Texas Register

Liaison Center Training

Texas Register Liaison Center Training

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Who to contact?

Liaison Help

- Adding/Removing Liaisons
- Forgot a password
- Trouble navigating Liaison Center

Main
512.463.5561
register@sos.texas.gov

Submission Help

- Errors, troubleshooting
- Acknowledgement of Receipt
- Deleting Open Meetings

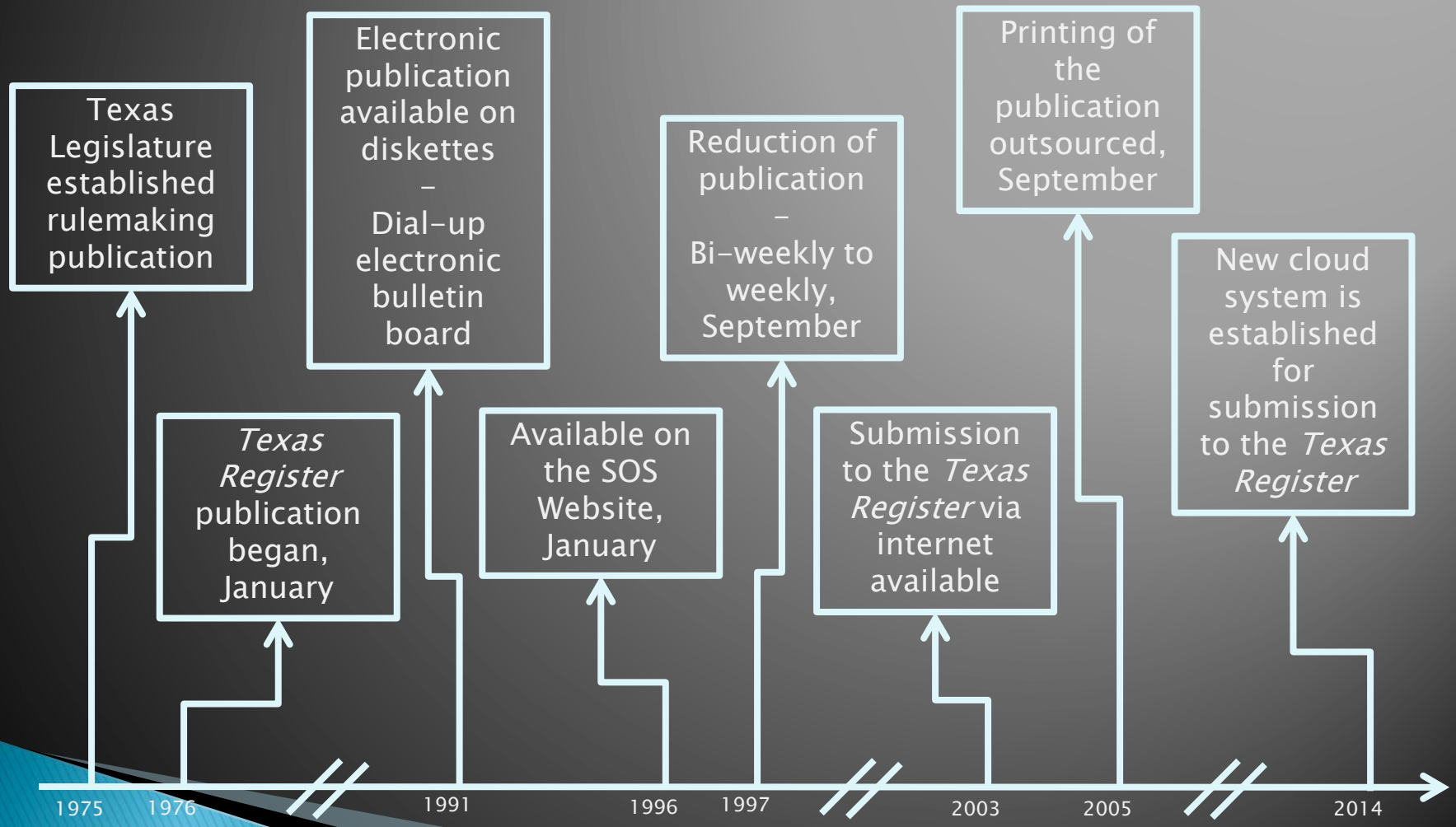
Main
512.463.5561
register@sos.texas.gov

Editor Help

- Formatting documents
- Errors in publication

Editors OR Main
512.463.5561
register@sos.texas.gov

Texas Register History:
Moving forward with technology



Texas Register Publication

- Journal of state agency rulemaking for Texas
  - Publishes proposed, adopted, withdrawn and emergency rule actions
  - Publishes rule review, governor's appointments, attorney general opinions and miscellaneous documents
  - After adoption, rulemaking actions are codified into the Texas Administrative Code (TAC)
  - TAC is updated regularly;
    - TAC online (and available for download) are the rules currently in effect

- Posted every Friday;
  - Available no later than 5:00 p.m.
  - Deadlines depend on the document submitted
    - Publication is generally two weeks behind deadline
  - Current issue and up to 12 months of previous issues are posted on the SOS website
    - Issues older than 12 months are available in the archive link through the University of North Texas

Liaison Center Basics

- Access
- Navigate
- Downloading
- Account

Liaison Center Basics

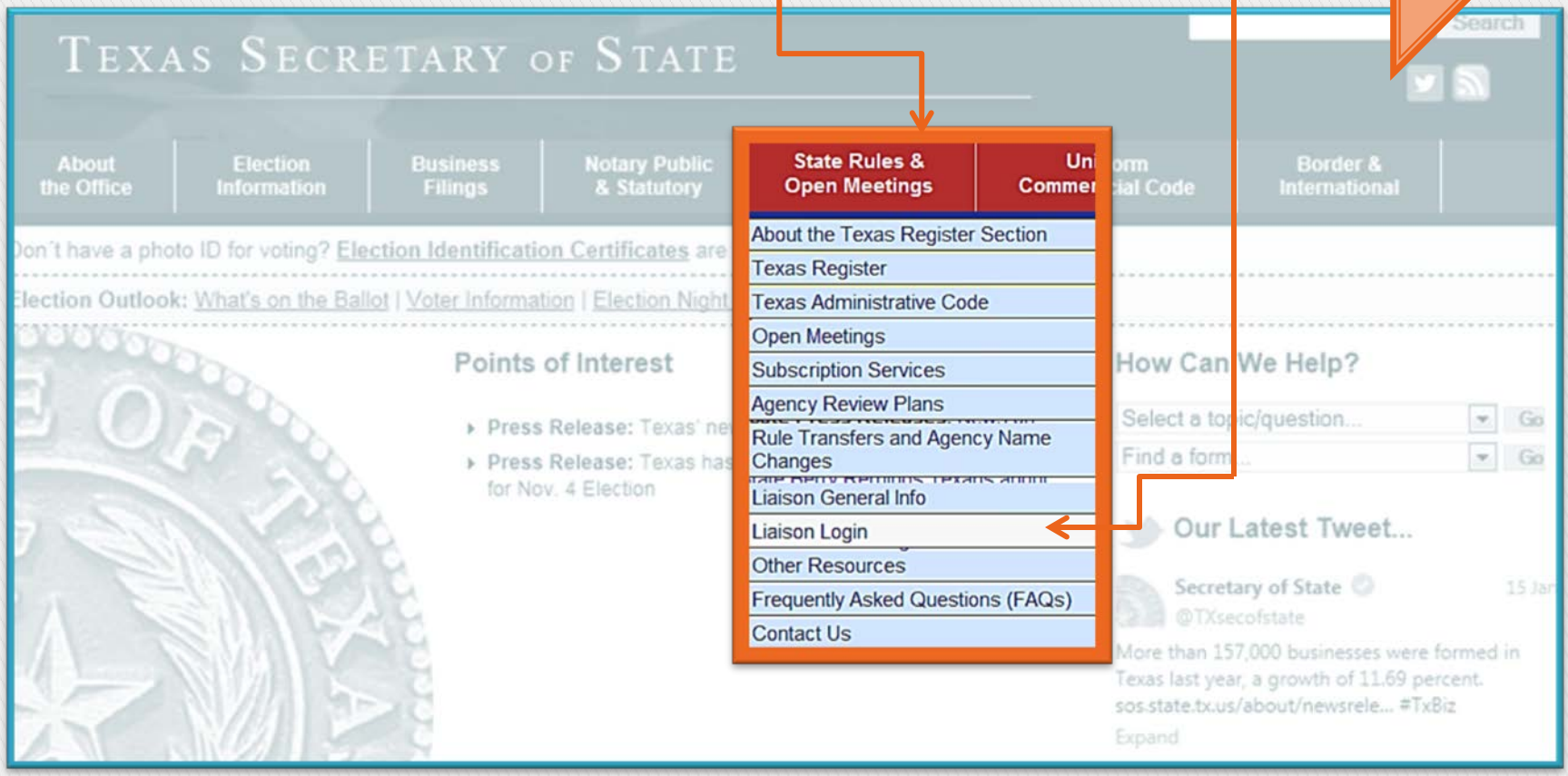
- Access
- Navigate
- Downloading
- Account

