

MEETING NOTICES -- 5 Business DAYS, NOT COUNTING DAY OF MEETING;

EX: I file a meeting notice on December 23, 2016 - What is the first day that it will be compliant? Dec. 30 or Jan 3?

18	19	20	21 First Day of Winter	22	23	24
25 Christmas Day	26 Christmas Day Observed	27	28	29	30	31
1	2 NEW YEARS DAY OBSERVED	3	4	5	6	7

MJCMALD - REGULAR MEETING - STATE CAPITOL BUILDING, DECEMBER 6, 2016, 1:00 PM

MJCMALD - REGULAR MEETING - STATE CAPITOL BUILDING, DECEMBER 6, 2017, 1:00 PM

MJCMALD - REGULAR MEETING - STATE CAPITOL BUILDING, DECEMBER 6, 2018, 1:00 PM

WV Board of

West Virginia Board of

Board of....

It makes it easier for the public to find your meeting notice if you start with the name of the Board -- Accountancy, WV Board of.

FOIA - Make certain that you upload all [FOIAs](#) to the Secretary of State site as required by §§29B-1-3(f) and 29B-1-3a(a).

RULE FILING

Deadline for Rules: **June 27, 2017** **Last date for filing Comment Period**
July 28, 2017 **Last date for filing Agency Approved**

Legislative, Procedural, Interpretive Rules:

Procedural and Interpretive - file any time of year. Must have at least a 30 day but no more than 60 day comment period. Final file or withdraw within 6 months after end of comment period. Effective no less than 30 days after final filing.

Legislative - File prior to the end of the 225 days before the last day of the next regular Legislative session. The deadline to start a filing, which will be 30 days prior to the 225 days - the next filing season is **June 27, 2017** and the last date for Agency Approved is **July 28, 2017**. After approval by the Legislature and signed by the Governor, you may final file within 60 days after the effective date of the bill and the effective date of the rule can be the same day as final filed up to 90 days after.

eRules - All rules must now be filed electronically. [§29A-2-9(e)(1)]

Steps:

Margins	Top and Bottom .5" Left and Right 1"
Header	Centered, Bold Top of Every Page Bold Font - Calibri 10
Page Number	Centered, Bold Bottom of Every Page Font - Calibri 10
Top of Rule	Bold, Centered and All Caps Font - Calibri 11 TITLE NUMBER TYPE OF RULE (LEGISLATIVE RULE) NAME OF BOARD Double space SERIES NUMBER NAME OF RULE
Tabs set	The tabs should be set every .25 inches.
Section Header	§Your title number-series number-section number. space space - do not tab - name of section.

§153-6-1. --

Text of Rule

General.

Do not use bold just for emphasis throughout the rule. Section 1 should always have the following information, in this order.

One tab 1.1.space space, (not a tab) Scope space space -- (2 hyphens, not a dash) space space, brief summary of rule.

Period

1.2. Authority. space space -- W. Va. Code §Chapter-article- section.

1.3. Filing Date. -- If final filing, Date of filing. (Period). If not final filing, leave blank or the strike throughs.

1.4. Effective Date. -- The date the rule is to become effective. (Period) Unless this is a new rule, you should strike out the previous filing and effective dates, but do not put new dates in until final filing.

1.5. Sunset Provision. -- This rule shall terminate and have no further force or effect upon the expiration of ____ years from its effective date. (5 years for new rules)

Final file use this language:

1.5. Sunset Provision. -- This rule shall terminate and have no further force or effect on _____(actual date.)

Continue formatting the same way throughout the rule.

Tables and Charts may be set up differently.

Filing for comment: File on eRules under Notice (not Hearing)

Documents Adopted: File on eRules under "Adopted by Reference"

Agency Approved File on eRules under Agency Approved
If you received comments, upload to Comments Received

Modified File on eRules under Modified

Final Filing for File on eRules under Final File
Legislative,
Procedural or
Interpretive

Emergency File on eRules under Emergency

eRULES TRAINING

Format:

- Single Column
- Times New Roman 11 Font
- Header on each page -- center top
- Page number each page-- center bottom
- TITLE, (Enter) TYPE OF RULE (Enter), NAME OF AGENCY OR BOARD (Enter, enter) SERIES NUMBER (ENTER), NAME OF RULE-- all of this should be in all caps, bold and centered.
- Use full justification for rest of rule
- §(no space)Title Number-Series Number-Section Number period Space Space Name of Section Period
- Always use tab before subsection numbers to indent
- Tab1.1period space space hyphen hyphen space space then information period Do not use tabs here
- Use a period after the end of the filing date and effective date. EX
1.3. Filing Date. -- May 10, 2013.
1.4. Effective Date. -- June 1, 2013.
- Type dates as month, day, year; not as day, month, year.
- Do not use hard returns in the middle of a sentence. Let the lines automatically wrap

Filing rules:

- Make sure you have a [Universal Access Account](#) and
- Submit a completed [Electronic Filing of Rules Authorization Form](#) to the Secretary of State
- You will receive an email notifying you when you can start work on your rule at <https://apps.sos.wv.gov/adlaw/erules/index.aspx>
- To start the rulemaking process, click on either “New Title-Series” or “New Rule Version” and fill out the information and click on Send Request. (You will only do this when you are starting the process to either amend an existing effective rule or a new rule that has not been previously filed)
- You will receive an email after the rule has been set up in the database
- Choose Edit Rules for Submission to SOS
- Choose the Form for type of filing you need.
 - Use Notice for Comment or Hearing
 - Agency Approved
 - If necessary you may upload your comments using Comments Received
 - Modified File, if necessary
 - Final File

- **If emergency rule is filed any time prior to Final Filing, use Emergency**
- **Upload file**
- **Return to Rule**
- **Click on View**
- **Attach Form(s) -- You will need to fill out Form 0 for every type of filing. All necessary forms for your filing will show up.**
 1. Notice of Public Hearing or Comment Period (You will now use the same form for all types of rules)
 2. Not used
 3. Notice of Agency Approved (for Legislative only)
 4. Notice of Modified Rule (for Legislative only)
 5. Notice of Agency Adoption of Interpretive or Procedural rule or a Legislative exempt rule
 6. Notice of Final Filing of Legislative Rule
 7. Notice of Emergency Rule
 8. Notice of Emergency Amendment
 9. Emergency Rule Questionnaire
 10. Legislative Questionnaire
 11. Fiscal Note
 12. Brief Summary and Statement of Circumstances
- **When proper forms are completed, click on "Submit to Agency Head"**
- **Your Agency Head will review and submit. REMEMBER IT IS YOUR RESPONSIBILITY TO MAKE SURE THAT YOUR RULE HAS BEEN SUBMITTED TO THE SECRETARY OF STATE!**
- **You should receive an email stating that your rule has been submitted to SOS**
- **The SOS will also review, approve or reject your filing, including the reason of rejection.**
- **If approved, you will receive an email telling you that it has been accepted.**
- **If disapproved, you will need to make the corrections and resubmit it.**
- **After it is approved and if it is a Legislative rule, you will not need paper copies anymore submit.**

