**Administrative Rule Review Process**

**Annual/Biennial Rule**
- Agency files rule with the Secretary of State.
- Notice of proposed rule published and interested parties notified including mailing of notice to the primary Legislative Sponsor of the bill that enacted the section of law that is the impetus for the rule to obtain the legislator’s comments, inform them of the date by which each step of the process must be completed, and provide them with information about the time periods during which they may comment on the proposed rules.

**When the agency works on substantive content and wording, the agency must notify Legislative Sponsor:**
- No Legislative MAPA Review
- Emergency Rule
  - What kind of Rule? (Agency Decision)
  - Notice of proposed rule published and interested parties notified including mailing of notice to the primary Legislative Sponsor of the bill that enacted the section of law that is the impetus for the rule to obtain the legislator’s comments, inform them of the date by which each step of the process must be completed, and provide them with information about the time periods during which they may comment on the proposed rules.

**ARM Rule**
- Agency files rule with the Secretary of State.
- When the agency works on substantive content and wording, the agency must notify Legislative Sponsor.
- Notice of proposed rule published and interested parties notified including mailing of notice to the primary Legislative Sponsor of the bill that enacted the section of law that is the impetus for the rule to obtain the legislator’s comments, inform them of the date by which each step of the process must be completed, and provide them with information about the time periods during which they may comment on the proposed rules.

**Annual/Biennial Rule**
- Agency may request and obtain agency records for reviewing compliance with statutory validity requirements.
- Notice of proposed rule published and interested parties notified including mailing of notice to the primary Legislative Sponsor of the bill that enacted the section of law that is the impetus for the rule to obtain the legislator’s comments, inform them of the date by which each step of the process must be completed, and provide them with information about the time periods during which they may comment on the proposed rules.

**Emergency Rule**
- Agency hearing on proposed rule, Hearings Officer shall read out loud the "Notice of Function of the Committee.”
- Written comments due 10 days after hearing or 28 days after publication if no hearing.
- Agency drafts responses to comments.
- Agency files adoption notice.
- Adoption Notice published.
- 1 day

**MINIMUM/MAXIMUM TIME FRAMES FOR ARM RULE ADOPTION:**
- General Rule: a rule must be adopted no less than 30 days nor more than 6 months from the date of notice or the agency has to do it over again.
- Emergency Rule: notice of rule published and interested parties notified according to the Emergency Rule.
- Annual/Biennial Rule:采用规则需要遵守法定期限。