

**MAJOR SUBSTANTIVE RULEMAKING TIMELINE**

STEP	Documents	Timeline	Date	Notes
SEND FORMS TO DON TO INITIATE	<ul style="list-style-type: none"> <li>• Notice of rulemaking proposal (MAPA-3)</li> <li>• Rule-Making Fact Sheet</li> <li>• Proposed Rule – legislative format</li> </ul>	Monday prior to week of posting	3/20/2023	**This timeline has several estimates of document turnaround and legislative adjournment, dates subject to change. To correct these, change D12 through D15 to reflect actual dates. To start, change D/E3 to the posting date. Other dates should automatically fill.
NOTIFY CONSITUENTS OF RULEMAKING	<ul style="list-style-type: none"> <li>•PDF of rule on website</li> <li>•GovDelivery/email to constituents</li> </ul>	20 days prior to hearing	3/17/2023 3/24/2023	
HEARING	<ul style="list-style-type: none"> <li>•List of attendees</li> <li>•List of comments</li> <li>•Commenters w/ affiliations</li> </ul>	17 - 24 days after posting	4/6/2023 4/13/2023	
ONLINE RULEMAKING PORTAL SUBMISSION	<ul style="list-style-type: none"> <li>• Rule-Making Fact Sheet</li> </ul>	2 days after submitting notice to SOS	3/22/2023	
LAST DAY OF WRITTEN COMMENTS	<ul style="list-style-type: none"> <li>• Comments received, must be summarized</li> </ul>	10 days after public hearing	4/16/2023 4/23/2023	If proposed rule needs substantial revisions based on comments received see MRS 5 §8052 Section 5-B and do step 10. Must reopen Proposal, Advertise new 30-day comment period. If you need to do this step, see step 10 from rulemaking guidance document.
FORMAL PROVISIONAL ADOPTION (4 DOCUMENTS ARE APPROVED (VOTED ON) BY BOARD: AMENDED RULE-LEG VERSION, IMPACT ON SMALL BUSINESS, MAPA-1, SUMMARY OF COMMENTS & RESPONSES)	<ul style="list-style-type: none"> <li>• Rule-Making Cover Sheet (MAPA-1) – with “Provisional Adoption” checked</li> <li>Shannon gets Commissioner’s signature on MAPA-1 before submitting</li> </ul>	Must be within 120 days from comment deadline. Provisional adoption date is date representative signs the Certification Statement on MAPA-1	8/14/2023 8/21/2023	

POLICY DIRECTOR'S APPROVAL NEEDED, THEN TO COMMISSIONER FOR SIGNATURE ON MAPA-1

- Rule-Making Fact Sheet
- Amended Rule – Legislative Version
- Basis Statement
- Impact on Small Business
- Summary of Comments and Responses
- Cover Sheet (MAPA 1\*\*) w/Provisional Adoption checked. Type AAG’s name/title below where they sign on MAPA 1.
- Checklist
- Amended Rule – Clean Copy

January or earlier

12/31/2023

ONCE SIGNED BY COMMISSIONER, SENT TO DON WISMER/SOS

- Rule-Making Fact Sheet
- Amended Rule – Legislative Version
- Basis Statement
- Impact on Small Business
- Summary of Comments and Responses
- Cover Sheet (MAPA 1\*\*) w/Provisional Adoption checked. Type AAG’s name/title below where they sign on MAPA 1.
- Checklist
- Amended Rule – Clean Copy

AAG signature on MAPA-1 must be within 150 days of comment deadline, send package by second Friday of January or earlier. First column is signature, second is January deadline

9/13/2023 9/20/2023 1/12/2024 deadline here

EMAIL DON/SOS WORD FORMAT OF OTHER DOCUMENTS

- Amended Rule – Legislative Version
- Amended Rule – Clean Copy
- Rule-Making Fact Sheet
- Basis Statement

