

# Rule Proposal Guide



This guide is intended to assist individuals in preparing initial rule proposal drafts, committee and region chairs in referring proposals, and the Rules Committee in preparing final proposals for vote.



## Rule 2.109

Commissioners may refer proposals for new rules or amendments in three ways:

1. At an Annual Business Meeting by majority vote
2. Standing Committees by majority vote of that committee
3. Regions by majority vote of that region

### Preparing an Initial Draft

Rules are considered in a two-year cycle. Standing committees and regions have until **February 1** in odd numbered years to submit their proposals. Rule proposals must include a justification that explains the public safety issue being addressed and how it supports the compact's goals. Steps for drafting a rule proposal are:

1. Deputy Compact Administrators circulate and discuss the practical implications of the proposal to ensure it has support and to aid in the vetting process.
2. The vetting process should occur at least one year prior to the committee or region vote.
3. Send draft proposals to the national office and the region or committee chair so that they can be distributed well in advance of a region or committee meeting where they will be considered.
4. If approved, the national office forwards the proposal to the rules committee chair.



## Next Steps

The rules committee reviews each referred proposal to ensure:

- The language and formatting are consistent
- The impact to other rules
- The need and justification for the proposal
- Legal issues and ICOTS impact; if applicable

The rules committee may or may not support a referred proposal. In some cases, if committee members support the proposal idea but not the language, the Rules Committee may draft its own version for consideration.

The rules committee may return a rule to the forwarding committee or region if substantive changes are needed. If the proposal lacks support or requires further review, the forwarding committee or region may withdraw the proposal by majority vote.

All rule proposals are posted for public comment for at least 30-days. Following the comment period, the rules committee meets to determine whether additional changes are needed based on the comments received.

The finalized rule proposals are then:

- Posted 30-days in advance of the scheduled vote at the annual business meeting
- Introduced during the annual business meeting's public hearing to allow for public comment
- Presented at a training session during the annual business meeting to inform members of the impact of the rule change
- Adopted by vote and given an effective date

## Rule Proposal Template

**Proposed/Existing Rule Title:**

**Proposed/Existing Rule Text:** *(Deleted language is ~~struck through~~ and new language is underlined)*

**Justification:** *(Including case examples, why rule is needed and description of issue being resolved by rule change)*

**Effect on Other Rules:** *(If amendment impacts another rule, proposal may include multiple rules as one proposal)*

**ICOTS Impact:** *(Anticipated impact to ICOTS users and whether an enhancement is needed)*