Accessing the Liaison Center

www.sos.texas.gov

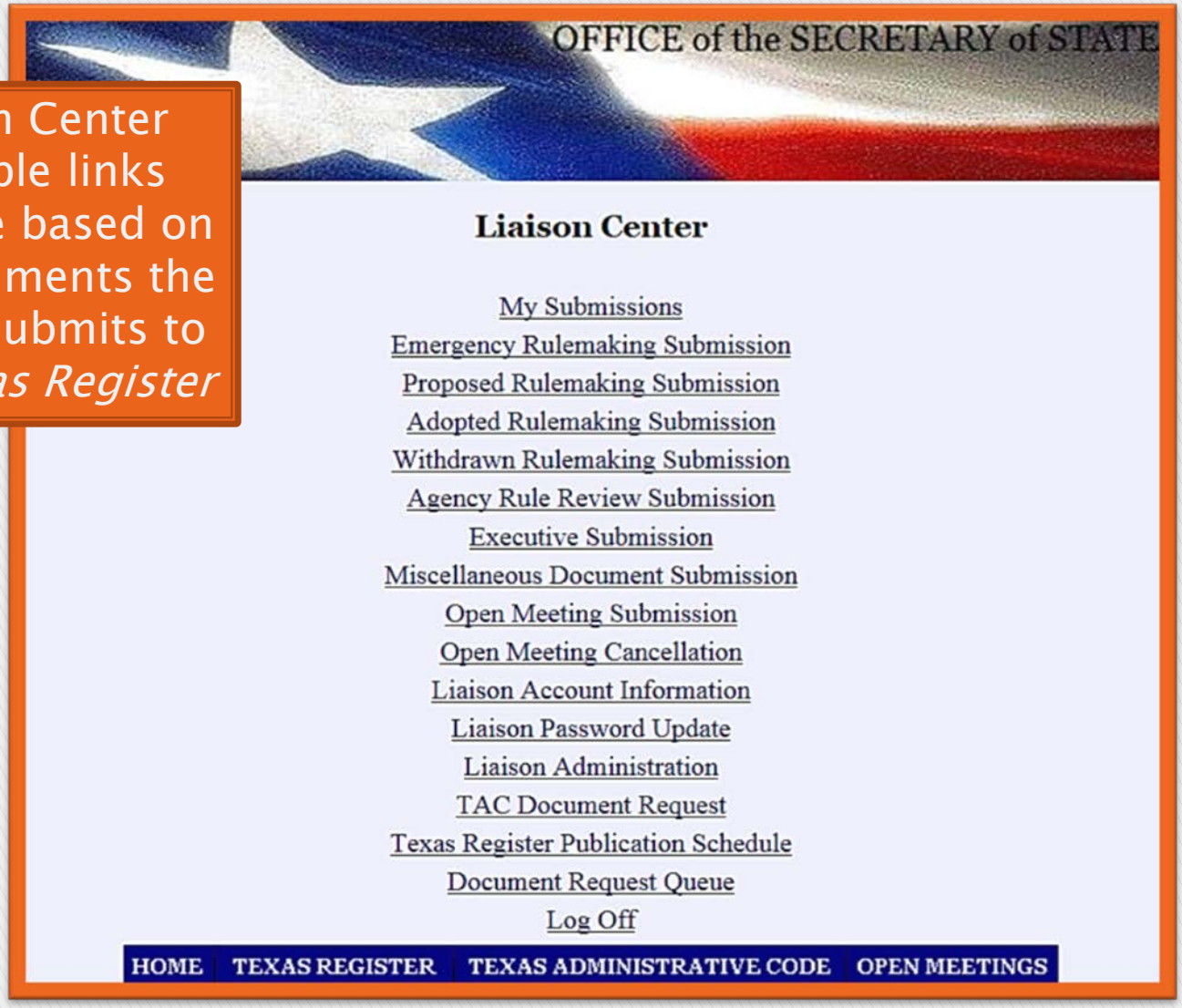
State Rules and Open Meetings

Liaison Login

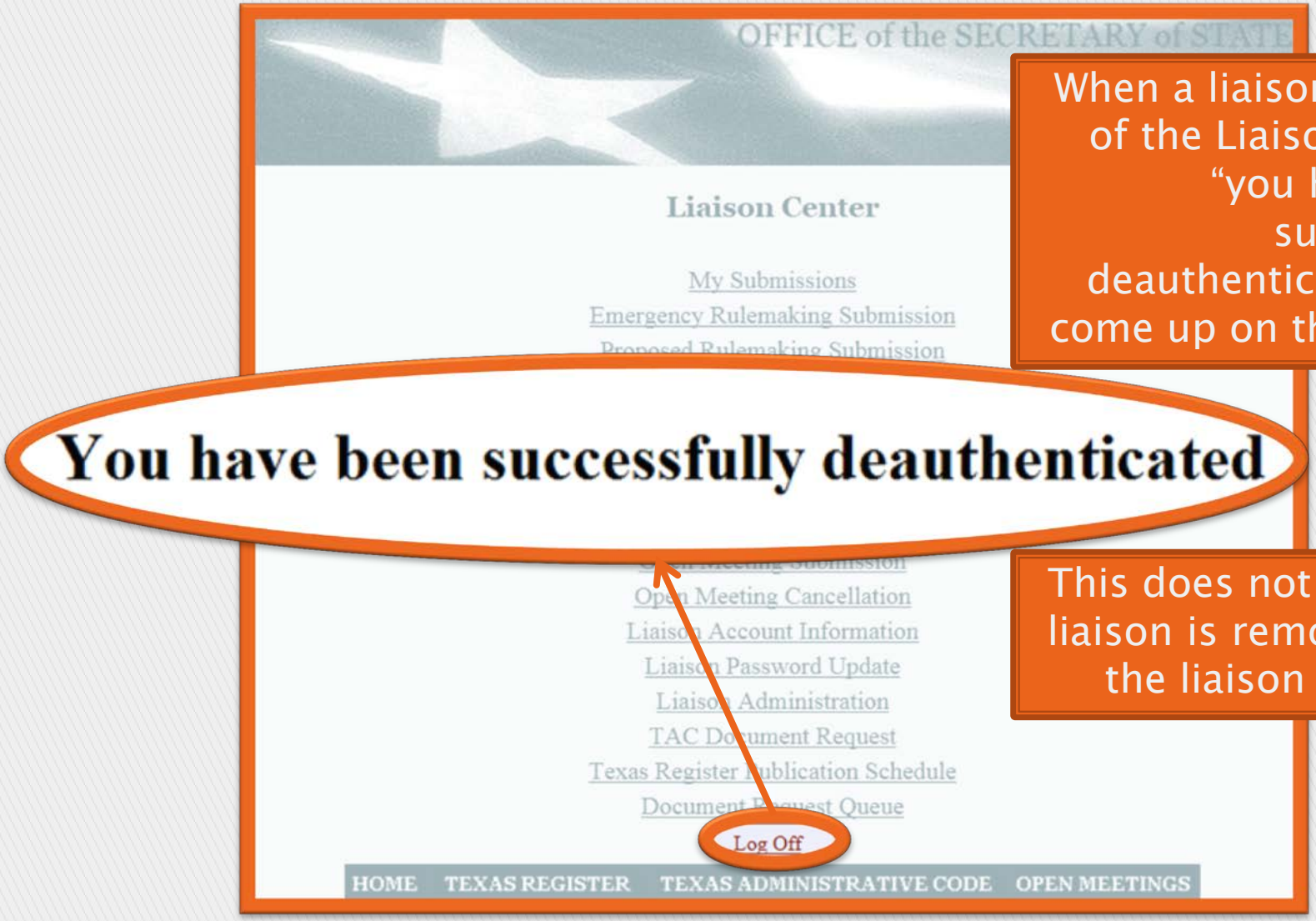


Accessing the Liaison Center

Liaison Center available links populate based on the documents the liaison submits to the *Texas Register*



Accessing the Liaison Center



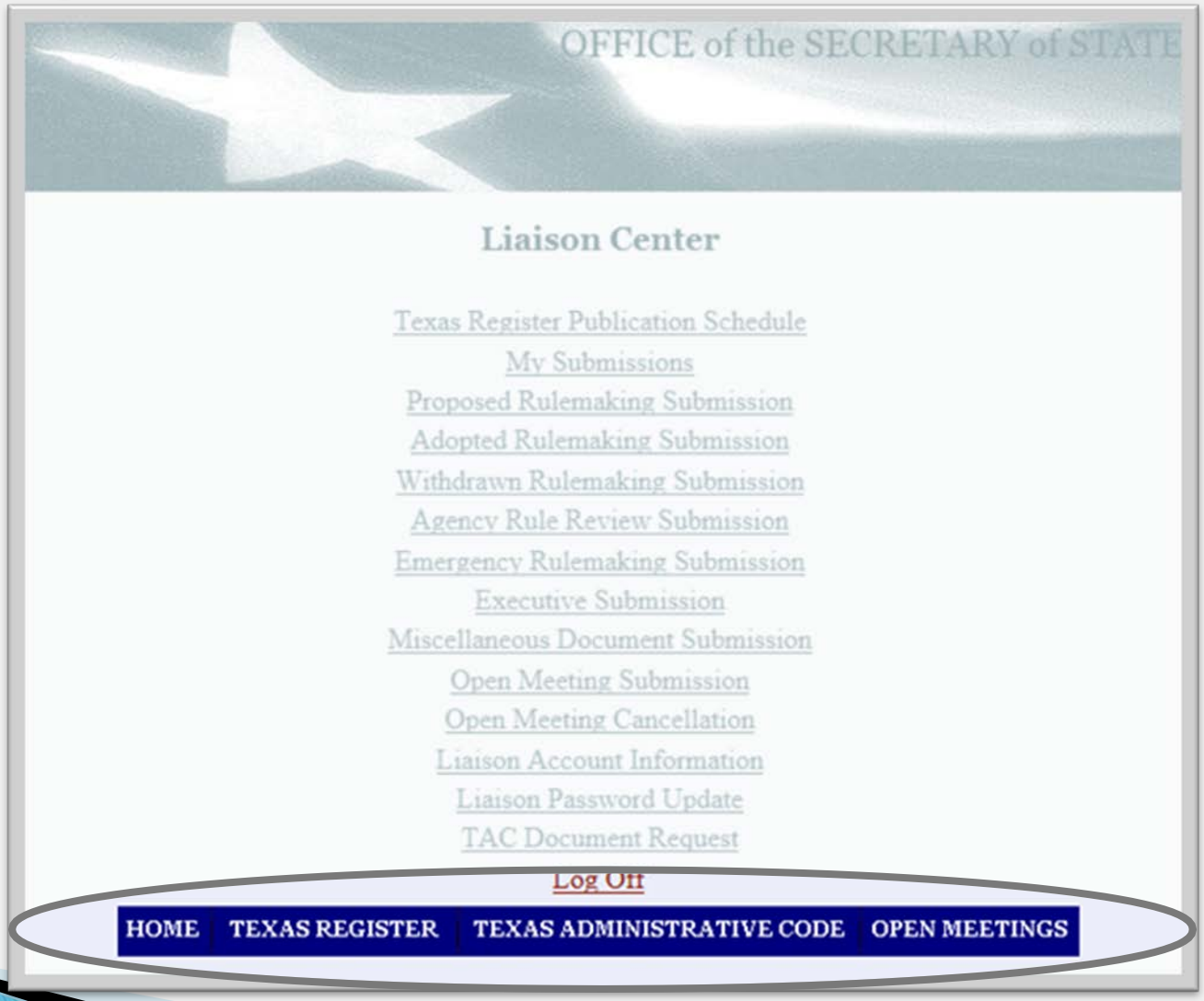
When a liaison logs out of the Liaison Center, "you have been successfully deauthenticated," will come up on the screen.

This does not mean the liaison is removed from the liaison database.

