



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

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**MEMORANDUM**

**DATE:** May 1, 2013

**TO:** State Agency Directors and Administrative Rules Contacts

**FROM:** Dennis Stevenson  
Administrative Rules Coordinator

**RE:** Workshop on Idaho's Administrative Rulemaking Process

The Office of the Administrative Rules Coordinator cordially invites you to a workshop to discuss Idaho's rulemaking process. This workshop will be held on Tuesday, May 14<sup>th</sup>, 2013, and is open to any state agency employee who is interested in learning about the administrative rulemaking process and the basics of rule writing. This workshop is designed for individuals who are involved in rulemaking in your agency or who are or may be tasked with writing the administrative rules of your agency.

The focus of this discussion will be on the rulemaking process, legislative review of rules, rulemaking document preparation and publication, and the general principles of rule writing. There is no charge to attend this workshop. This is a service my office provides to help you better understand the process and procedures involved in rule promulgation in Idaho.

The workshop has been scheduled as follows:

**Tuesday, May 14, 2013**  
**9:00 am - 12:00 noon**  
**J.R. Williams Building (Hall of Mirrors)**  
**700 W. State Street**  
**West Conference Room (1st Floor)**

Please contact Brad Hunt at 332-1821 or email [brad.hunt@adm.idaho.gov](mailto:brad.hunt@adm.idaho.gov) if you and any one of your staff are interested in attending. We look forward to hearing from you and seeing you at the workshop.