



ARCHIVES DIVISION
 800 Summer Street NE
 Salem, Oregon 97310
 adminrules.archives@sos.oregon.gov
 503-373-0701, option 2
 503-373-0953 (fax)

RULES COORDINATOR AND DELEGATION OF RULEMAKING AUTHORITY FORM

Fill out the form with 1–5 Rules Coordinators and all Delegated Signing Authorities, and submit it to the Archives Division. There will only be one form on file at a time per OAR chapter. If you need to add or remove names, submit a new form listing all active Coordinators and Authorities. This will supersede the previous form.

EFFECTIVE DATE: _____
This form must be on file with the Publications Unit, under the Oregon Secretary of State, to be effective.

 AGENCY NAME CHAPTER NO.

 AGENCY ADDRESS

RULES COORDINATOR

According to ORS 183.330(2):

Each state agency that adopts rules shall appoint a rules coordinator and file a copy of that appointment with the Secretary of State. The rules coordinator shall:

(a) Maintain copies of all rules adopted by the agency;

(b) Provide to the public, upon request, information pertaining to:

(A) All rulemaking proceedings of the agency;

(B) The status of the agency's rules; and

(C) All certificates and rules filed by the agency with the Secretary of State; and

(c) Keep and make available the mailing list required by ORS 183.335 (8).

 (1) Rules Coordinator, *print name* *signature* *date*

 OIM username *email* *phone*

 (2) Rules Coordinator, *print name* *signature* *date*

 OIM username *email* *phone*

 (3) Rules Coordinator, *print name* *signature* *date*

 OIM username *email* *phone*

 (4) Rules Coordinator, *print name* *signature* *date*

 OIM username *email* *phone*

 (5) Rules Coordinator, *print name* *signature* *date*

 OIM username *email* *phone*

 Authorizing person, *print name* *signature* *date*

The signature of the agency's authorized signer who has legal authority to approve rulemaking filings, appoint agency rules coordinators or delegate rulemaking authority.

RULES COORDINATOR AND DELEGATION OF RULEMAKING AUTHORITY FORM

AGENCY NAME

CHAPTER NO.

SIGNING AUTHORITY

According to ORS 183.325:
Delegation of rulemaking authority to named officer or employee. Unless otherwise provided by law, an agency may delegate its rulemaking authority to an officer or employee within the agency. A delegation of authority under this section must be made in writing and filed with the Secretary of State before the filing of any rule adopted pursuant to the delegation. A delegation under this section may be made only to one or more named individuals. The delegation of authority shall reflect the name of the authorized individual or individuals, and be signed in acknowledgment by the named individuals. Any officer or employee to whom rulemaking authority is delegated under this section is an “agency” for the purposes of the rulemaking requirements of this chapter.

Delegated Signer, *print name* signature date

Delegated Signer, *print name* signature date

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