As allowed by the Rule Processing Rule, the President designates the Rule Committee and the Human Resource Director the authority to initiate the rulemaking process on his/her behalf.

1. **Draft/Revise a Rule (Drafter)**
   - Submit to the Human Resource Office electronically in Word Format

2. **Human Resources**
   - Will format, assign rule number and monitor process
   - Rule will proceed to the Rule Committee
   - If approved, comments will be returned to the Human Resource Director for review.
   - If not approved, rule will be returned to the drafter with questions.
   - Human Resources will forward to the appropriate parties for review. (Faculty Assembly, Classified Staff Council, Student Senate, President’s Cabinet, Chancellor of CTC)

3. **Rule Committee Review**
   - If not approved
   - If approved, comments will be reviewed by the Rule Committee
   - If approved, comments will be reviewed by the President
   - If approved, comments will be reviewed by the Board of Governors 1st Reading

4. **Board of Governors 1st Reading**
   - If approved
   - If not approved

5. **Board of Governors 2nd Reading**
   - If approved

6. **After Final approval**
   - Return to Human Resources for posting to Internet, policy manual, LRC Archives, distribution to employees and filing of official approved copy