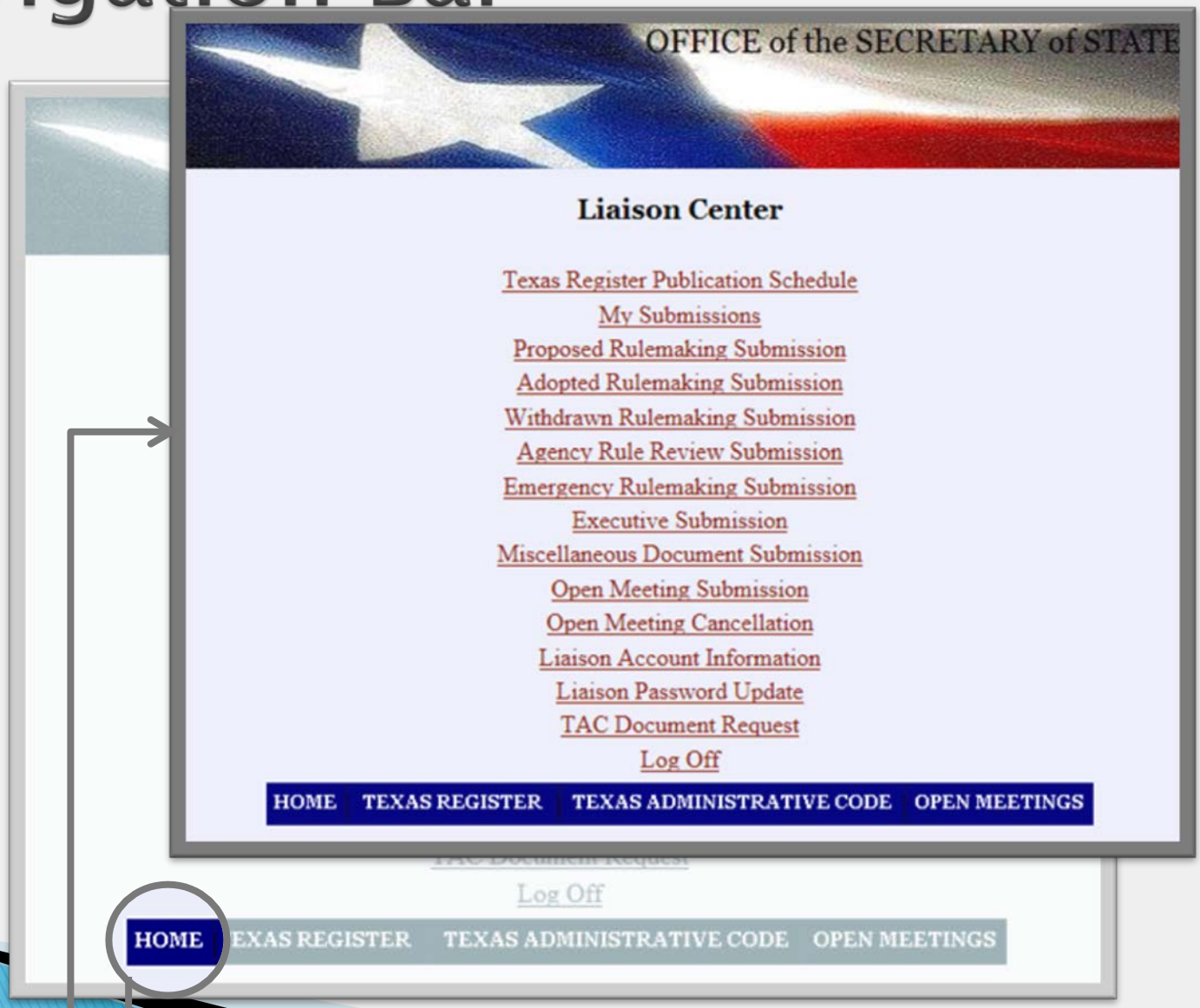
Liaison Center Basics

- Access
- Navigate
- Downloading
- Account

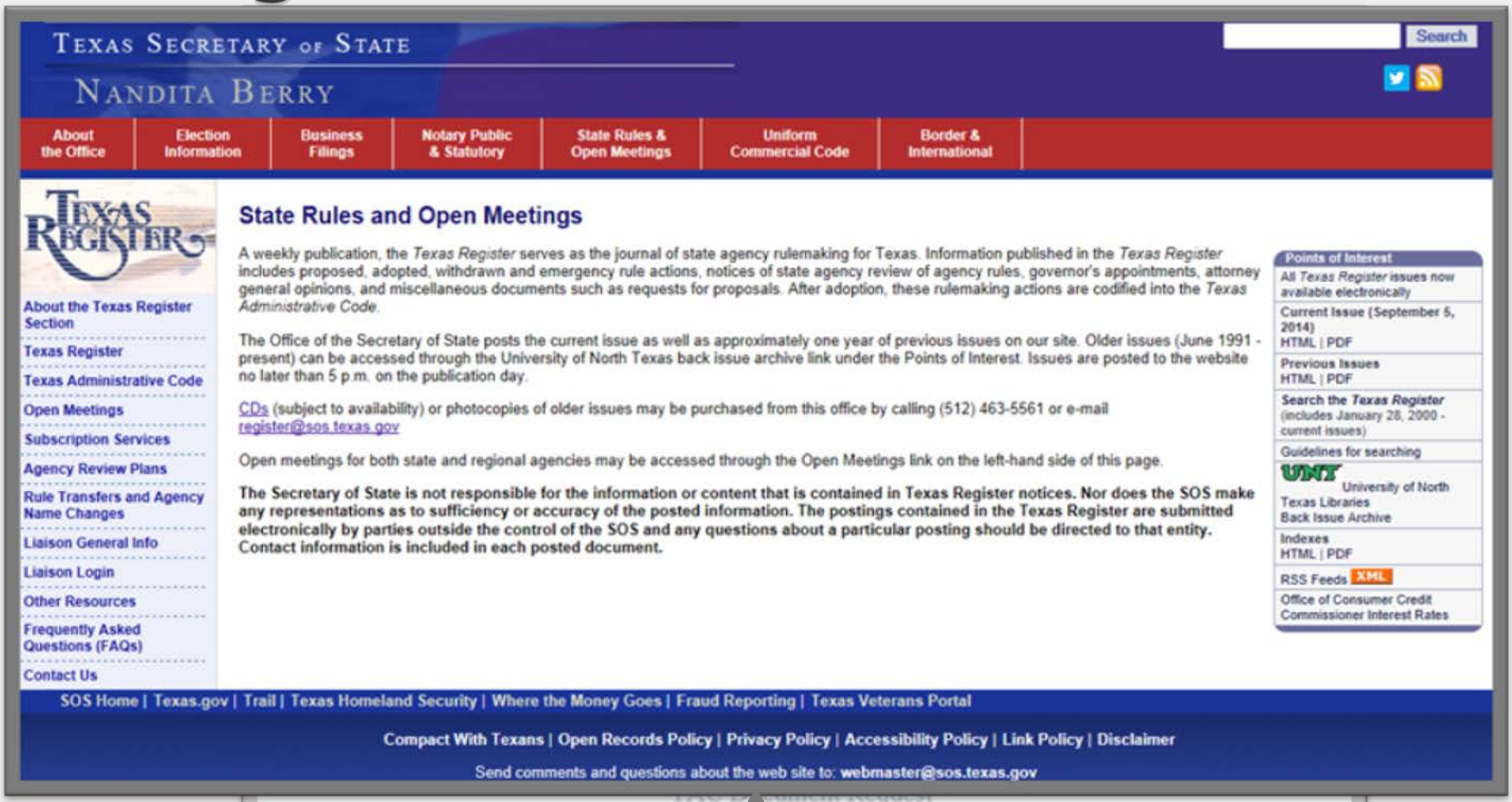
Navigation Bar



Navigation Bar

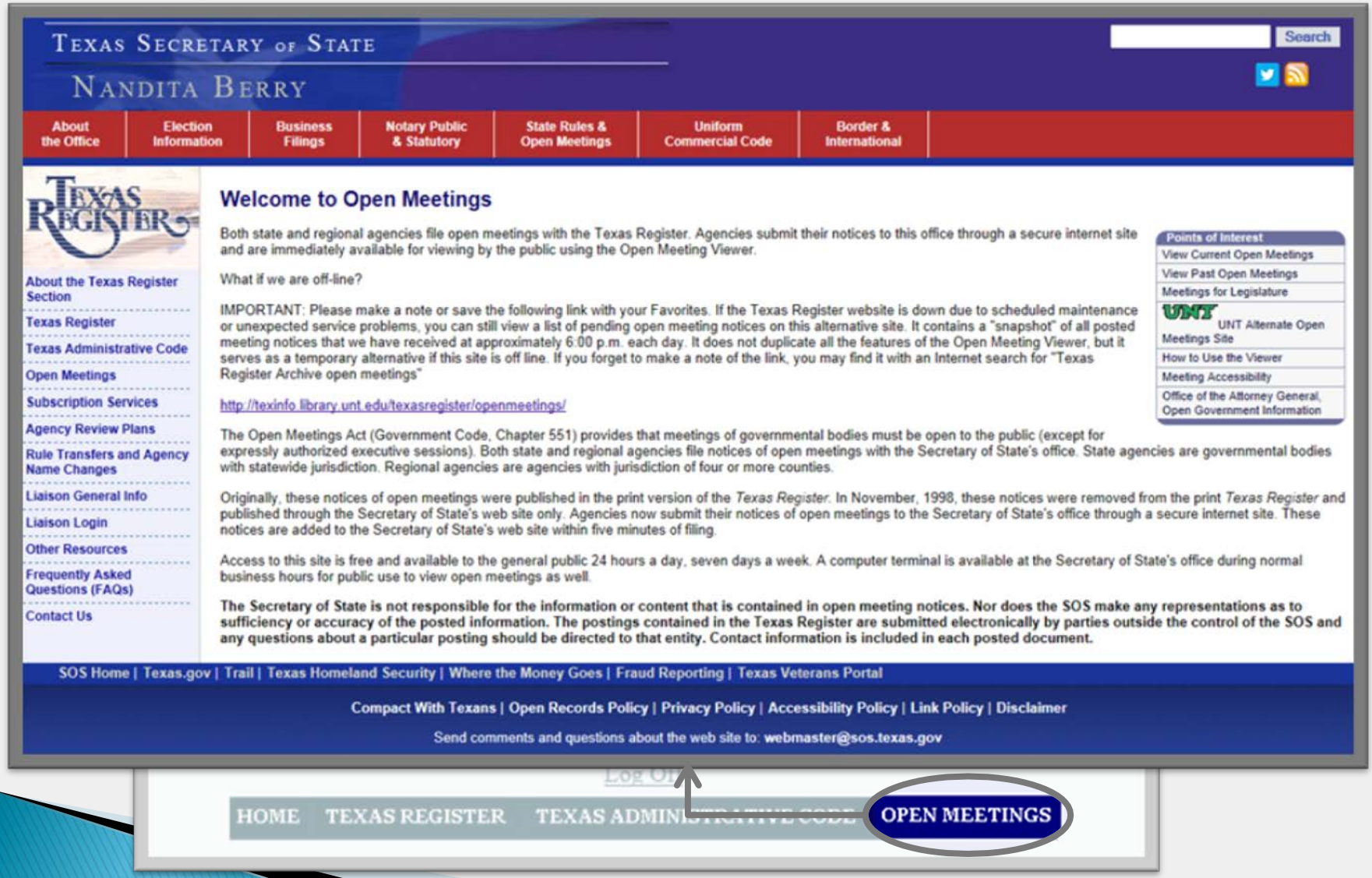


Navigation Bar

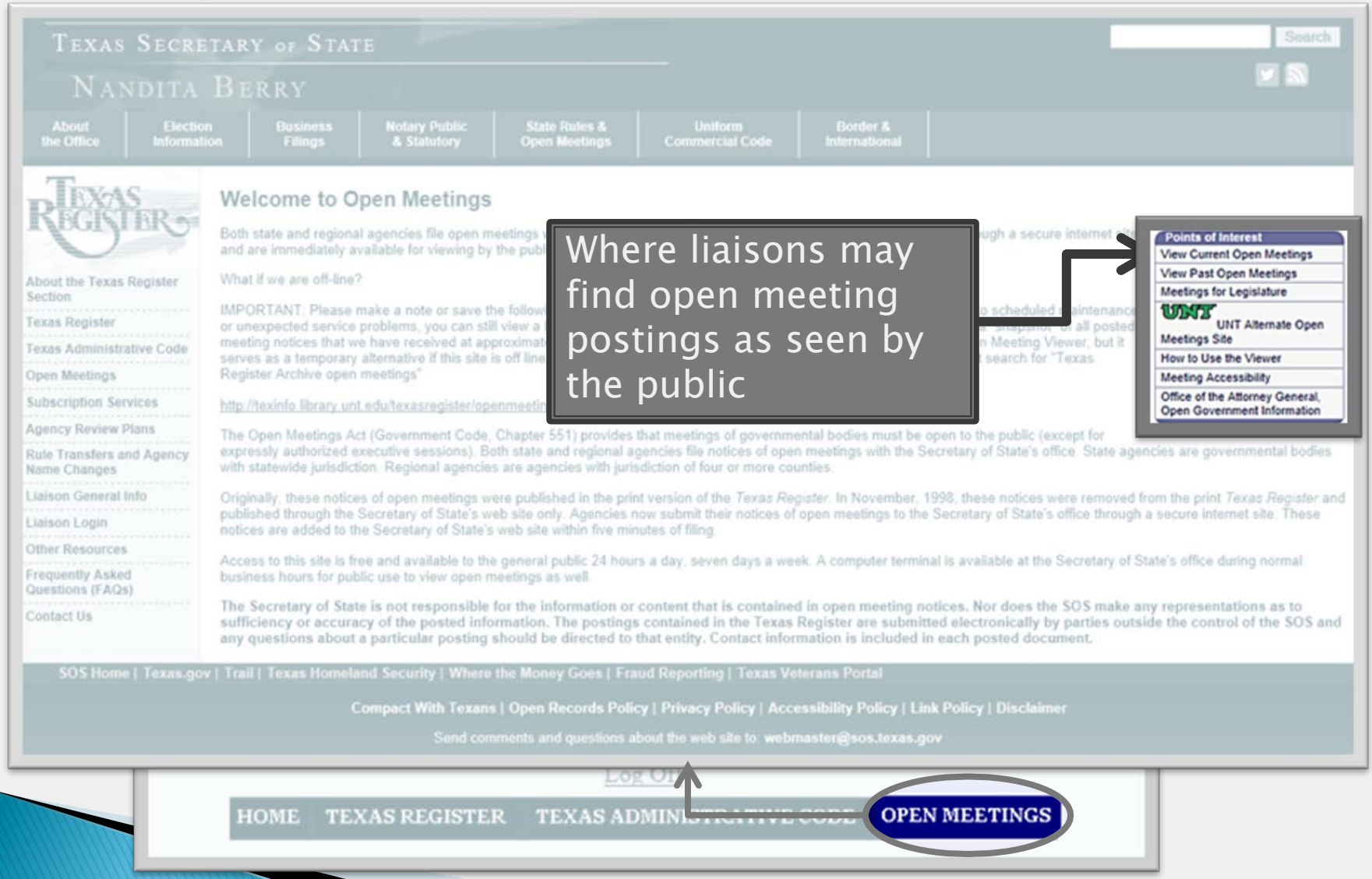


Navigation Bar

Navigation Bar



Navigation Bar



Where liaisons may find open meeting postings as seen by the public

Liaison Center Basics

- Access
- Navigate
- Downloading
- Account

Selecting Rules for Download

Liaison Center Home Screen

1. Select **"TAC Document Request"**
2. Select **"Agency"** to view Titles and TAC Chapters you can access for that agency
3. Select **"Chapters"** of the appropriate Part number
   A. If you are downloading the entire chapter, select **"Chapter Request"** of the appropriate Chapter
   B. If you are downloading a specific subchapter, select **"Subchapters"** of the appropriate Chapter
      i. Select **"Subchapter Request"** of the appropriate Subchapter
4. Complete your **"Chapter Request"** or **"Subchapter Request"**
   A. Review the populated fields to confirm they are correct for the document(s) you want to request: **"Title," "Agency," "Name," "Chapter,"** and **"Subchapter Name"** (if downloading a Subchapter)
   B. **Doc Type** – Select the desired format for the document to download (.txt, .pdf, .doc)
      i. If you select .doc you can edit the document directly to submit to the *Texas Register*
   C. **Email** – Enter a valid email address
5. Select **"Submit Document Request"** when you are ready to complete the submission process
   A. Select **"Clear Form"** to empty the fields and restart the submission process

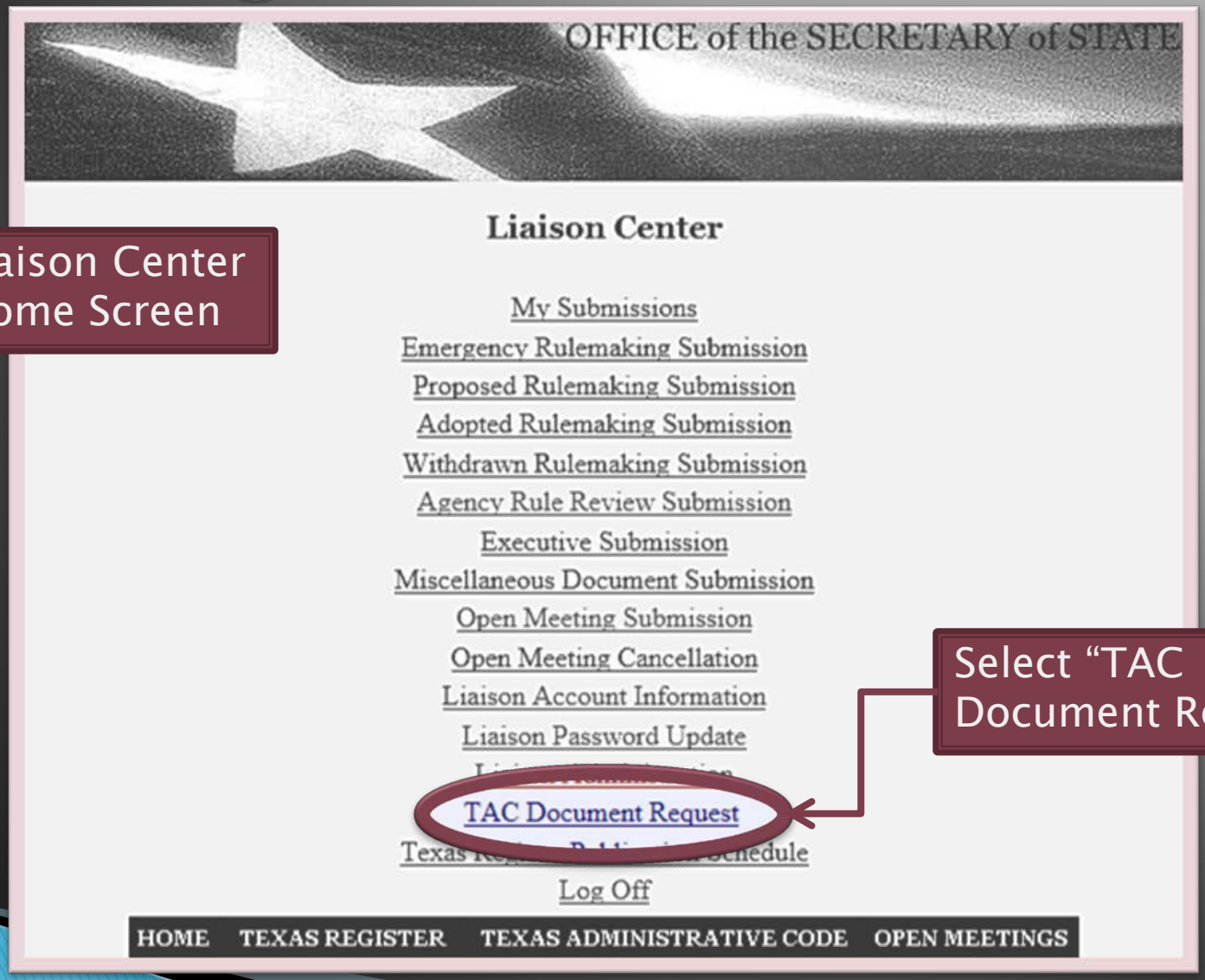
Downloading Selected Rules

Liaison Center Home Screen

1. Successfully complete a **"TAC Document Request"**
2. Return to your *Liaison Center Home Screen*
   A. Select **"Document Request Queue"**
   B. Select the document you want to download
   C. A pop-up box will appear
      i. Choose to either:
         1) **"Open"**
         2) **"Save"**
         3) **"Save As"**

Downloading TAC rules in .doc format makes it easier to quickly edit and use the amended documents in submissions to the Texas Register. All submissions must be in .doc or .docx format.

