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 FourBoard 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 on the last day of the current month to be included in the next month's Oregon Bulletin).

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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

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

during rulemaking

process).

Step SevenPublication 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.