

EXHIBIT 4
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Linda McCulloch MONTANA SECRETARY OF STATE

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Frequently Asked Questions

■ **What are the Administrative Rules of Montana?**

Administrative rules are agency regulations, standards or statements of applicability that implement, interpret, or set law or policy. An agency can also adopt administrative rules that describe the organization, procedures or practice requirements of the agency.

Agencies are given rulemaking authority through the legislative process. 2-4-101, MCA, et seq., provides the statutory authority for administrative agency rule-making and adjudication. It is based on the 1961 Revised Model State Administrative Procedures Act adopted by the National Conference of Commissioners on Uniform State Laws.

■ **How can I look at copies of ARM and the Register?**

Both ARM and the Register are available online. They can also be found in every county in Montana, for use of county officials and the public, which may be maintained in a public library in the county seat or in the county offices. To find out more about who receives copies of the ARM and the Register by law, check out 2-4-313, MCA.

■ **How often are updates issued?**

Updates are issued quarterly.

■ **How are the Montana Code Annotated (MCA) and the Administrative Rules of Montana(ARM) related?**

The MCA is the definitive version of legislation passed by the Legislature. The ARM are the rules that state agencies make to implement those laws. There are also cross reference tables from Montana Code Annotated citations to ARM at the end of each title.

■ **What are the legal requirements for notices, hearings, and submission of views?**

Timetable for the adoption of new rules by state agencies:

The agency must allow at least this many days from date of publication of the proposal notice until the public hearing: **20 days**

From the day of the proposal notice publication in the Register the public has a minimum of this many days to submit comments and/or request a public hearing: **28 days**