

Administrative Rule Making Process

1. Board determines at a board meeting the need for a rule change or new rule.
2. Executive Director files the necessary paperwork to announce the notice of proposed rule changes to the Legislative Agency Services (LAS). The notice must include:
 - a. A comment period of not less than 35 days or more than 90 days
 - b. Identify the deadline for written comments.
 - c. State date, time and location of public hearing.

The 35 - 90 day clock begins when the Administrative Monthly is published on the last day of the filing month. The filing deadline for publication in the Administrative Monthly is usually the 21st day of the month.

3. Completion of the notice of proposed rule change is defined as the end of the comment period designated in the notice of intended action as the final date for comments.
4. Board holds public hearing, then reviews comments received during the hearing and written comments received during the comment period.
5. Board certifies the proposed rule with or without change.
6. Director files certified copy of an adopted rule with LSA no later than 15 days after the meeting and less than 90 days of initial notice publication.
7. Change to the existing rule (deletion or amendment) or a new rule is effective 45 days from the date certified by LSA.