



File a Notice of Proposed Rulemaking

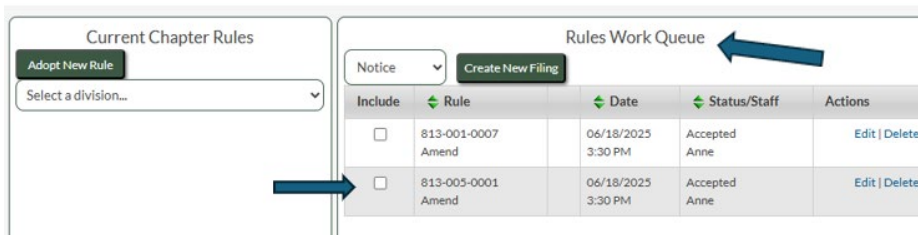
A video of these instructions can be found on the Oregon State Archives [YouTube](#) channel. Only **Rules Coordinators** are allowed to file a Notice of Proposed Rulemaking. Rules Writers can only draft rules and send them to Rules Coordinators.

Some of this information is pulled from the Attorney General’s Administrative Law Manual and Uniform and Model Rules of Procedure under the Administrative Procedures Act book (AG’s APA Manual). Other information is pulled directly from the statutory language. Please reference the AG’s APA Manual for the Department of Justice’s (DOJ) guidance on rulemaking. This guide is not intended to replace any legal advice or direction and is only meant to be used as guidance while filing within OARD. Any questions regarding the content that should be placed in each of the filing fields should be directed to your assigned DOJ contact for assistance.

1. Login here <https://secure.sos.state.or.us/oim/login> and select **Oregon Admin Rules**.

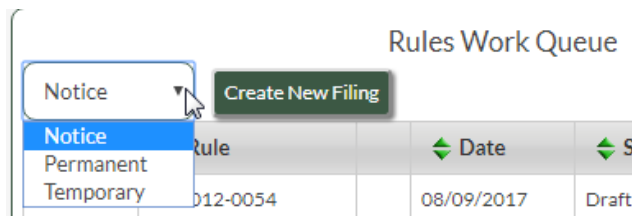


2. You will be working in the **Rules Work Queue** located on the bottom right-hand side of the dashboard. Here you can see the current rule drafts and their status.
3. To add a rule to a notice, the rule needs to be in the **Accepted** status. Everything with a checkbox in the “Include” column in accepted status can be added to a notice. If you are ready to add them to a notice, check the box next to the rule you want to include in the notice filing. See our [YouTube](#) videos or [PDF guides](#) on creating a rule draft.

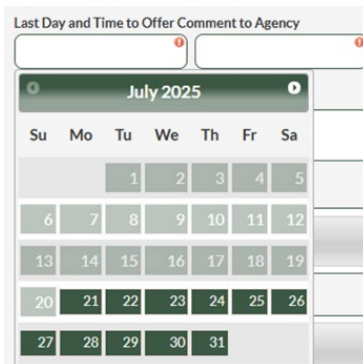


4. In the drop-down menu next to “Create New Filing” there are three filing options: Notice,

Permanent or Temporary. For this guide, we will select **Notice** and then click **Create New Filing**.



5. The next page to display is filing screen for a Notice of Proposed Rulemaking. Enter the **last day and time** the agency will accept comments on this rulemaking. Per ORS 183.335(1)(b) the notice must be in the published Bulletin 21 days prior to the effective date of the rule. OARD will not allow a date sooner than the 21st of the month in which the Bulletin will be published. The Bulletin is published each month on the first business day.



6. **Filing Caption** is a required field and must be 15 words or less. The purpose of the filing caption is to inform the intended audience what is happening and why the rulemaking activity is occurring.

Filing Caption

Explains in 15 words or less what is happening and why with the rulemaking activity.

7. **The hearing** field is optional. If you are not holding a rulemaking public hearing, skip this section and move to section 8 below.
- If you are having a hearing either in-person or remote, click the **Add Hearing** button and it will add the first hearing section to let you add hearing information.
 - All fields that have a red exclamation mark are required fields.
 - To enter hearing information for either in-person hearings or remote hearings, click on the options in the **Select all that apply** portion of the screen to activate the sections you need.
 - Any special instructions for the public can be added in the Special Instructions field.
 - You can add additional hearings by clicking the **Add Hearing** button again.
 - When entering the conference ID number in the Remote Hearing Details section, do not leave any blank spaces at the end of the conference ID number. Only 20 digits are allowed to be entered in the conference ID section.
 - If you are holding both types of hearings on the same day, fill in all the information for that day in the same hearing section. Additional days need additional hearing sections.

h. ADA accommodation information can be added in the Special Instructions fields.

The 'Add Hearing' form is divided into three main sections:

- Hearing Details:** Includes date (07/15/2025), time (3:00 PM), end time, and a name (someone named so). It also has checkboxes for 'In-person Hearing' and 'Remote Hearing', both of which are checked.
- In-person Hearing Details:** Includes name (Anne Friend), address (800 Summer Street), address 2, city (Salem), zip (97310), and a plus 4 field. There is a 'Special Instructions for In-person Hearing' text area.
- Remote Hearing Details:** Includes a meeting link (Test.com/meeting_link), phone number (9719009958), phone extension (Phone Ext), and a meeting ID code. There is a text area for 'any special instructions, call in number, etc. goes here.'.

