



State of Idaho
Department of Administration
Office of the Administrative Rules Coordinator

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MEMORANDUM

TO: Agency Rule Writers and Presenters

FROM: Dennis Stevenson
State Administrative Rules Coordinator

DATE: November 25, 2013

RE: Presenter's Workshop - Legislative Rules Review 2014 Session

The Office of the Administrative Rules Coordinator will be conducting an instructional workshop for agency personnel who will be presenting administrative rules to the germane committees of the Legislature during the upcoming 2014 legislative session. This workshop is designed to assist you in preparing for your presentation to the germane committees. The workshop is scheduled as follows:

Tuesday, December 17, 2013
9:00 a.m. to 10:00 a.m.
Joe R. Williams Building (Hall of Mirrors)
West Conference Room (1st Floor)
700 West State Street, Boise

This workshop will cover the following topics:

1. The format of the legislative rules review books and how they differ from the Bulletin;
2. When the rules are made available to the committee members;
3. How to obtain an exact copy of the rules each committee will be reviewing;
4. Why the Senate and House Books may be different;
5. Which committees will review your agency's rules and how that is determined;
6. How and when will you will be notified to appear and testify before the Committee;
7. What is reviewed? *Pending*, *Pending Fee*, and *Temporary* rules.
8. Actions required by the Legislature for the different rules;
9. When a rule is both Temporary and Pending, what the committee reviews;
10. Rejection of all or part of a rulemaking docket by one committee;
11. Rejection of all or part of a rulemaking docket by both committees;

12. How to track the status of your docket(s) during the review process;
13. What to do if a mistake is found in one of your books; and
14. Legislative protocol.

I encourage you and anyone in your office who may be interested to attend this workshop. This workshop has proven to be helpful to agency personnel who have presented rules to the Legislative Committees in the past. As always, this workshop will be informal and I welcome your questions and comments.

If you plan to attend please contact Brad Hunt at 332-1821 or email him at brad.hunt@adm.idaho.gov. Thank you and we look forward to seeing you at the workshop.

CC: Teresa Luna
Director, Dept of Administration