Selecting Rules for Download



Liaison Center Home Screen

Select "TAC Document Request"

Selecting Rules for Download

Document Request

The document request screen will allow you to select an individual chapter or subchapter for downloading to your computer. After you select a chapter or subchapter, you will be prompted to select a document format and enter your email address. Please select an agency to continue.

Title	Title Name	Agency
1	ADMINISTRATION	Agency
4	AGRICULTURE	Agency
7	BANKING AND SECURITIES	Agency
10	COMMUNITY DEVELOPMENT	Agency
13	CULTURAL RESOURCES	Agency
16	ECONOMIC REGULATION	Agency
19	EDUCATION	Agency
22	EXAMINING BOARDS	Agency
25	HEALTH SERVICES	Agency
28	INSURANCE	Agency
30	ENVIRONMENTAL QUALITY	Agency
31	NATURAL RESOURCES AND CONSERVATION	Agency
34	PUBLIC FINANCE	Agency
37	PUBLIC SAFETY AND CORRECTIONS	Agency
40	SOCIAL SERVICES AND ASSISTANCE	Agency
43	TRANSPORTATION	Agency

Records 1 to 16 of 16

Select "Agency" for the appropriate Title Number and Title Name

Selecting Rules for Download

Agency

Select a Chapters link to view Chapters for this Agency

Agency Name	Title	Part	Chapters
Office of the Governor	1	1	Chapters
Texas Ethics Commission	1	2	Chapters
Office of the Attorney General	1	3	Chapters
Office of the Secretary of State	1	4	Chapters
Texas Facilities Commission	1	5	Chapters
State Office of Administrative Hearings	1	7	Chapters
Texas Judicial Council	1	8	Chapters
State Aircraft Pooling Board	1	9	Chapters
Department of Information Resources	1	10	Chapters
State Ethics Advisory Commission	1	11	Chapters
Commission on State Emergency Communications	1	12	Chapters
Texas Incentive and Productivity Commission	1	13	Chapters
Texas National Research Laboratory Commission	1	14	Chapters
Texas Health and Human Services Commission	1	15	Chapters
State Council on Competitive Government	1	16	Chapters
Texas Office of State-Federal Relations	1	17	Chapters
Telecommunications Infrastructure Fund Board	1	18	Chapters

Records 1 to 17 of 17

Select "Chapters" of the appropriate Agency Name and Part Number

Selecting Rules for Download

Chapters

Select "Chapter Request" to download Chapter, select the Subchapter link to view Subchapters for this Chapter.

Chapter	Description	Chapter Request	Subchapters
71	GENERAL POLICIES AND PROCEDURES	Chapter Request	Subchapters
72	STATE SEAL	Chapter Request	Subchapters
73	STATUTORY DOCUMENTS	Chapter Request	Subchapters
74	CREDIT SERVICES ORGANIZATIONS	Chapter Request	Subchapters
75	AUTOMOBILE CLUB	Chapter Request	Subchapters
76	USE OF A DECEASED INDIVIDUAL'S NAME, VOICE, SIGNATURE, PHOTOGRAPH, OR LIKENESS	Chapter Request	Subchapters
78	ATHLETE AGENTS	Chapter Request	Subchapters
79	BUSINESS ENTITY FILINGS	Chapter Request	Subchapters
80	UNINCORPORATED BUSINESS ENTITIES	Chapter Request	Subchapters
81	ELECTIONS	Chapter Request	Subchapters
83	LIMITED PARTNERSHIPS	Chapter Request	Subchapters
87	NOTARY PUBLIC	Chapter Request	Subchapters
91	TEXAS REGISTER	Chapter Request	Subchapters
93	TRADEMARKS	Chapter Request	Subchapters
95	UNIFORM COMMERCIAL CODE	Chapter Request	Subchapters
96	ELECTRIC UTILITY TRANSITION PROPERTY NOTICE FILINGS	Chapter Request	Subchapters
97	BUSINESS OPPORTUNITY	Chapter Request	Subchapters
99	STANDARDS OF CONDUCT OF STATE OFFICERS AND EMPLOYEES	Chapter Request	Subchapters
101	PRACTICE AND PROCEDURE BEFORE THE OFFICE OF THE SECRETARY OF STATE	Chapter Request	Subchapters
102	HEALTH SPAS	Chapter Request	Subchapters

Records 1 to 20 of 23

Next Last

Downloading the entire chapter?

↓

Select "Chapter Request"

OR

Downloading the specific subchapters?

↓

Select "Subchapters" of the appropriate Chapter Number

Selecting Rules for Download

Subchapters

Select a Subchapter to create the document.

Subchapter	Description	Subchapter Request
A	PRACTICE AND PROCEDURE	Subchapter Request
B	SERVICE OF PROCESS	Subchapter Request
C	PURCHASING PROCEDURES	Subchapter Request
D	MANAGEMENT OF VEHICLES	Subchapter Request
E	NEGOTIATION AND MEDIATION OF CERTAIN CONTRACT DISPUTES	Subchapter Request

"Chapter Request" follows the same format

Subchapter Request

Enter Email Address and Select Desired Document Format
The formats available are Adobe Acrobat (.pdf), Microsoft Word (.doc) and Text (.txt)
After the document is created, the document will be available for download from the document request queue.
You may then download the document to your computer by opening the link in your browser. If the email does not match your email listed in the system a message will be generated with a link to the new document for the email recipient.

Enter values for new Subchapter Request record

Title: ADMINISTRATION
Agency Name: OFFICE OF THE SECRETARY OF STATE
Chapter: GENERAL POLICIES AND PROCEDURES
Subchapter Name: PRACTICE AND PROCEDURE
Doc Type: Text (.txt) — Adobe Acrobat (.pdf), Microsoft Word (.doc), Text (.txt)
Effective Dt:
Email:

Submit Document Request | Clear

Select desired format for download

Enter a valid email address in the email field

Select "Submit Document Request"

Selecting Rules for Download

More Subchapters/ Chapters to download?

Select "Request New Document"

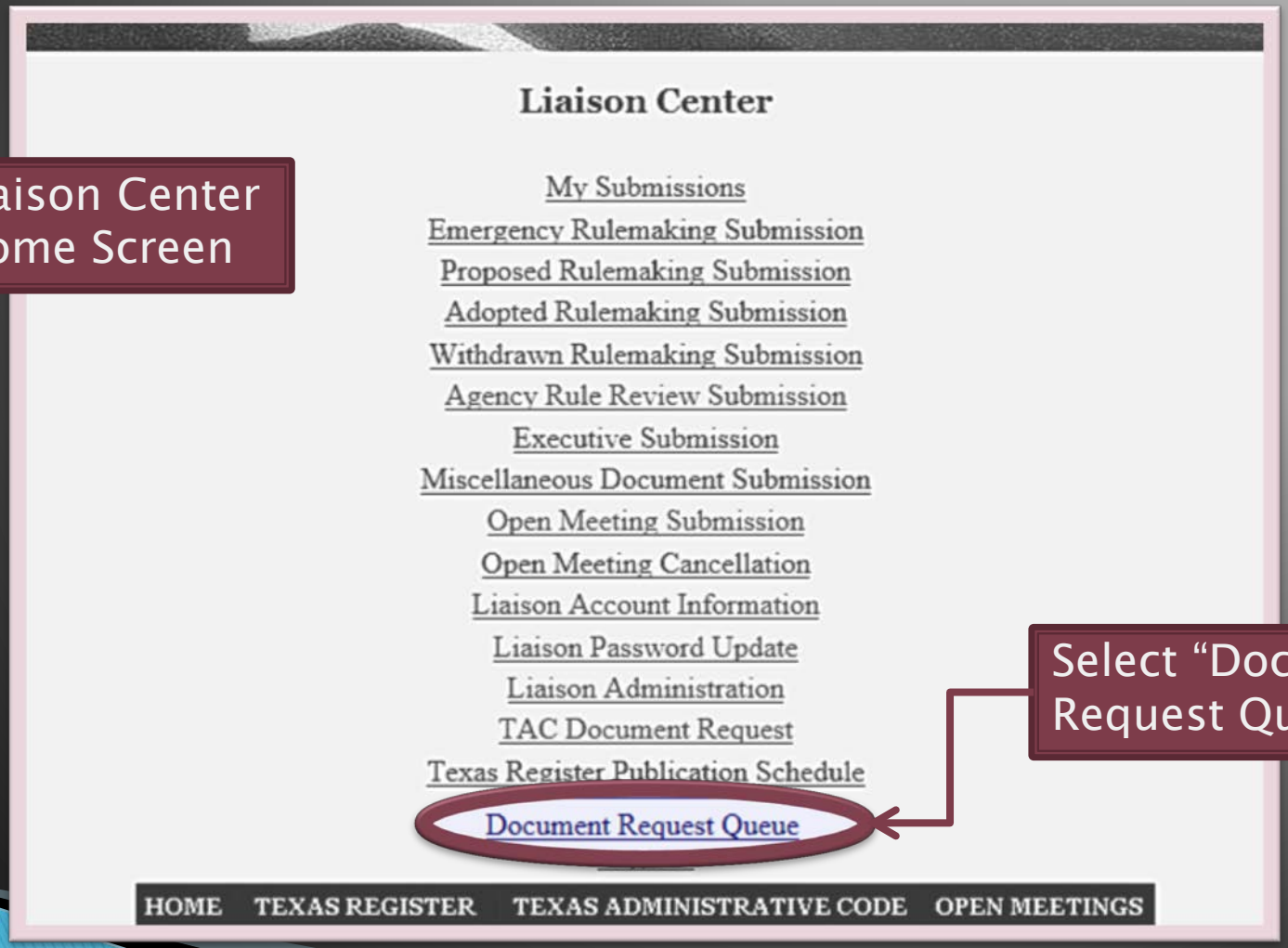
Finished?

Select "Back" to return to the Liaison Center Home Screen.

You will receive an email when your document is prepared for download.

Downloading Selected Rules

Liaison Center Home Screen



Select "Document Request Queue"

Downloading Selected Rules

Document Request Queue

Doc Request No	Doc Type	Title	Part	Chapter	Subchapter	Create Dt	File Name	Complete Dt	Email	Download
843	DOC	1	4	71	A	10/27/2014 00:00:00	TxReg_DR843.doc	10/27/2014 17:09	mminer@sos.texas.gov	Download

Record 1

Document Request Queue

apter	Subchapter	Create Dt	File Name	Compl
71	A	10/27/2014 00:00:00	TxReg_DR843.doc	10/27/2

Windows Internet Explorer

What do you want to do with TxReg_DR843.doc?

Size: 41.5 KB
From: 107.21.41.254

- Open
  The file won't be saved automatically.
- Save
- Save as

Cancel

Chose applicable option

Edit as needed

Liaison Center Basics

- Access
- Navigate
- Downloading
- Account

Account

- Updating Contact Information
- Changing Password
- Administrative Liaison
  - Adding New Liaison
  - Removing Liaison

Available Access Levels

- Three access levels

1. Open Meetings
   - Ability to post and cancel open meetings
2. Open Meetings and Register
   - Ability to post and cancel open meetings
   - Ability to post miscellaneous documents to the Texas Register
     - If appropriate, ability to post rulemaking documents to the Texas Register (for state-wide rulemaking agencies)
3. Open Meetings, Register and Administrative
   - Ability to post and cancel open meetings
   - Ability to post miscellaneous (and rulemaking) documents to the Texas Register
   - Ability to add and remove liaisons within their agency
     - Limited number of available administrative liaisons

Account

- Updating Contact Information
- Changing Password
- Administrative Liaison
  - Adding New Liaison
  - Removing Liaison

Liaison Center Home Screen

1. Select **"Liaison Account Information"**
   A. Change applicable information
      i. **"Job Title"** – the job title of the liaison submitting documents
      ii. **"Email"** – the email of the liaison submitting documents
      iii. **"Phone"** – the phone number of the liaison submitting documents
      iv. **"Fax"** – the fax number of the liaison submitting documents
2. Select **"Update Profile"**
   A. If successful it will give you a message stating: "Rows updated: 1"
   ****This message is the same regardless of the number of fields altered****
3. If you need to change your name, please contact the *Texas Register* staff at register@sos.texas.gov

