GUIDE FOR COMPLETING THE RULES COORDINATOR AND DELEGATION OF RULEMAKING AUTHORITY FORM

This guide explains how to correctly complete and submit the Rules Coordinator and Delegation of Rulemaking Authority Form, and how to avoid the most common mistakes that delay processing.

Before You Begin - Create your OIM account first.

- Every rules coordinator must have an OIM username before being added to the form.
- Usernames are **case sensitive**. Enter exactly as they appear in the OIM system.
- Instructions for creating an OIM account.

Key Rule - OAR 166-500-0080

- Agencies must appoint at least one rules coordinator per rule chapter.
- Only **one rule chapter** may appear on each form.
- The form must be on file with the Archives Division before access to OARD is granted.
- Agencies must submit a **new form** when the authorized signer changes or when rules coordinators or delegated signers change.
- Only **one form per rule chapter** is in effect at any time. Every new submission **replaces** the previous one - forms are *not* additive. For example, if a chapter has four rules coordinators and the agency wants to add one, the new form must list **all five**. If you only list the new person, the system will remove the original four.

How to Complete Page 1

- Enter the agency name, chapter number, and agency address.
- Enter today's date or a future date on the **effective date** line.
- For each rules coordinator, include printed name, OIM username, email, phone, signature, and date. There are five lines available. If your agency needs more than five rules coordinators, you may **duplicate page 1** and attach it as an additional sheet.
- The **authorizing person** at the bottom of page 1 is the person approving all appointments and delegations on the form. **They must sign and date the form last,** after all other signatures, so it is clear they reviewed and approved every listed name. The order of signatures is determined by the date of each signature.
- Signatures may be provided electronically; a handwritten ink signature is not required.

How to Complete Page 2

- Enter the agency name and chapter number.
- Each delegated signer must print their name, sign, and date. Signatures may be provided electronically; a handwritten ink signature is not required.
- You may **duplicate page 2** if additional delegated signers are needed.

Common Mistakes to Avoid

- **Leaving the effective date blank.** Always enter the effective date clearly.
- **Missing usernames.** Every listed rules coordinator must already have an OIM account, and the username must match exactly (**case sensitive**).
- **Authorized signer timing.** The authorized signer must sign **after** all other signatures, not before. This is determined by the date next to each signature.
- **Submitting "add-only" forms.** Each new form replaces the old one. If an agency has four coordinators and wants to add one, the new form must list **all five**. If you only list the new person, the system will remove the original four.
- **Signature format.** Signatures may be provided electronically; a handwritten ink signature is not required.

Submitting the Form

Submit the completed form to the Administrative Rules Unit via email at adminrules.archives@sos.oregon.gov. Access to OARD is granted only after a complete form is received.

Rules Coordinator and Delegation of Rulemaking Authority Form Checklist

- ☑ Enter effective date (today or future date).
- ☑ Enter agency name, chapter number, and address.
- ☑ Each rules coordinator entry is complete with name, signature, date, OIM username, email, phone number.
- ☑ All existing rules coordinators who are not being removed are listed as a rules coordinator on the form.
- ☑ Authorizing person has printed their name, signed, and the date is the most recent date on the form (excluding the effective date).
- ☑ Each delegated signer entry is complete with name, signature, and date.