

## YEAR-LONG RULEMAKING PROCESS

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
<p>Legislative review of agency rules by both House and Senate Germane Committees.</p> <p>Typically, legislature is in session January through March or April.</p>	<p>Legislature adopts or amends statutes through House/Senate Bills.</p> <p>Governor signs bills into law.</p> <p>Agencies decide to conduct negotiated rulemaking, if needed.</p>	<p>Legislature adjourns – <i>Sine Die</i>. This is not a set date. Rules go into effect unless otherwise stated.</p> <p>Statutes go into effect July 1st, unless they have an emergency clause for an earlier date.</p>	<p>Start working on rule changes as soon as possible.</p> <p>Drafts of temporary rules for submission to the Board in May are due before the end of this month.</p>	<p>Board meets and adopts temporary rules that need to be in effect before the next legislative session.</p> <p>Temp rules adopted by the Board will be submitted for publication in July <i>Bulletin</i>.</p>	<p>Negotiated rule-making meetings should be scheduled.</p> <p>If proposed or Board rules, negotiated rulemaking meetings should be scheduled no later than the end of July.</p>
JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<p>Rules approved by legislature may go into effect.</p> <p>Board rules adopted in May publish in <i>Bulletin</i>. If public hearings scheduled, meetings held.</p> <p>Comment period ends 21 days after publication.</p>	<p>Review comments and public hearing content to determine if changes are needed.</p> <p>Board meets and adopts temporary rules that need to be in effect.</p> <p><b><i>Rules dockets due and submitted for October Bulletin.</i></b></p>	<p><b><i>Last publication that “proposed only” Board rules can publish and become final.</i></b></p> <p>Draft and prepare pending rule docket for November Board meeting.</p>	<p><b><i>Last publication available for proposed rules to become final.</i></b></p> <p>Pending rules with changes are due.</p> <p>Board pending rules are due and submitted by the end of the month.</p>	<p><i>Last month to submit pending dockets.</i></p> <p><i>Moratorium on proposed rules begins mid-November.</i></p> <p>Legislative presenter workshops given.</p> <p>Board adopts temporary and pending rules for January <i>Bulletin</i>.</p>	<p>Legislative presenter practice sessions – practice delivering rules presentations and fielding questions likely to come from the legislative committees.</p> <p>Legislative Rules Review Books are proofed and reviewed.</p>

- **First Wednesday of each month**, the *Idaho Administrative Bulletin* publishes.
  - Finalized Rule Docket is due for approval a minimum of 6 weeks in advance of publication.
  - Requests for public hearings in writing by 25 persons, a political subdivision, or an agency, within 14 days after publication.
  - Written comments on proposed rules, must be received within 21 days after publication. (Comment period can be extended.)
- **Board of Health and Welfare meets quarterly** – usually in February, May, August, and November.