

## DIRECTIONS FOR SUBMITTING THE FINAL DRAFT

Rules Review	
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**Rules Review Meeting Schedule:** The Interim Rules Review Committee has set the following tentative meeting schedule for the 2015 interim: June 8, July 20, August 17, September 21, November 9, and December 14, 2015.

- A. Final Draft to the Legislative Research Council:** Bring the final draft of the adopted rules to this office at least five days before the committee meeting date for signature for legality and for form and style, please include the following items:
1. The edited copy of the first draft;
  2. One legible copy of the final draft, to be left here. The final draft should be double spaced, contain only rules being amended, repealed, or adopted, and show changes from current printed rules by means of overstrikes and underscores;
  3. The original Form #11 which contains the signature of the officer empowered to adopt the rules or the signatures of a majority of the members of a board or commission which has the rule-making authority; and
  4. Copies of the following:
    - a. The minutes of all public hearings, (a summary of the minutes if needed); and
    - b. The affidavit of mailing to Rules Committee members – Form #12.
- B. Service on Committee:** The following information is to be served on the Interim Rules Review Committee at least five days before the committee meeting date:
1. The final draft of the adopted rules (three-hole punched and numbered by page);
  2. The minutes of the public hearing;
    - a. Include a summary of the hearing if a verbatim transcript is used;
    - b. Include a summary of any subsequent hearing if the public hearing is continued or final action is taken at a later date;
  3. A summary of the written comments or copies of the written comments;
  4. The Impact Statement on Small Business;
  5. The Fiscal Note; and
  6. Agency financial resource information if the agency proposes a rule to increase a fee.
- First class mail, e-mail, or both should be used (See Form #12).
- C. Filing with the Secretary of State's Office:** (After appearing before the Interim Rules Review Committee)
1. Each agency must complete and sign all documents before filing the certificate of compliance with Chapter 1-26 and the final draft of the rules with the Secretary of State's Office. Although it is not required by statute, the Secretary of State's Office would like to have a copy of the approval signature sheet with the filing of the final draft and the certificate.