9/13/2023 9/20/2023

<p>EMAIL 20 COPIES TO EXECUTIVE DIRECTOR OF LEGISLATIVE COUNCIL</p>	<ul style="list-style-type: none"> <li>• Amended Rule – Legislative Version</li> <li>• Copy of the old rule</li> <li>• Rule-making Fact Sheet</li> <li>• Information in Support of Provisional Adoption of Major Substantive Rules...</li> <li>• Statutory Authority</li> <li>• Concise summary of the content of new or amended rule</li> <li>• Description of the old rule</li> <li>• A statement of the circumstances that require the new or amended rule (basis statement)</li> <li>• A statement of the economic impact of the rule on the state and its residents</li> <li>• Compliance certification</li> <li>• Agency contact</li> </ul>	<p>Second Friday of January or earlier</p>	<p>1/12/2024</p>	<p>1/12/2024</p>
<p>SUBMITS 1 COPY TO EXECUTIVE DIRECTOR OF THE LEGISLATIVE COUNCIL</p>	<ul style="list-style-type: none"> <li>• Summary of Comments and Responses</li> <li>• Cover Sheet (MAPA-1)</li> <li>• Checklist</li> <li>• Information in Support of Provisional Adoption...</li> <li>• Transcript of public hearing if one exists</li> <li>• Copy of any federal law or regulation that governs content of rule</li> </ul>	<p>Second Friday of January or earlier</p>	<p>1/12/2024</p>	<p>1/12/2024</p>

<p>E-FILE W/ LEGISLATIVE COUNCIL/OPLA (INCLUDE ON CD OR THEY WILL CALL AND TELL YOU WHERE TO SEND IT)</p>	<ul style="list-style-type: none"> <li>• Amended Rule – Legislative Version</li> <li>• Digital version should be in Word 2010 if possible</li> </ul>	<p>Second Friday of January or earlier</p>	<p>1/12/2024 1/12/2024</p>
<p>RESPOND TO LAF SENT FROM GOVERNOR’S OFFICE TO DEPARTMENT RULEMAKING LIAISON (EMILY HORTON) KEEP CHECKING WEBSITE TO SEE WHEN RESOLVE IS SIGNED BY GOVERNOR</p>			<p>6/15/2024</p>
<p>FORMAL ADOPTION OF RULES (SIGNATURE ON MAPA-1) (4 DOCUMENTS ARE APPROVED (VOTED ON) BY BOARD: AMENDED RULE-LEG VERSION, IMPACT ON SMALL BUSINESS, MAPA-1, SUMMARY OF COMMENTS AND RESPONSES)</p>	<ul style="list-style-type: none"> <li>• NEW Cover Sheet (MAPA-1) – with “Final Adoption” checked</li> <li>• Add Legislature Authority (Resolve) to Basis Statement</li> <li>• Fact Sheet amended</li> </ul>	<p>Within 60 days after effective date of the legislation approving that rule (date stamped on top of final pdf) or of adjournment of the Legislature if no legislation is enacted (5 8072 section 8)</p>	<p>8/14/2024</p>
<p>OBTAIN ATTORNEY GENERAL’S APPROVAL (SIGNATURE ON MAPA-1)</p>	<ul style="list-style-type: none"> <li>• Cover Sheet (MAPA-1) with “Final Adoption” checked</li> </ul>		

<p>SUBMITS 2 HARD COPIES OF <u>FINAL ADOPTION PACKAGE</u> TO SECRETARY OF STATE OF MAINE ATTN: DON WISMER</p>	<ul style="list-style-type: none"> <li>• Rule-Making Fact Sheet</li> <li>• Amended Rule – Legislative Version</li> <li>• Basis Statement</li> <li>• Impact on Small Business</li> <li>• Summary of Comments and Responses</li> <li>• Cover Sheet MAPA-1 w/Final Adoption checked</li> <li>• Checklist</li> <li>• Amended Rule – Clean Copy</li> <li>• Notice of Rule-Making Adoption (MAPA-4)</li> <li>• Legislative Resolve</li> </ul>	<p>Rule becomes effective 30 days after filing or later as specified in the rule filing.</p>	<p>9/13/2024</p>
<p>E-FILE TO SECRETARY OF STATE IN .DOCX FORMAT BY EMAILING TO DON.WISMER@MAINE.GOV</p>	<ul style="list-style-type: none"> <li>• Amended Rule – Legislative Version</li> <li>• Amended Rule – Clean Copy</li> <li>• Notice of Agency Rule-Making Adoption (MAPA-4)</li> <li>• Fact Sheet</li> <li>• Basis Statement</li> </ul>		<p>9/13/2024</p>
<p>E-FILE WITH LEGISLATIVE COUNCIL? OPLA</p>			<p>9/13/2024</p>

\*\*Note: This table is an excel spreadsheet and dates can be entered and calculated as needed.