# 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 a Proposal Draft

Rules are considered in a two-year cycle beginning with circulation and discussions amongst Deputy Compact Administrators. The vetting process should occur at least one year prior to the committee or region vote to identify practical implications. Once ready for consideration, drafts are sent 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. Standing committees and regions have until **February 1** in odd numbered years to submit their proposals.

Rule proposals must include:

- Problem statement(s)
- Case examples & practical implications (explaining how things would change)
- Can INSITE be improved to address the issue?
- Can the ICAOS complaint process fix the issue?
- Proposing region/committee feedback

## 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 INSITE 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:** *(Include: Problem statement, how will this proposal improve compact process, case examples, how things will change with the new rule language)*

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

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

**ICAOS Complaint Process Impact:** *(Impact to the ICAOS complaint process/Describe how compliance will be enforced)*