**Section 440.330 Procedures**

a) SUBMISSION OF PETITIONS. A petition for a rulemaking action by the Office of the Auditor General must be:

1) submitted in writing;

2) delivered to the Office of the Auditor General at its Springfield address; and

3) in a format covering the information required by this Subpart.

b) FORM OF PETITIONS. Each petition requesting a rulemaking action shall be legible and succinct and shall separately provide the following information:

1) The name of the person submitting the petition and the complete mailing address which the Auditor General should use in directing any correspondence or response to the petition.

2)

A) If the rulemaking action covered by the petition involves an existing rule or regulation, then the title and number of the rule or regulation involved.

B) If the rulemaking action does not involve an existing rule or regulation, then a short synopsis of the subject and nature of the rulemaking.

3) A draft in as much detail as possible of the text of the proposed rulemaking action.

4) A statement detailing the reasons and basis for the petition and the desirable benefits if the proposed rulemaking is undertaken; and where necessary, an explanation of the key provisions of the proposal.

5) Any other matters, statements, or information which the petitioner deems desirable.

c) REVIEW OF PETITIONS.

1) Each petition submitted to the Office of the Auditor General in accordance with this subpart will be acknowledged to the petitioner at the address specified in the petition. After the petition is reviewed, the petitioner will be sent:

A) the results of the review;

B) the final decision of the Office concerning the petition; and

C) written answer to each specific question asked.

2) However, as provided by the Illinois Administrative Procedure Act [5 ILCS 100/5-145], if rulemaking action on the petition is not initiated within 30 days of receipt of the petition by the Office of the Auditor General, then the petition shall be deemed denied.

(Source: Amended at 20 Ill. Reg. 730, effective January 31, 1996)