SUMMARY OF PROCEDURE FOR ADOPTION OF REGULAR RULES
(See RSA 541-A:5 through RSA 541-A:14)

**FIRST STAGE:**
(RSA 541-A:5 through RSA 541-A:12)

**NOTE:** OLS Director may waive "deadlines" imposed by RSA 541-A in First & Second Stages pursuant to RSA 541-A:40, IV.

*Allow 10 working days (after receipt by L&O of agency request) for L&O to complete the FIS.

**PUBLIC HEARING**
(including postponed or continued hearings)

20 days minimum

10 days minimum if single rulemaker; same day minimum if group rulemaker.

**Allow 5 working days (after receipt by L&O of agency request) for L&O to complete the amended FIS.

**PUBLIC HEARING**
(including postponed or continued hearings)

21 days minimum; 150 days maximum (180 days maximum if OLS Director requires rule to be rewritten).

**AGENCY ESTABLISHES THE TEXT OF THE FINAL PROPOSAL (ONCE)**

45 days max. but 60 days max. if request is made under RSA 541-A:12, I-a.***

**AGENCY FILES FINAL PROPOSAL WITH OLS**

***If Committee approves request, review of the final proposal is postponed to the following meeting. Agency has option of filing an amended final proposal at least 7 days prior to that meeting. See Sections 2.12-2.14 of Chapter 3.
SECOND STAGE:
(bas 541-A:13 through bas 541-A:14)

*COMMITTEE REVIEW

APPROVAL

CONDITIONAL APPROVAL

PRELIMINARY OBJECTION

45 days maximum

CONFIRMED BY OLS

AGENCY AMENDT. FILED (in 30 days as approved or 7 days after next agency board or comm. meeting.)

AGENCY AMENDT. NOT FILED AS REQUIRED (Changes approval into objection from date of cond. approval.)

45 days maximum

REvised ObjECTION (only if agency requests and an amended response, if filed, was not approved)

AGENCY RESPONSE

*COMMITTEE REVIEW OF RESPONSE

NO ACTION WITHIN 30 DAYS OF OBJECTION RESPONSE DEADLINE (although committee approval or final objection may still be made later)

APPROVAL OR FINAL OBJECTION (without vote on joint resolution)

VOTE TO SPONSOR JOINT RESOLUTION (within 30 days after objection response deadline with or without a final objection)

ADOPTION BY AGENCY

AGENCY FILES ADOPTED RULE WITH OLS (effective at 11:01 a.m. on day after filing unless another date and time is specified in writing to CUB Director)

45 days maximum

AGENCY RESPONSE

*COMMITTEE REVIEW OF RESPONSE

7 days minimum

VOTE TO SPONSOR JOINT RESOLUTION (within 30 days after objection response deadline with or without a final objection)

NO ACTION WITHIN 30 DAYS OF OBJECTION RESPONSE DEADLINE (although committee approval or final objection may still be made later)

APPROVAL OR FINAL OBJECTION (without vote on joint resolution)

VOTE TO SPONSOR JOINT RESOLUTION (within 30 days after objection response deadline with or without a final objection)

ADOPTION BY AGENCY

AGENCY FILES ADOPTED RULE WITH OLS (effective at 11:01 a.m. on day after filing unless another date and time is specified in writing to CUB Director)

*COMMITTEE MEETS AT LEAST ONCE A MONTH (usu. on the 3rd Friday of the month.)

Revised 1/05