

## RULE EVENT SCHEDULE

| <u>File No.</u>                             | <u>Subject:</u> | <u>Responsible Person(s)</u> | <u>Proposed Due Date</u> | <u>Actual Completed Date</u> |
|---|-----------------|------------------------------|--------------------------|------------------------------|
| Initial Amendments: _____                   |                 |                              |                          |                              |
| Prepare Proposal Draft: _____               |                 |                              |                          |                              |
| Submit Draft to Team: Rules Officer _____   |                 |                              |                          |                              |
| Comments from Team: _____                   |                 |                              |                          |                              |
| Submit Draft to Legal: Rules Officer _____  |                 |                              |                          |                              |
| Send Final Draft to Team Lead: _____        |                 |                              |                          |                              |
| (if changes are made)                       |                 |                              |                          |                              |
| Notify Governor's Office                    |                 |                              |                          |                              |
| And Legislators: Rules Officer _____        |                 |                              |                          |                              |
| Send to Director: Rules Officer _____       |                 |                              |                          |                              |
| File Proposal Notice: Rules Officer _____   |                 |                              |                          |                              |
| Publication: _____                          |                 |                              |                          |                              |
| Hearing: _____                              |                 |                              |                          |                              |
| Review Comments & Prepare amendments: _____ |                 |                              |                          |                              |
| Prepare Adoption Draft: _____               |                 |                              |                          |                              |
| Submit Draft to Team: Rules Officer _____   |                 |                              |                          |                              |
| Comments Due from Team: _____               |                 |                              |                          |                              |
| Submit Draft to Legal: Rules Officer _____  |                 |                              |                          |                              |
| Send Final Draft to Team Lead: _____        |                 |                              |                          |                              |
| (if changes are made)                       |                 |                              |                          |                              |
| Send to Director: Rules Officer _____       |                 |                              |                          |                              |
| File Adoption Notice: Rules Officer _____   |                 |                              |                          |                              |
| Rules Effective: _____                      |                 |                              |                          |                              |