Updating Liaison Contact Information

Liaison Center Home Screen

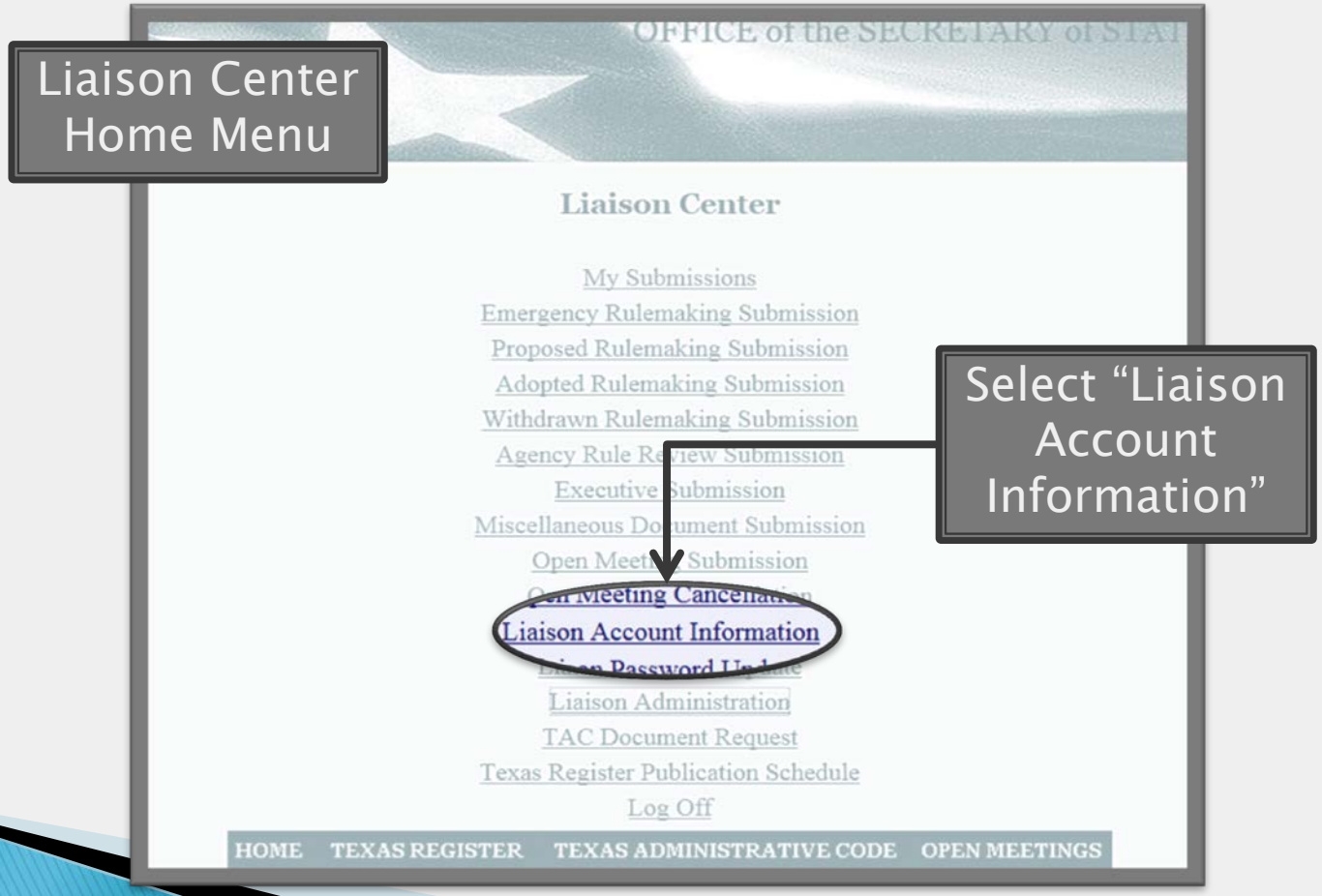
1. Select **"Liaison Password Update"**
   A. Change password
2. Select **"Update"**
   A. If successful it will state "Successful: password update complete"

Updating Liaison Password

If you need further assistance, please contact us.

Update Your Contact Information

- What can I change?
  - Job title; E-mail; Phone



Update Your Contact Information

Change applicable information

Select "Update Profile"

Update Your Contact Information

Successful

"Rows updated: 1"

OFFICE of the SECRETARY of STATE

Liaison Account Information

Rows updated: 1

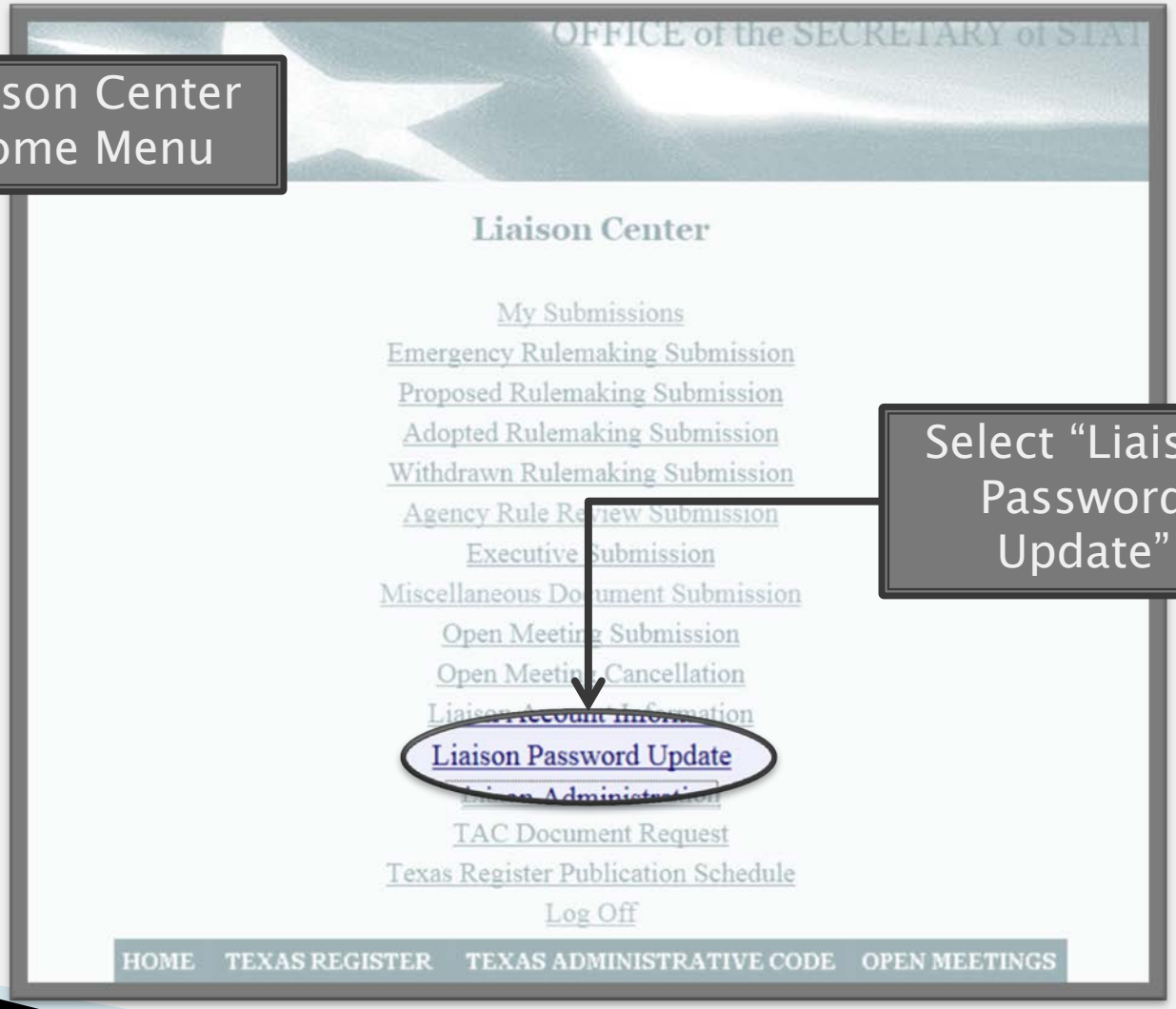
Liaison Name: Michelle Miner
Liaison Id: 9
Liaison Login: LIA00049
Job Title: Editor
Email: mminer@sos.texas.gov
Phone: 512-463-5561
Fax: 512-463-5569
Agency Code: 0004
Agency Name: Office of the Secretary of State

Update Profile

HOME | TEXAS REGISTER | TEXAS ADMINISTRATIVE CODE | OPEN MEETINGS

Change Password

Liaison Center Home Menu



Select "Liaison Password Update"

Change Password

Enter a new password

OFFICE of the SECRETARY of STATE

Liaison Password Update

Type new password. Click Update. You MUST close browser window to activate new password.

Liaison Name: Michelle Miner
Liaison Id: 9
Liaison Login: LIA00049
Password: •••••

Update

Select "Update"

Password Update is a secure transaction.

HOME | TEXAS REGISTER | TEXAS ADMINISTRATIVE CODE | OPEN MEETINGS

Change Password

Successful

"Success: Password update complete"

Account

- Updating Contact Information
- Changing Password
- Administrative Liaison
  - Adding New Liaison
  - Removing Liaison

Liaison Center Home Screen

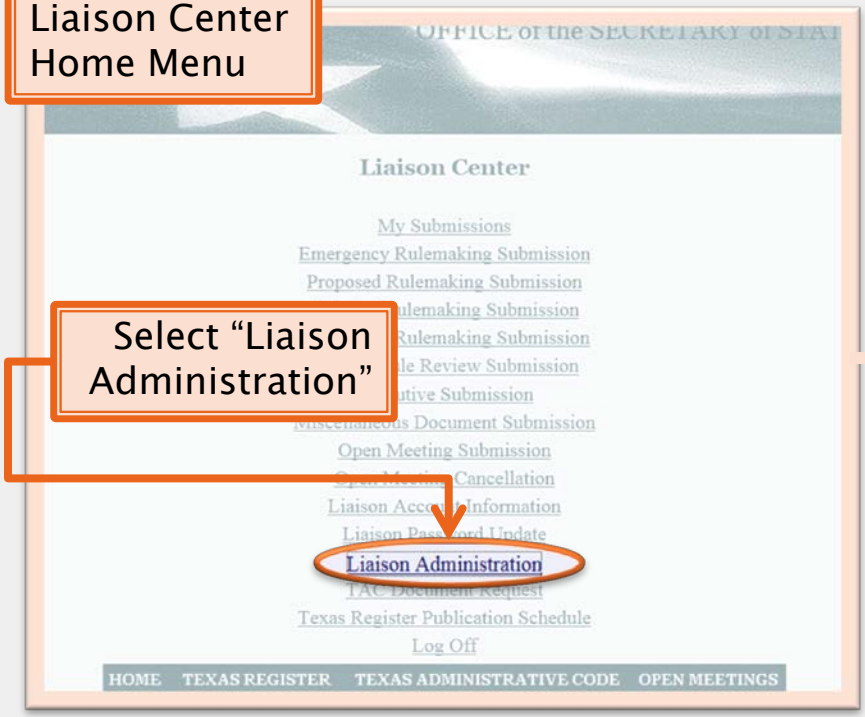
1. Select **"Liaison Administration"**
   A. Select **"Add Liaison"**
   B. Enter the applicable information:
      i. **"Liaison Name"** – the name of the liaison submitting documents
      ii. **"Job Title"** – the job title of the liaison submitting documents
      iii. **"Openmeeting?"** – check the box if the liaison will be submitting Open Meetings/Agenda postings
      iv. **"Register?"** – check the box if the liaison will be submitting Miscellaneous and/or Rulemaking Documents
      v. **"Email"** – the email of the liaison submitting documents
      vi. **"Phone"** – the phone number of the liaison submitting documents
      vii. **"Fax"** – the fax number of the liaison submitting documents
      viii. **"Include Area Code in Fax" – Check the box if the area code is necessary for fax correspondence**
      ix. **Start Date** – automatically populated based upon date of access
         a. Select **"Calendar"** to choose a later starting date
      x. **End Date** – leave blank unless there is a specific date when the liaison's access should be terminated
         b. Select **"Calendar"** to choose an ending date
2. Select **"Submit Form"** when you are ready to complete the submission process
   A. Select **"Clear Form"** if you want to empty the fields and restart the submission process
3. If successful, it will return to the "Liaison Administration" page
   A. If unsuccessful, it will populate an error message
      i. Contact *Texas Register* for additional assistance

If you need further assistance, please contact us.

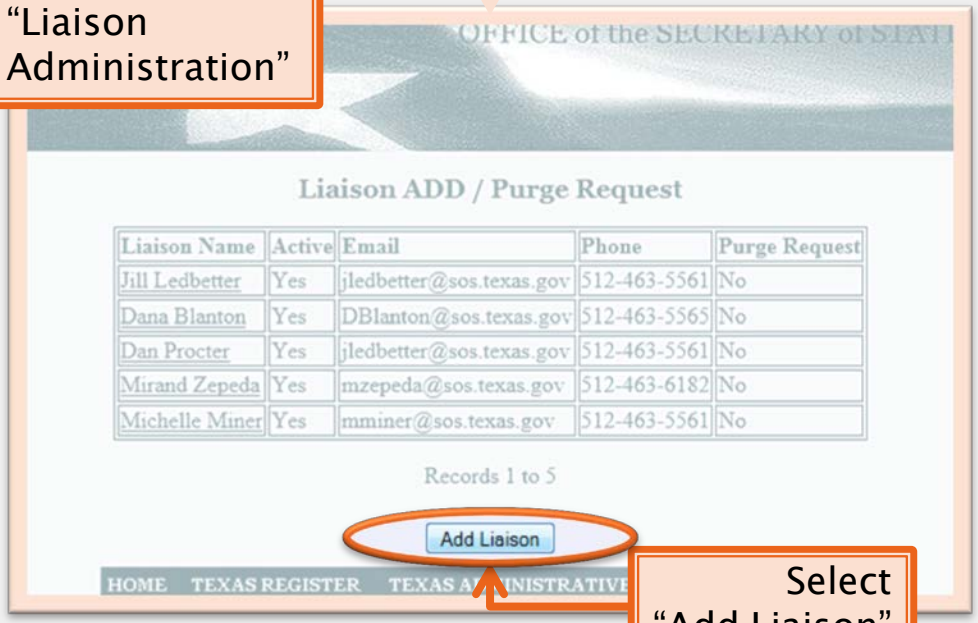
Adding a New Liaison

Liaison Center Home Menu

Select "Liaison Administration"



