaking By Board of Governors
Purpose: This administrative procedure sets forth the procedures, duties, and responsibilities to be followed when proposing new or changes to Board of Governors' policies (Rules).	
Responsible Unit: Office of General Counsel and External Affairs	
Approved by: 	Approval Date: 12/14/2022

1. General

- 1.1 Establishes the guidelines to be followed when new or changes to existing Board of Governors' policies are proposed.
- 1.2 Authority: Marshall University Board of Governors Policy No. GA-11 Policy on Rulemaking by the Board of Governors.

2. Office of General Counsel

- 2.1 The Office of General Counsel shall have the responsibility of posting, maintaining, and archiving the Board of Governors Policies/Rules and Administrative Procedures.
- 2.2 All changes to any Rule or Administrative Procedures must be reviewed and by the Office of General Counsel prior to being submitted to the appropriate authority for approval or placed upon the Board of Governors Agenda.

3. Posting of Policies

- 3.1 Notices of proposed rulemaking shall be posted in the "public notices" area adjacent to the Office of General Counsel & External Affairs (OM 213) on the Huntington, West Virginia campus.
- 3.2 Electronic notices of proposed rulemaking and copies of all current and proposed policies will be available for viewing on the Board of Governors webpage.