## Rulemaking Flow Chart

#### **Step One** Initiating Events

Legislation

Proposed Rule Concept

# Step Two Board Meeting – Discuss Possible Rule

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Hold Board meeting – discuss whether further consideration of possible rule is warranted (including comments from public). If not warranted, no further Board action is necessary. If warranted, discuss appointment of Advisory Committee.

### **Step Three** Advisory Committee

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Schedule Advisory Committee meetings (must be publicly noticed).

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Advisory Committee meets at public meetings and prepares report.

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Advisory Committee provides report to Board.

### **Step Four** Board Meeting

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Hold Board meeting to discuss report (including public comment).

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If Board determines that formal rulemaking is necessary, members direct staff to draft proposed rules, statement of need, and notice of rulemaking hearing. Step Five
File Rulemaking
Document Notify
Interested
Parties/Hearing

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File proposed rules with Secretary of State – (must be filed prior to 15<sup>th</sup> of month to appear in Oregon Bulletin published 1<sup>st</sup> of the following month).

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Distribute copies of rulemaking materials to all interested parties, news outlets, legislature, posted on website.

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Hearing Officer holds Rulemaking Hearing (generally held 45-60 days after Board meeting) – public oral/written comments are received. Step Six
Board Meeting/
Consider Rule
Comments/
Rule Adoption

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Board meeting to consider comments submitted at rulemaking hearing, during process, and at the Board meeting – decide whether or not to adopt proposed rules (either as previously drafted or amended based on comments submitted/presented during rulemaking

Direct staff to prepare permanent rule documents consistent with Board Members' decision.

process).

**Step Seven**Publication of
Adopted Rule

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File documents with Secretary of State.

Distribute copies to interested parties, news outlets, legislature, legislative counsel, posted on website.

Step Eight
Rule Becomes
Effective

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Becomes final on effective date of the rule.