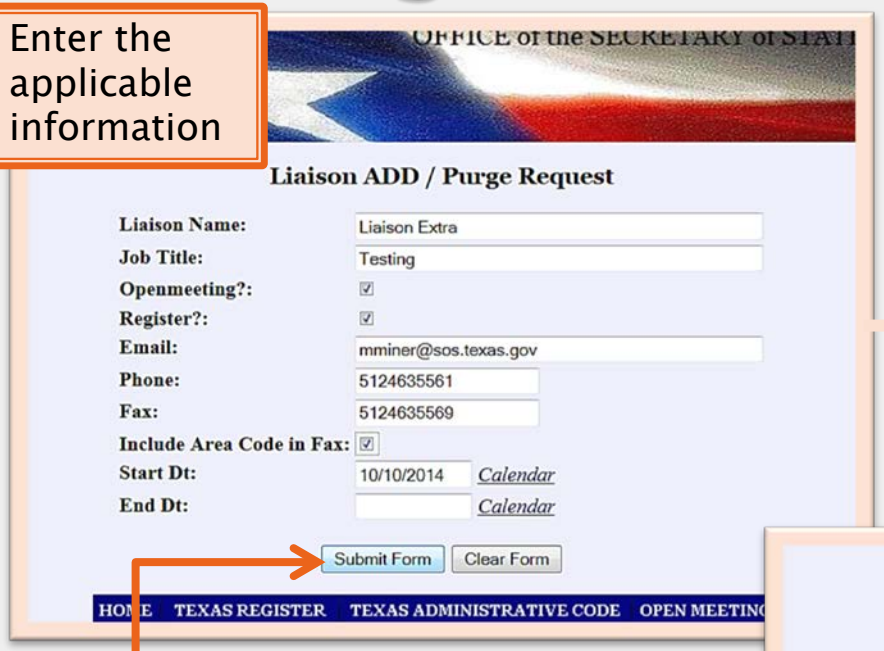
"Liaison Administration"



Select "Add Liaison"

Adding a New Liaison

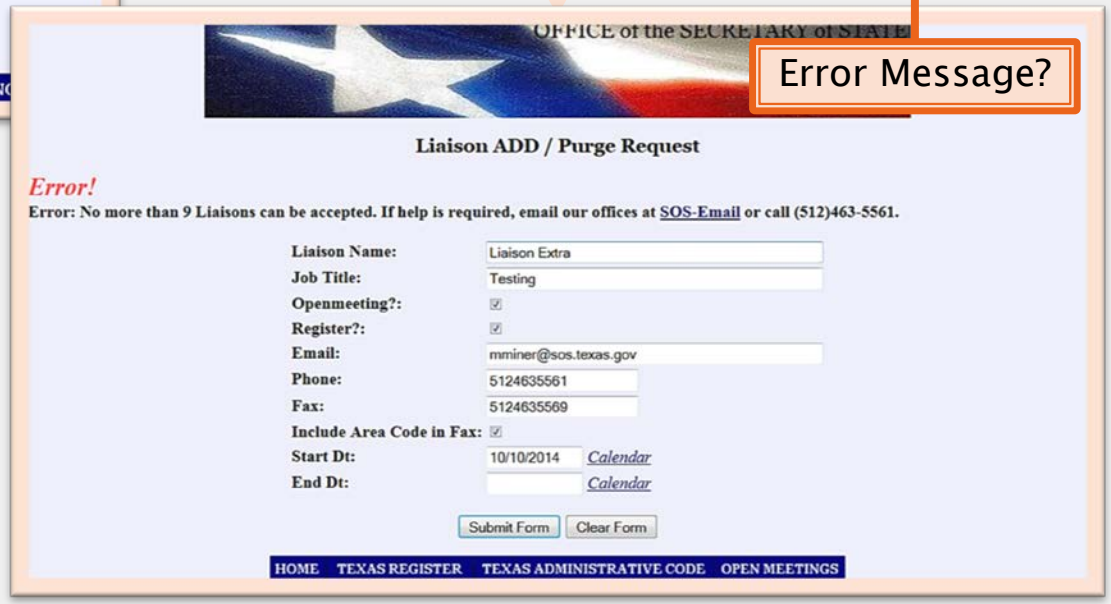
Enter the applicable information



Select "Submit Form"

Call or Email *Texas Register* staff:
512-463-5561
register@sos.texas.gov

Error Message?



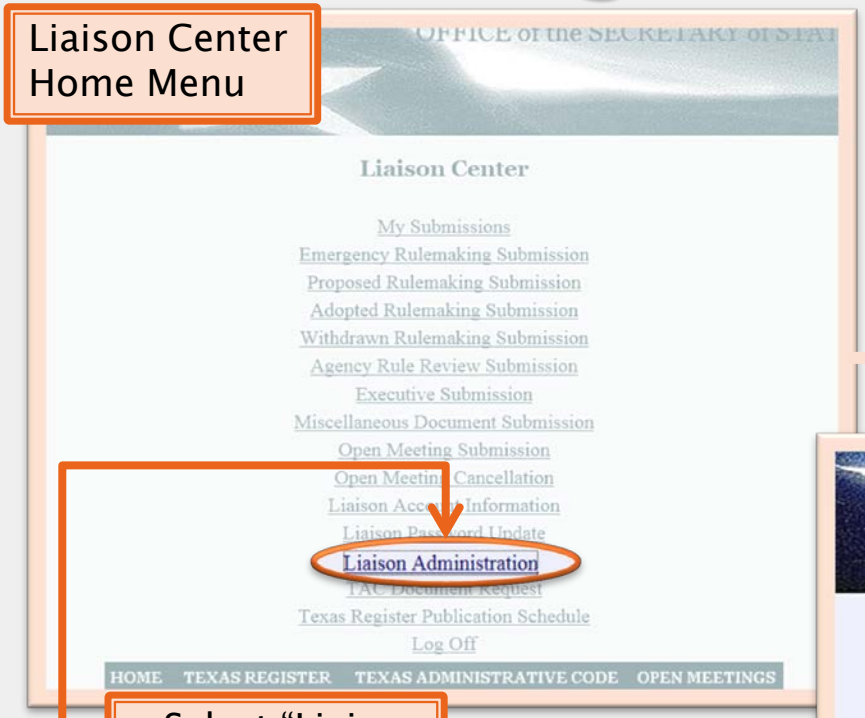
Liaison Center Home Screen

1. Select **"Liaison Administration"**
   A. Select the name of the liaison to delete
      i. Select **"Yes"** under "Purge Request"
   B. Select **"Update"**
      i. This will send the *Texas Register* a request to officially delete the liaison
      ii. If successful, the liaison will no longer be listed on the "Liaison Administration" page

If you need further assistance, please contact us.

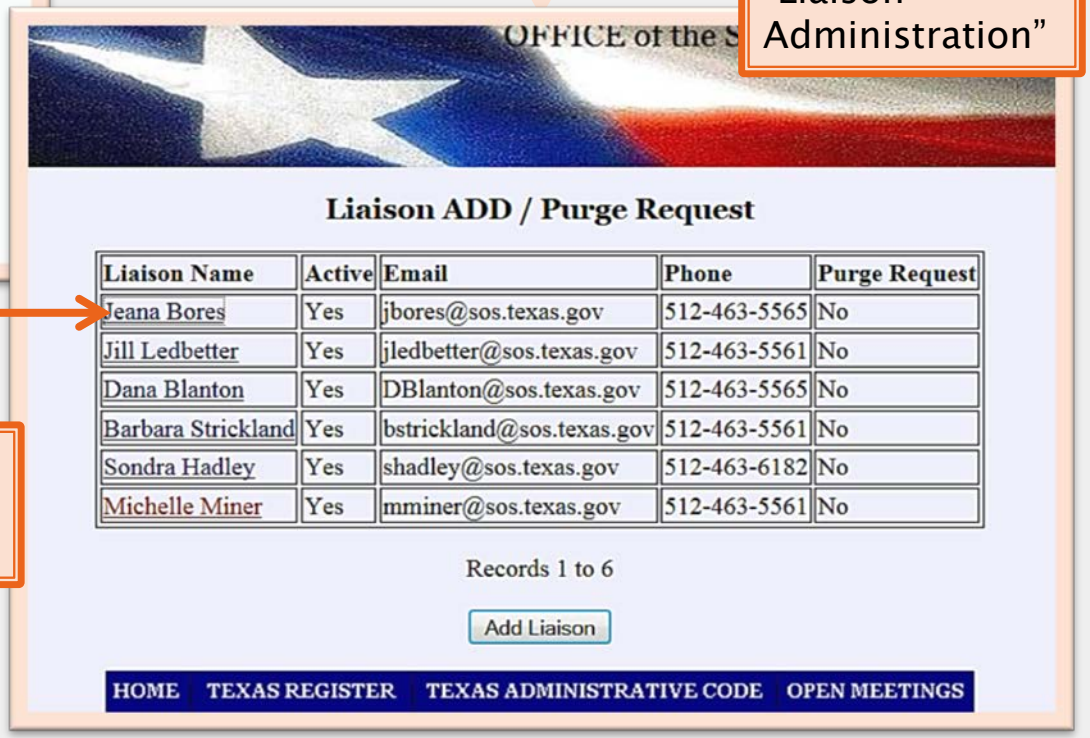
Removing Liaison Accounts

Liaison Center Home Menu



Select "Liaison Administration"

"Liaison Administration"



Liaison Name	Active	Email	Phone	Purge Request
Jeana Bores	Yes	jbores@sos.texas.gov	512-463-5565	No
Jill Ledbetter	Yes	jledbetter@sos.texas.gov	512-463-5561	No
Dana Blanton	Yes	DBlanton@sos.texas.gov	512-463-5565	No
Barbara Strickland	Yes	bstrickland@sos.texas.gov	512-463-5561	No
Sondra Hadley	Yes	shadley@sos.texas.gov	512-463-6182	No
Michelle Miner	Yes	mminer@sos.texas.gov	512-463-5561	No

Select the Liaison to Remove

Removing Liaison Accounts

OFFICE of the SECRETARY of STATE

Liaison ADD / Purge Request

Liaison Name:	Jeana Bores
Job Title:	Editor
Active:	Yes
Openmeeting?:	Yes
Register?:	Yes
Email:	jbores@sos.texas.gov
Phone:	512-463-5565
Include Area Code in Fax:	Yes
Start Dt:	09/15/2014
Purge Request:	(•) Yes ( ) No

Update | Revert | Add Liaison

HOME | TEXAS REGISTER | TEXAS | IVE CODE | OPEN MEETINGS

Check "Purge Request: Yes"

Select "Update"

The Liaison will no longer appear in the list of active liaisons.

This sends the Texas Register staff a request to remove the liaison.

Open Meetings

- Guidelines
  Submitting
  Correcting

Open Meetings

- Guidelines
  Submitting
  Correcting

Guidelines

THE ATTORNEY GENERAL OF TEXAS

HOME | SITE INDEX | CONTACT US | CAREERS | ESPAÑOL

CHILD SUPPORT | CONSUMER PROTECTION | CRIME VICTIMS | OPEN GOVERNMENT | NEWS | AROUND THE AGENCY

OPEN GOVERNMENT / OPEN GOVERNMENT PUBLICATIONS

OPEN GOVERNMENT

- OPEN RECORDS DIVISION
- HOW TO REQUEST INFORMATION
- OPEN RECORDS DECISIONS (ORDS)
- OPEN RECORDS LETTER RULINGS
- OPEN GOVERNMENT FAQ
- CHARGES FOR PUBLIC INFORMATION
- OPEN GOVERNMENT PUBLICATIONS
- HIGH-VALUE DATA SETS
- REQUESTED PROPRIETARY INFORMATION

Open Government & Related Publications

2014 Public Information Act Handbook PDF

2014 Open Meetings Act Handbook PDF

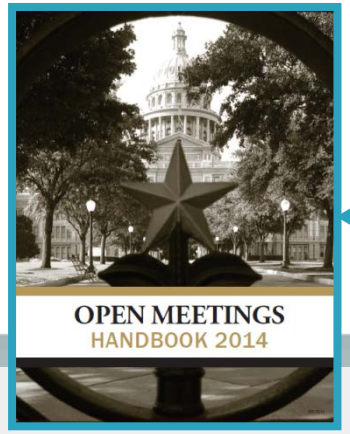
2014 Administrative Law Handbook PDF

HB 3400 Small Business Impact Final Guidelines PDF

PIA Sign

Spanish PDF

For further information, find their publication of the *Open Meetings Act Handbook* under the "Open Government" section on the Attorney General website



Office of the Attorney General oversees the guidelines regarding Open Meetings

Open Meeting Requirements

- Open Meetings Act – §551.041
  - "A governmental body shall give written notice of the date, hour, place, and subject of each meeting held by the governmental body"

Specific questions regarding Open Meetings:
Contact the Office of the Attorney General
512.478.6736

The following slides are *OUR* interpretation of the rules regarding the Open Meetings Act.

Agency Classification

- Jurisdiction of four or more counties

Regional Agencies

- Statewide jurisdiction

State Agencies

Open Meeting Requirements

72 hour Posting Requirement –
Regional Agencies

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12		
15	16 Post by 2pm	17	18	19 2pm Open Meeting		
22	23	24	25	26		
29	30	31				

72 48 24

§551.043:
"The notice of a meeting of a governmental body must be posted in a place readily accessible to the general public at all times for at least **72 hours before the scheduled time** of the meeting, except as provided by Sections 551.044–551.046."

Specific questions regarding Open Meetings:
Contact the Office of the Attorney General
512.478.6736

Open Meeting Requirements

7 Day Posting Requirement –
State Agencies

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	Day of Posting 11	12 7	13 6	14 5
15 4	16 3	17 2	1	Day of Meeting 19	20	21
22	23	24	25	26		
29	30	31				

§551.044:
"The secretary of state must post notice on the Internet of a meeting of a state board, commission, department, or officer having statewide jurisdiction for **at least seven days before the day of the meeting."**

Specific questions regarding Open Meetings:
Contact the Office of the Attorney General
512.478.6736

- §551.045 Exception to General Rule: Notice of Emergency Meeting or Emergency Addition to Agenda.
  - (a) In an emergency or when there is an urgent public necessity, the notice of a meeting or the supplemental notice of a subject added as an item to the agenda for a meeting for which notice has been posted in accordance with this subchapter is sufficient if it is posted for at least two hours before the meeting is convened.
  - (b) An emergency or an urgent public necessity exists only if immediate action is required of a governmental body because of:
    - (1) an imminent threat to public health and safety; or
    - (2) a reasonably unforeseeable situation.
  - (c) The governmental body shall clearly identify the emergency or urgent public necessity in the notice or supplemental notice under this section.

