

ADMINISTRATIVE RULES -- MAPA REQUIREMENTS

Outline for a Miniseminar

(June 1999)

Prefatory remarks: The administrative rule review committees, their staff, and their functions. Rules are **not** reviewed by the Legislative Council or by the Legislative Services Division. They are reviewed by the Legislative Services Division attorneys assigned as staff attorneys to the interim committees and EQC and reviewed by the interim committees and EQC (the EQC, like each interim committee, has the responsibility to review the rules of the executive branch agencies under its jurisdiction).

Information and background reading

- Read and study, and periodically reread, Title 2, ch. 4, parts 1 through 4, MCA, and the annotations to those parts. The annotations are contained in a publication entitled "Montana Code Annotated (Annotations)". This is not the same publication as the "Montana Code Annotated".
- Chapters 2 and 3 of the Legislative Council's Bill Drafting Manual can be consulted on grammar, punctuation, capitalization, and other matters of style and English usage. .
- Review the Montana Attorney General's Model Rules, including the Appendix of Sample Forms. These are contained in Title 1 of the Administrative Rules of Montana (ARM). They contain various helpful aids and formats for rules work.
- The staff of the Administrative Rules Bureau of the Secretary of State's office is a good source of information as to rules formats and the process of filing rule proposal and adoption notices.
- The Legislative Services Division staff attorneys will help you with your questions and problems regarding procedure, process, format, substantive matters, or other matters.