



State of Idaho
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Office of the Administrative Rules Coordinator

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MEMORANDUM

DATE: June 12, 2013

TO: State Agency Directors and Administrative Rules Contacts

FROM: Dennis Stevenson
Administrative Rules Coordinator

RE: 2nd Workshop on Idaho's Administrative Rulemaking Process

The Office of the Rules Coordinator has scheduled a second workshop on administrative rulemaking. If you or any of your staff were unable to attend the first workshop, this is an opportunity for you to learn about the administrative rulemaking process and the basics of rule writing. I will be covering the same material as the previous workshop so if you attended the first one, I will not be presenting any new information. The workshop is scheduled for Tuesday, June 25, 2013, and is open to any state agency employee who is interested in attending. Like the previous workshop, this one 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 negotiated and formal rulemaking, rulemaking document preparation and publication, legislative rules review 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, June 25, 2013
9:00 am - 12:00 noon
J.R. Williams Building (Hall of Mirrors)
700 W. State Street
East Conference Room (1st Floor – East Entrance)

Please contact Brad Hunt at 332-1821 or email 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.