Identify question or issue for which rule change may be needed

Is a significant policy question involved?

Yes

Draft discussion item to present to policy committee(s) for guidance

Is Committee guidance required to develop policy and rule?

Yes

Identify volunteers, staff, workgroup, calendar meetings, develop consensus.

Does Committee/Do Committees recommend that rule language move forward?

Yes

Present draft rule to Board

Is a workgroup recommended to develop policy and rule?

Yes

Draft administrative rules to present to Committee(s) for discussion and recommendation

No

Return to staff or workgroup for additional work

No

Implement guidance within existing rule framework

No

Implement guidance within existing rule framework

Does Committee/Do Committees recommend that rule language move forward?

Yes

Present draft rule to Board

Implement guidance within existing rule framework

No

Draft administrative rules to present to Committee(s) for discussion and recommendation

Does Committee/Do Committees recommend that rule language move forward?

Yes

Present draft rule to Board

Is there comment on the proposed rule?

Yes

Summarize comments and develop any staff recommendations; present to Committee(s)

Are changes to draft language recommended?

Yes

Ensure concurrence among affected Committees/disciplines; if changes are recommended by multiple committees, consolidate and present for approval at subsequent Committee meeting(s)

Submit proposed permanent rule to Board

Does Board approve proposed permanent rule?

Yes

Identify effective date; publish permanent rule through Secretary of State’s Office.

No

Identify workgroup to develop policy and rule

Identify volunteers; staff, workgroup, calendar meetings, develop consensus.

Prepare draft rule, publish with Secretary of State’s office as proposed rule; open comment period & hold hearing if required

No

Identify effective date; publish permanent rule through Secretary of State’s Office.

09/11/2007