SUMMARY OF PROCEDURE FOR ADOPTION OF REGULAR RULES
(See RSA 541-A:5 through RSA 541-A:14)

FIRST STAGE:
(RSA 541-A:5 through
RSA 541-A:12)

NOTE: Days are calendar days unless otherwise shown. Also, OLS Director may waive deadlines or extend time periods imposed by RSA 541-A in First and Second Stages pursuant to RSA 541-A:40, IV. See 1.9 in Chapter 3.

*Allow 10 working days (after receipt by LBA of agency request) for LBA to complete the FIS**.**
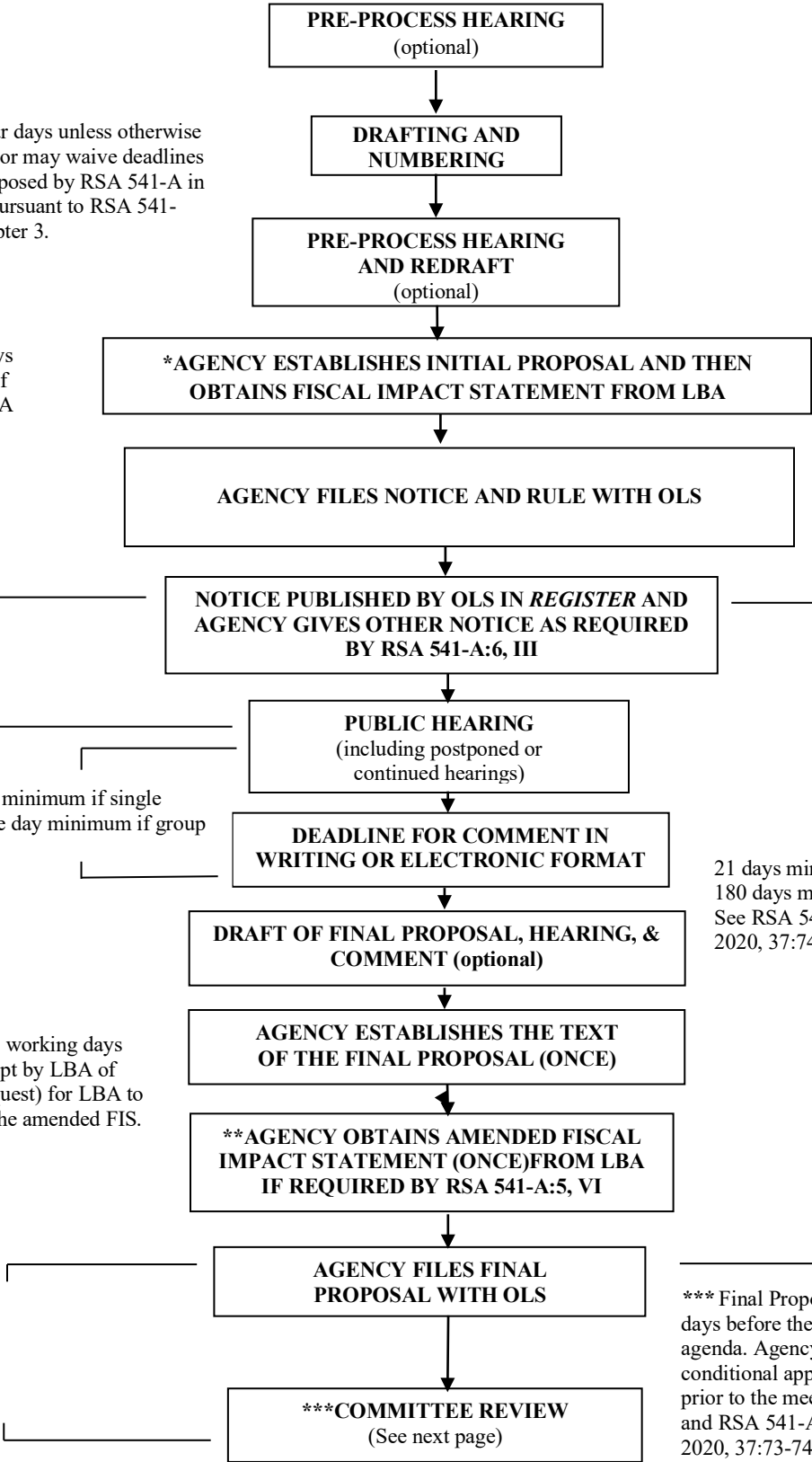
20 days minimum

5 business days minimum if single rulemaker; same day minimum if group rulemaker.

