

Montana Hazard and Emergency Response Plans Negotiated Rulemaking Process Timeline

Date	Action
2018	
4/27/2018	Notice of Negotiated Rulemaking Published (MAR Notice)
4/30/2018	Initial Meeting of Agency Team
5/3/2018	Nomination/ Application for Committee Membership posted for entry
	Official Email Distribution- all Stakeholders, and those significantly impacted by rule change
5/25/2018	Nomination/ Application for Committee Membership Closes
6/1/2018	Agency Team Meeting- Initial Nomination/ Application Review
6/5/2018	Bulk Email- Deadline Extension
6/5/2018	Contact Initial Nominee/ Applicants re: extension and meeting dates
6/15/2018	Contact stakeholders in underrepresented groups for nomination/ application
6/15/2018	Extended Nomination/ Application for Committee Membership Closes
6/18/2018	Post and Send New Nomination/Applications to Agency Team
6/22/2018	Agency Team Meeting- Finalize Committee Membership Recommendation, Discuss initial meeting
	Agency Committee work session - Packet Information
	Meeting Invitation
	Agenda
	Timeline
	Proposed Rule Amendment and NEW RULE
	Economic Impact Survey Questionnaire Draft (Including draft to IT)
	Press Release and Selection Letters
7/6/2018	Recommendation of Committee Members to Superintendent for Approval
7/6/2018	Superintendent approves Committee membership recommendations (letter of appointment/ non-appointment)
7/6/2018	Negotiated Rulemaking Committee Established
7/6/2018	Mail letters of appointment (non-appointment) to applicants
7/11/2018	Identify and confirm facilitator
7/12/2018	Rulemaking Update- Board of Public Education Meeting
7/15/2018	Finalize Committee membership
7/15/2018	Finalize Press Release
7/17/2018	Agency Team Lead meets with Facilitator
7/18/2018	Agency Team Meeting
	Identify Initial Meeting Materials
	Final Press Release
	Facilitator Confirmation
	Economic Impact Statement Draft Review
	Identify meeting location (State Capitol, Room 317)
7/18/2018	Distribute bulk email to Legislative partners, Stakeholders, Interested Persons (Press Release)
7/19/2018	Facilitator communicates with Committee Members
7/19/2018	Post calendar information of Committee meeting date, time, location
8/1/2018	Agency Team Meeting- Agenda and Packet for Initial Meeting



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2018	
8/7/2018	Negotiated Rulemaking Committee Packet distributed to Committee Members
	Committee Materials (Agenda, Timeline, Communication Plan, OPI NR Process Document)
	Facilitator Statement
	Proposed Process Timeline
	20-7-101 and 20-1-401 MCA
	Proposed Amendment/ NEW RULE
	Communication Plan
	Press Release
8/14/2018	Initial Negotiated Rulemaking Committee Meeting
	Meeting Packet
	DRAFT Economic Impact Survey Questionnaire
8/23/2018	Agency Team Meeting- Economic Impact Survey
	Finalize Online Economic Impact Survey Questionnaire
9/17/2018	Distribute Economic Impact Survey Questionnaire
10/8/2018	Economic Impact Survey Questionnaire Due Date
10/11/2018	Economic Impact Survey Questionnaire Analysis- First Look (10-12 PM) (Agency Team)
as needed	Economic Impact Survey Questionnaire Analysis Work Session
as needed	Economic Impact Survey Questionnaire Analysis Work Session
11/1/2018	Agency Team Meeting- Finalize Materials for Committee Meeting 2
	Economic Impact Survey Analysis- Final Draft Statement Development
	NR Committee Report to Superintendent Draft Review
12/4/2018	Second Committee Meeting
12/14/2018	Recommendations from Committee to Superintendent
2019	
MAPA	Prepare BPE agenda item for Superintendent approval-MAPA process begins
MAPA	Present information item to BPE on Amendment, NEW RULE, and Economic Impact Statement for Action
MAPA	BPE sends information to Education Interim Committee (upon Superintendent's recommendation)
MAPA	Superintendent recommends Notice of Public Hearing and MAPA timeline to BPE
MAPA	BPE determines Public Hearing Date
MAPA	BPE Public Hearing on rule change
MAPA	BPE Meeting to review and adopt proposed amendments