Must be posted "two (2) hours before the meeting is convened"

Open Meetings Requirement Exceptions

Responsibility

The Secretary of State is not responsible for the information or content that is contained in open meeting notices. Nor does the SOS make any representations as to sufficiency or accuracy of the posted information. The postings contained in the Texas Register are submitted electronically by parties outside the control of the SOS and any questions about a particular posting should be directed to that entity. Contact information is included in each posted document.

Open Meetings

- Guidelines
- Submitting
- Correcting

Liaison Center Home Screen

1. Select **"Open Meeting Submission"**
   A. Complete the applicable fields:
      i. **Board** – the name of the Board holding the meeting
         a. *Leave blank if non-applicable*
      ii. **Committee** – the name of the Committee holding the meeting
         a. *Leave blank if non-applicable*
      iii. **Date of Meeting** – the current or future date of the meeting
         a. Select **"Calendar"** to populate. *Must be current/future date* or you will receive *"Error Message: Meeting date may not be prior to today"*
      iv. **Time of Meeting** – the time of the meeting formatted as HH:MM AM/PM (e.g., 06:15 PM)
      v. **Street Location** – the full specific, physical location where the meeting is being held including room number/description
         a. *Incorrect Example: Rudder Building, Capitol Complex*
         b. *Correct Example: 1019 Brazos Street, Austin, TX 78701, James E. Rudder Building, Conference Room 503*
      vi. **City** – the city where the meeting will be held
      vii. **State** – automatically populates Texas, but available for other locations
      viii. **Emergency Meeting**
         a. Select **"Emergency Meeting"** only if it is an emergency meeting
         b. Leave "**Reason**" blank if it is not an emergency meeting. *Do not enter "N/A."*
      ix. **Original Meeting TRD Number** – only used when revising/rescheduling meetings
         a. *Review section on Revising/Rescheduling Meetings for more information*

Submitting Open Meetings, Continued

x. **Additional Information Obtained From** – the full contact details of the agency representative whom the public can contact with questions regarding the meeting, including but not limited to obtaining material from or about the meeting, directions, clarifications

xi. **Agenda** – This may be copy/pasted from a Word document

a. Do not use tables, bullet points, or columns—they will not format online

b. If the agenda exceeds 10 pages:

1) type **"Continued"** at the bottom of the agenda;

2) create a new "**Open Meeting Submission;**"

3) reference the first 10-pages within the continuation of the agenda

I. Example "Agenda continuation TRD 2014006594"

2. Select **"Clear Form"** to clear your entries and restart the submission process

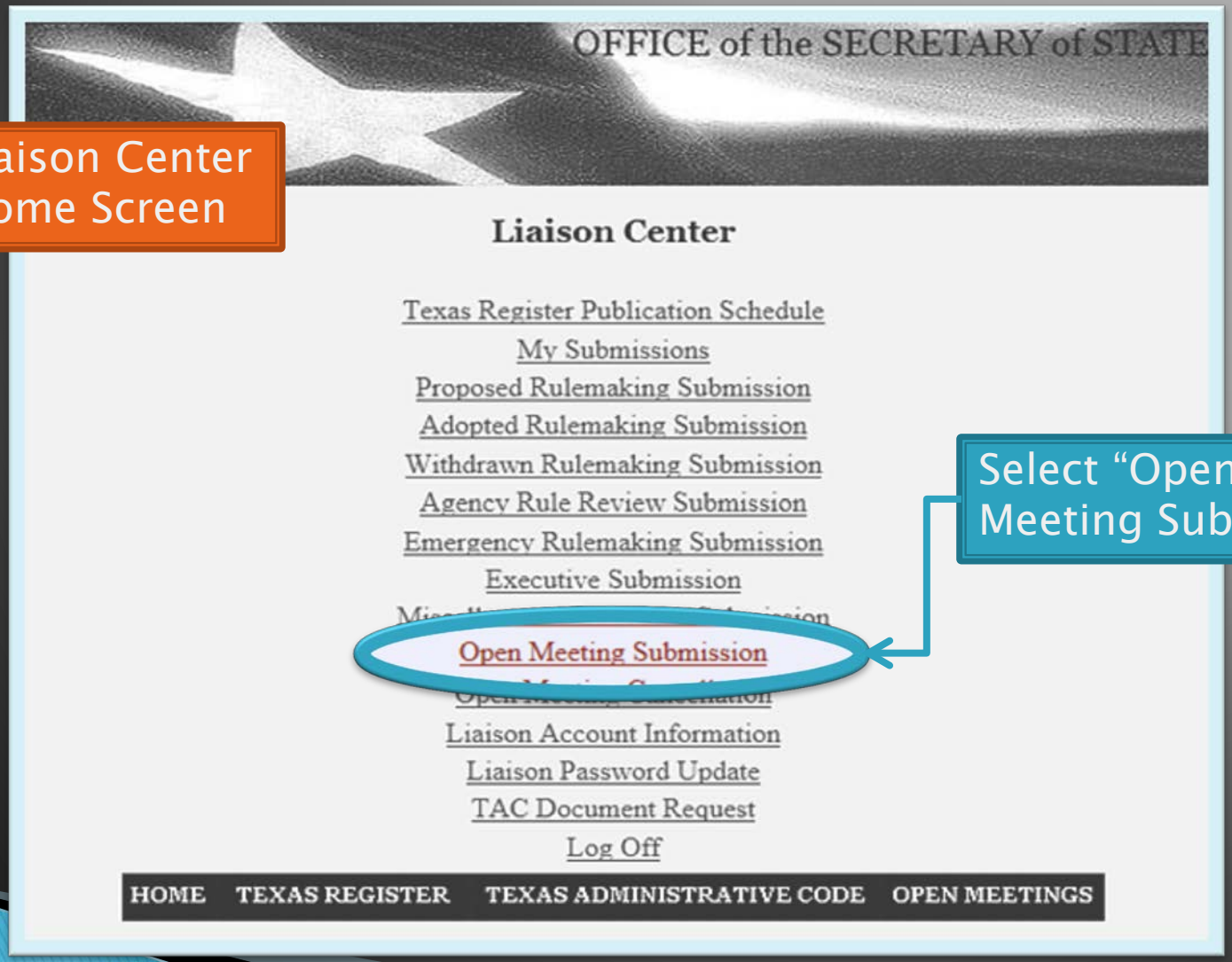
3. Select **"Submit Form"** when complete

A. Populates a **Summary** page with the Texas Register Docket (TRD) number

B. Populates an **Acknowledgement of Receipt** email with the open meeting listing information

Open Meetings

Liaison Center Home Screen



Select "Open Meeting Submission"

Submitting Open Meetings

Enter the applicable information

OFFICE of the SECRETARY of STATE

Open Meeting Submission

Board:
Committee:
Date of Meeting: *Calendar*
Time of Meeting: **(##:## AM Local Time)**
Street Location: Physical address with room number
City:
State: TX
If Emergency Meeting, Reason: Leave blank unless meeting qualifies under §551.045 of the Open Meetings Act
Original Meeting TRD Number:
Additional Information Obtained From:
Agenda: Agendas can be copied directly from Word up to 10 pages
Do not use Table formatting

Submit Form | Clear Form

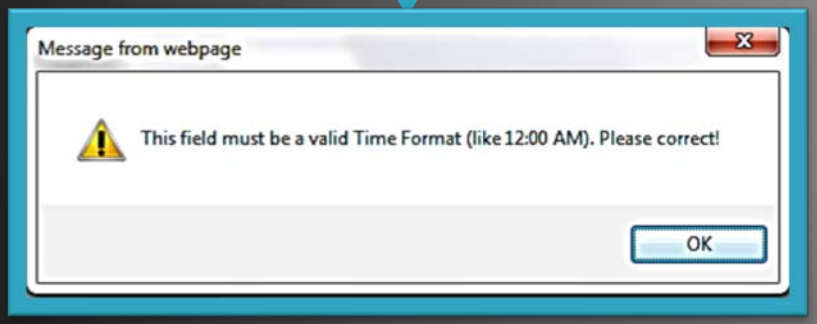
XAS REGISTER | TEXAS ADMINISTRATIVE CODE | OPEN MEETINGS

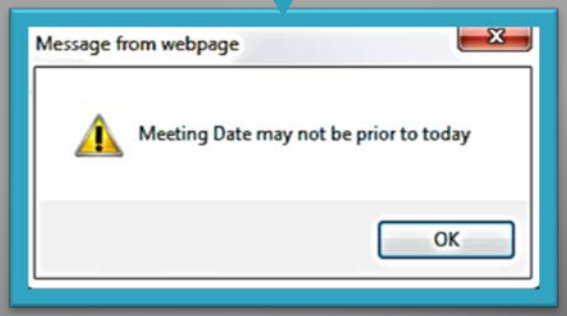
When complete, select "Submit Form"

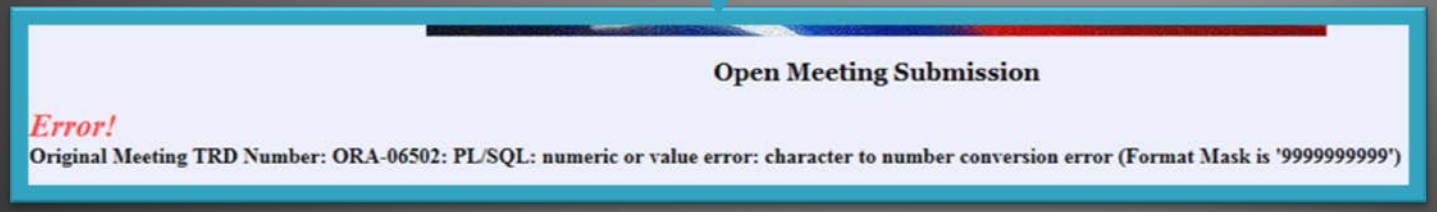
Submitting Open Meetings

Unsuccessful

Error Message Examples







Contact the *Texas Register* staff if you need additional support: 512.463.5561

Submitting Open Meetings

Successful

Open Meeting Submission

TRD:	2014000784
Date Posted:	09/11/2014
Status:	Accepted
Agency Id:	0004
Date of Submission:	09/11/2014
Agency Name:	Office of the Secretary of State
Board:	Board of Questions
Committee:	Whimsical Learnings
Date of Meeting:	09/18/2014
Time of Meeting:	11:30 AM (**##:## AM Local Time)**
Street Location:	1019 Brazos
City:	Austin
State:	TX
If Emergency Meeting, Reason:	N/A
Liaison Name:	Dan Procter
Liaison Id:	6
Additional Information Obtained From:	MM 512.463.5561
Agenda:	To discuss to the whims of the Board of Questions

New Submission

Receive an Acknowledgment of Receipt via email

Acknowledgment of Receipt

Agency: Office of the Secretary of State

Liaison: Michelle Miner

The Office of the Secretary of State has posted

notice of the following meeting:

Board:

Committee:

Date: 10/24/2014 11:00 AM "TRD# 2014001148"

Notice posted: 10/22/14 12:28 PM

Proofread your current open meeting notice at:

http://107.21.41.254/public/pub_om_lookup$.startup?Z_TRD=2014001148

If you are not receiving an emailed acknowledgment of receipt, please verify your email address on the liaison account information; then double check your email permissions as it might be going directly to junk mail folders. If you continue to have concerns – contact us.

Open Meetings

- Guidelines
- Submitting
- Correcting

Correcting Open Meetings

Revising/Rescheduling Open Meetings

Liaison Center Home Screen

1. Select **"Open Meeting Submission"**
   A. Complete the information as you would a new open meeting submission—make all necessary corrections
   B. Complete the field **"Original TRD Number,"** reference the TRD number provided on the **"Summary"** and **"Acknowledgement of Receipt"** email
2. Select **"Submit Form"**
   A. Generates an updated Summary and Acknowledgement of Receipt
   B. References the original TRD
      i. The status of the original TRD will be altered from **"Accepted"** to **"Revised/Rescheduled"** in the public listings

Corrections must be made outside of the time requirements.

If corrections/revisions are made after the posting deadlines, the meeting could be considered invalid.