**Allow 5 working days (after receipt by LBA of agency request) for LBA to complete the amended FIS.

60 days max.

21 days minimum; 180 days maximum See RSA 541-A:12, I, as amended by 2020, 37:74, eff. 9-27-20**.**

*** Final Proposal must be filed at least 21 days before the meeting for placement on the agenda. Agency has option of. filing a conditional approval request at least 7 days prior to the meeting. See RSA 541-A:12, I and RSA 541-A:13, II(b), as amended by 2020, 37:73-74, eff. 9-27-20.

```
            PRE-PROCESS HEARING
                (optional)
                   │
                   ▼
            DRAFTING AND
             NUMBERING
                   │
                   ▼
          PRE-PROCESS HEARING
            AND REDRAFT
              (optional)
                   │
                   ▼
   *AGENCY ESTABLISHES INITIAL PROPOSAL AND THEN
     OBTAINS FISCAL IMPACT STATEMENT FROM LBA
                   │
                   ▼
      AGENCY FILES NOTICE AND RULE WITH OLS
                   │
                   ▼
   NOTICE PUBLISHED BY OLS IN REGISTER AND
   AGENCY GIVES OTHER NOTICE AS REQUIRED
              BY RSA 541-A:6, III
                   │
                   ▼
              PUBLIC HEARING
        (including postponed or
           continued hearings)
                   │
                   ▼
      DEADLINE FOR COMMENT IN
    WRITING OR ELECTRONIC FORMAT
                   │
                   ▼
   DRAFT OF FINAL PROPOSAL, HEARING, &
          COMMENT (optional)
                   │
                   ▼
   AGENCY ESTABLISHES THE TEXT
   OF THE FINAL PROPOSAL (ONCE)
                   │
                   ▼
   **AGENCY OBTAINS AMENDED FISCAL
   IMPACT STATEMENT (ONCE)FROM LBA
     IF REQUIRED BY RSA 541-A:5, VI
                   │
                   ▼
        AGENCY FILES FINAL
        PROPOSAL WITH OLS
                   │
                   ▼
      ***COMMITTEE REVIEW
          (See next page)
```

*COMMITTEE REVIEW

*Committee meets at least once a month on the 3rd Friday (usu. Jan.-June) or the 3rd Thursday (usu. July-Dec.) of the month**.**

APPROVAL

CONDITIONAL APPROVAL

PRELIMINARY OBJECTION

45 days maximum

CONFIRMED BY OLS

AGENCY AMENDMENT FILED
(in 30 days as approved or 7 days after next agency board or comm. meeting)

AGENCY AMENDMENT NOT FILED AS REQUIRED
(changes approval into objection from date of cond. approval)

AGENCY RESPONSE

AGENCY AMENDMENT

7 days minimum

REVISED OBJECTION
(only if agency requests and an amended response, if filed, was not approved)

*COMMITTEE REVIEW OF RESPONSE OR AMENDED RESPONSE
(but if an amended response is not ap-proved, then response as originally filed is reviewed)

45 days maximum

AGENCY RESPONSE

*COMMITTEE REVIEW OF RESPONSE

NO ACTION WITHIN 50 DAYS OF OBJECTION RESPONSE DEADLINE
(although Committee approval or final objection may still be made later)

APPROVAL OR FINAL OBJECTION
(without vote on joint resolution)

VOTE TO SPONSOR JOINT RESOLUTION
(within 50 days after objection response deadline with or without a final objection)

ADOPTION BY AGENCY

LEGISLATIVE ACTION
(See RSA 541-A:13, VII)

AGENCY FILES ADOPTED RULE WITH OLS
(Effective at 12:01 a.m. on day after filing unless another date and time is specified in writing to OLS Director)