Phase I. INITIATION

1. Statement Of Scope (Scope) completed and approved by the Secretary.

2. Scope submitted to and approved by the Governor.

3. Scope submitted to the Legislative Reference Bureau (LRB) for publication in the Wisconsin administrative register.

4. Yellow sheet approved by the Secretary to request NRB approval of the Scope and conditional approval of the Notice of public hearing and notice of submittal of the proposed rule to the Legislative Council (Notices).

5. Green sheet package approved by the Secretary to request NRB approval of the Scope and conditional approval of the Notices.

6. NRB meeting to request approval of the Scope and conditional approval of the Notices.

Phase II. RULE DEVELOPMENT AND HEARINGS

7. Proposed rule prepared in Board order format.

8. Solicitation notice prepared to request information and advice on the economic impacts of the proposed Board order.

9. Board order and solicitation notice from steps 7 and 8 approved by the Secretary and sent to the NRB and affected businesses, et al., and posted on web sites.

10. Fiscal estimate and economic impact analysis (FE/EIA) prepared using DOA form 2049 based on information received in step 9.

11. The Notices conditionally approved by the Board in step 6 are now prepared and routed with the Board order and the FE/EIA for the Secretary’s approval, and then sent to the NRB for 15-day passive review.

12. Report to Legislative Council prepared and submitted with the proposed Board order and FE/EIA to the Legislative Council, et al.

13. The Notices are submitted to LRB for publication in the Wisconsin administrative register. The notice of public hearing sent to the Wisconsin State Journal or other newspaper for publication if necessary.

14. Report from the Legislative Council received.

15. Public hearings held, and comment period expired.

16. Board order modified as necessary based on comments received.

17. Yellow sheet approved by the Secretary to request NRB adoption of the Board order.

18. Green sheet package approved by the Secretary to request NRB adoption of the Board order.

19. NRB meeting to request adoption of the Board order.

Phase III. RULE ADOPTION

20. Adopted Board order submitted to and approved by the Governor.

21. Report to legislature and the notice to chief clerk of the senate and assembly prepared and submitted to the chief clerks.

22. Report and notice from step 21 referred by the chief clerks to standing committees as directed by the presiding officer in each house of the legislature.

23. Standing committees’ review completed.

24. Board order referred to the Joint Committee for Review of Administrative Rules.

25. JCRAR review completed.

Phase IV. GOVERNOR AND LEGISLATIVE REVIEW

26. Board Order signed by the Secretary and filed with LRB.

27. Rule published and becomes effective.

Numbers to right of boxes indicate approximate cumulative month. Time required may differ significantly for complex or controversial proposals or to a lesser degree for limited minor changes.

A: Green sheet packages may not be distributed outside the agency until the NRB has received the green sheet package from the Board Liaison.

B: NRB meeting must be no sooner than the 11th day after publication of the scope in the Wisconsin administrative register.

C: If not contacted by the NRB within the 15-day period, proceed to next step. If contacted, follow instructions received before proceeding.

D: If modifications to the Board order are made that significantly change the economic impact the FE/EIA should be amended appropriately.

E: If FE/EIA implementation and compliance costs exceed $20,000,000, DOA Secretary approval and report must be received prior to submittal to chief clerks.

F: Receipt by the chief clerks after the last day of the final general business floor period (typically in March of even numbered years) will be considered received on the 1st day of the next general session, unless the presiding officers of each house direct referral to committees.

G: Time shown assumes a hearing is held or a briefing is requested by one of the committees. Subtract 1 month if neither happens.

H: Time shown assumes no hearing is held and no briefing is requested by the committee. Add 1 month if either happens.

Additional time could be required if the committee takes action other than approval.