

UTAH STATE BOARD OF EDUCATION POLICY
Policy Number: 1002
Policy Name: Rulemaking Procedures
Date Approved: August 12, 2016

By this policy, the Utah State Board of Education, “the Board,” establishes the following internal rules and procedures for consideration of proposed rules:

(1) Board staff shall follow the rulewriting style guidelines established by the Office of Administrative Rules (OAR) and described in the “Rulewriting Manual for Utah Rulewriters” published by the OAR.

(2) Upon receiving notice of a proposed rule, the Board Executive Committee shall assign the proposed rule to:

(a) a standing committee; or

(b) to the entire Board.

(3)(a) If a rule is assigned to a standing committee as described in Subsection (2)(a), the standing committee shall read the proposed rule initially on first reading.

(b) The Board shall read the proposed rule a second time before the entire Board and the second reading shall include discussion of the standing committee report.

(4) If a proposed rule is assigned to the entire Board as described in Subsection (2)(b), the Board shall read the proposed rule on first and second reading.

(5) After the Board reads a proposed rule on second reading, the Board may:

(a)(i) direct the Superintendent to change the proposed rule; and

(ii) consider the proposed rule again at a future meeting with revisions incorporating the Board's direction;

(b) direct the Superintendent to put the proposed rule, as amended by the Board, in its final form with its anticipated effective date on the consent calendar at the Board's next meeting as a third reading;

(c) direct the Superintendent to file the rule with the Division of Administrative Rules (DAR) as described in Subsection (5); or

(d) direct the Superintendent to take no further action on the rule.

(6) Following the Board's approval of a proposed rule, the Superintendent shall prepare a rule analysis form and file the form and a copy of the proposed rule with DAR.

(7) The Board may accept public comment and make additional changes to proposed rules in accordance with the requirements of Title 63G, Chapter 3, *Utah Administrative Rulemaking Act*, and DAR's implementing regulations in R15-4-1, et seq.