Buttons for 'Add Hearing' and 'Remove' are also visible.

8. The Rules Proposed field is pre-populated with the rules that you selected before creating the filing. Confirm that the rule numbers listed are the correct rule numbers needed for the filing. No other action is needed unless there are other rules in the approved status that need to be added to the filing. To add more rules that are in the accepted status, click the **dropdown** next to the Add Rule button and **select the rule number from the dropdown list, then click Add Rule.** This action will add the rule(s) selected to the rules proposed list and be included in the filing.

The 'Rules Proposed' section shows a table with the following data:

Rule Number	Rule Title	Rule Action
165-012-0050	Contribution of Polls, Allocation of Polling Expenses	Amend

There is an 'Add Rule' button with a dropdown menu showing '165-007-0030'. Below the table, there are 'Edit' and 'Remove' links for the listed rule.

9. The next 6 fields are required: Need for the Rule(s); Documents relied upon and where they are available; Statement Identifying How Adoption of Rule(s) Will Affect Racial Equity in This State; Fiscal and Economic Impact; Cost of Compliance; and Describe how small businesses were involved in

The required fields are as follows:

- Need for the Rule(s):** This is a statement of need for the rule and how the rule is intended to meet that need. ORS 183.335(2)(b)(C). If filing multiple rules in one filing the statement should cover all the rules in the filing.
- Documents relied upon, and where they are available:** A list of principal documents prepared by or relied upon by the agency and where the public may inspect them. ORS 183.335(2)(b)(D).
- Statement Identifying How Adoption of Rule(s) Will Affect Racial Equity in This State:** A statement identifying how adoption of the rule will affect racial equity in Oregon. ORS 183.335(2)(b)(F).
- Fiscal and Economic Impact:** A fiscal and economic impact statement identifying any impacts created based on the rule language. ORS 183.335(2)(b)(E).
- Cost of Compliance:** (1) Identify any state agencies, units of local government, and members of the public likely to be economically affected by the rule(s). (2) Effect on Small Businesses: (a) Estimate the number and type of small businesses subject to the rule(s); (b) Describe the expected reporting, recordkeeping and administrative activities and cost required to comply with the rule(s); (c) Estimate the cost of professional services, equipment supplies, labor and increased administration required to comply with the rule(s). This field is for answering the above questions. ORS 183.335(2)(b)(E).
- Describe how small businesses were involved in the development of these rule(s):** In considering the economic effect of the proposed action on the public, the agency shall utilize available information to project any significant economic effect of that action on businesses which shall include a cost of compliance effect on small businesses affected. ORS 183.335(2)(b)(E).

the development of the rules. You may enter “none” in the impact statement fields; however, you may not enter “N/A” as these are required.

10. The next section on the filing screen is answering the question: Was an Administrative Rule Advisory Committee (RAC) consulted?
 - a. The selection defaults to Yes. If you consulted an RAC, you would leave this at yes and go onto the next fields of the filing screen.
 - b. If you select **No** a reason needs to be added to the If not, why not? field.

Was an Administrative Rule Advisory Committee consulted?

Yes No

If not, why not?

If an advisory committee was not appointed under ORS 183.333 to assist the agency in drafting the rule, an explanation why an advisory committee was not used to assist the agency in drafting the rule. ORS 183.335(2)(b)(G)

11. If your agency is required to fill out a Housing Impact Statement, the below field will show on your filing screen. If you do not see this field, your agency is not required to complete a Housing Impact Statement. For those that see it, you are required to complete this field.

Housing Impact Statement

For an agency specified in ORS 183.530, the statement of fiscal impact shall also include a housing cost impact statement as described in ORS 183.534;

12. The last field is **Filing Contact Information**. A name, address, phone and email address is required. This person could be your Rules Coordinator, or it might be a Rules Writer or other Content Matter Expert.

Filing Contact Information

Name		Address	Phone / Email	
Anne	Friend	123 any street	123-456-7890	Phone Ext
		Address 2	email.email@email.com	
		Salem OR 97310		

13. The buttons at the bottom are similar to those found on other pages. The Save as Text button will remain gray until you save your work at least once using the Save button.
 - a. **Attachment:** The “Yes” or “No” is a required button. If there is a need for an attachment to be added to the filing, click **Save, Choose File**, select the pdf file you need in the pop-up screen, then click **Upload**, then **Save** one more time to ensure the attachment is uploaded to your filing. Only PDFs are allowed and this must be something related to the entire filing not the rules. Attachments for individual rules are attached on the rule screen. Only one attachment is allowed per rule and/or filing.

Does this rule have an attachment?

1 Yes No

Attachment (20MB max)

4 Upload No file chosen 3

2 5

Accept Save Return to Dashboard Save As Text

- b. **Submit:** Sends the Notice Filing to the Oregon Secretary of State, Administrative Rules Unit. Only use this button when you are sure everything is complete on your filing.
- c. **Save:** Save your work often to avoid losing any of the data you have entered. Once the filing you are working on is saved, it can be found in the Filings Work Queue at the top of the Rules Coordinator Dashboard.
- d. **Return to Dashboard** takes you back to your dashboard.
- e. **Save as Text** saves the information as a text document to your local system. Save your work at least once to turn this button from gray to green.