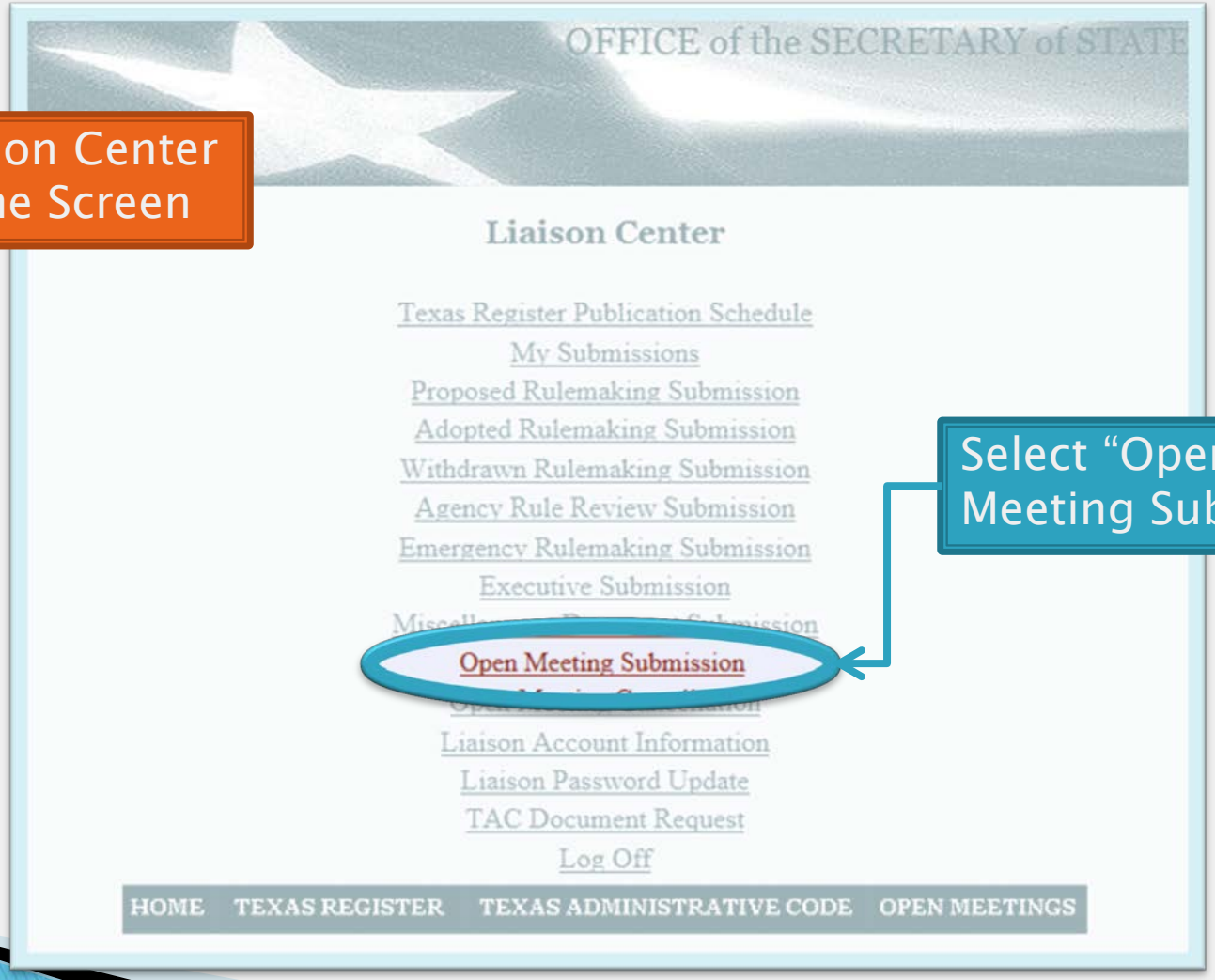
Regional Agencies
72 hours prior to meeting time

State Agencies
7 full days prior to meeting date

If you need further assistance, please contact us.

Revising/Rescheduling

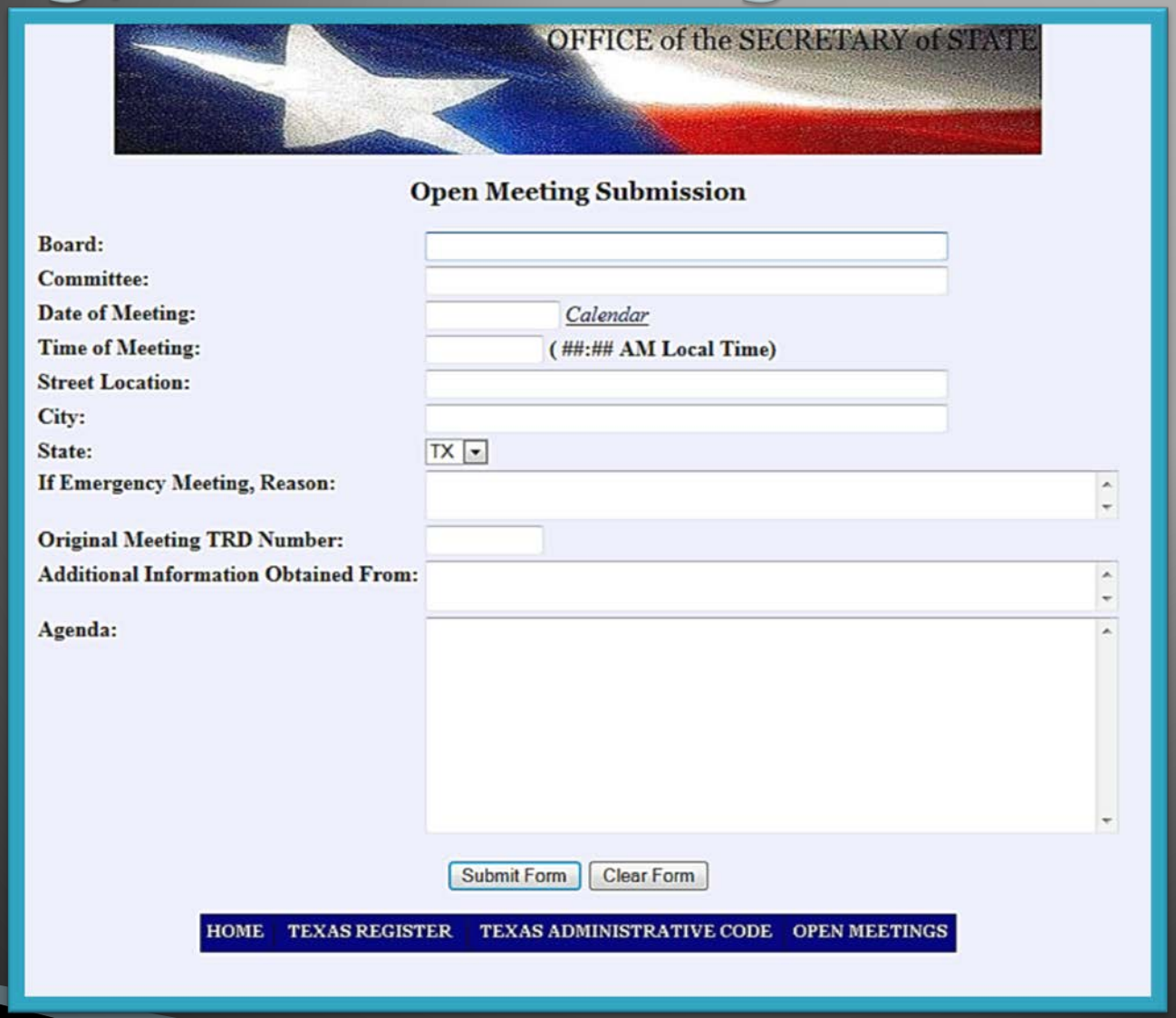
Liaison Center Home Screen



Select "Open Meeting Submission"

Revising/Rescheduling

Enter the applicable information with the necessary corrections



Revising/Rescheduling

Open Meeting S

Board:
Committee:
Date of Meeting:
Time of Meeting:
Street Location:
City:
State: TX
If Emergency Meeting, Reason:
Original Meeting TRD Number:
Agenda:

Reference the Original Meeting TRD Number from the summary or Acknowledgement of Receipt

Submit Form | Clear Form

HOME TEXAS REGISTER TEXAS ADMINISTRATIV

Open Meeting Submission

Original Summary

TRD:	2014000784
Date Posted:	09/17/2014
Status:	Accepted
Agency Id:	0004
Date of Submission:	09/17/2014
Agency Name:	Office of the Secretary of State
Board:	Board of Questions
Committee:	Whimsical Learnings
Date of Meeting:	09/18/2014
Time of Meeting:	11:30 AM (##:## AM Local Time)
Street Location:	1019 Brazos
City:	Austin
State:	TX
If Emergency Meeting, Reason:	N/A
Liaison Name:	Dan Procter
Liaison Id:	6
Additional Information Obtained From:	MM 512.463.5561
Agenda:	To discuss to the whims of the Board of Questions

New Submission

When complete, select "Submit Form"

Revising/Rescheduling

The TRD listed in the summary becomes the new "Accepted" status meeting

The Original Meeting TRD Number status is altered from "Accepted" to "Revised/ Rescheduled"

Successful

Open Meeting Submission

TRD:	2014000786
Date Posted:	09/11/2014
Status:	Accepted
Agency Id:	0004
Date of Submission:	09/11/2014
Agency Name:	Office of the Secretary of State
Board:	Board of Questions
Committee:	Whimsical Learnings
Date of Meeting:	09/19/2014
Time of Meeting:	11:30 AM (##:## AM Local Time)
Street Location:	1019 Brazos
City:	Austin
State:	TX
If Emergency Meeting, Reason:	n/a
Original Meeting TRD Number:	2014000784
Liaison Name:	Dan Procter
Liaison Id:	6
Additional Information Obtained From:	mm 512.463.5561
Agenda:	Discuss the whims of the Board of Questions.

New Submission

HOME | TEXAS REGISTER | TEXAS ADMINISTRATIVE CODE | OPEN MEETINGS

Canceling Open Meetings

Liaison Center Home Screen

1. Select **"Open Meeting Cancellation"**
2. Select the **TRD** of the open meeting to be canceled
   A. Change the drop-down status from **"Accepted"** to **"Canceled"**

*****Only meetings available to be canceled are listed*****

3. Select **"Cancel This Meeting"**
   A. You will not receive confirmation of cancellation;
   B. The status of the original TRD will be altered from **"Accepted"** to **"Canceled"** in the public listings

*You may confirm that your Open Meeting has been canceled by returning to the Liaison Center Home Screen and selecting **"Open Meeting Cancellation."** The canceled meeting will not be listed.*

Deleting Open Meetings

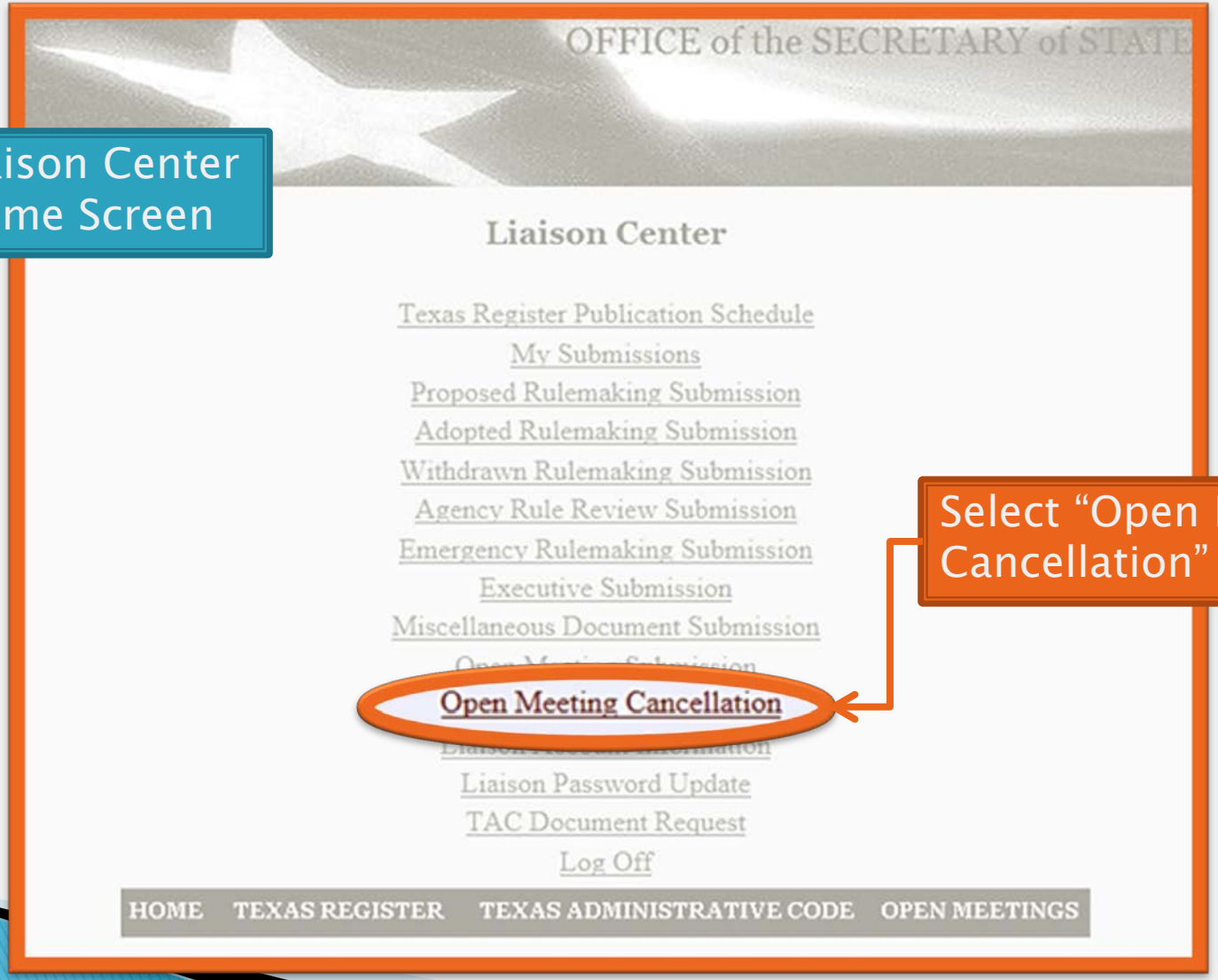
Liaison Center Home Screen

1. Verify the **TRD number** of the Open Meeting you want to Delete
   A. The TRD can be found on the **Summary** page generated after submission and on the emailed **Acknowledgement of Receipt**
2. Send an email to register@sos.texas.gov requesting to delete the open meeting
   A. Reference the TRD number
   B. Reference the reason for the deletion

Deleting an Open Meeting removes the public record and should be used sparingly.
Note that the record is still available for public inspection if requested.

Canceling Open Meetings

Liaison Center Home Screen



Select "Open Meeting Cancellation"

Canceling Open Meetings

Open Meeting Cancellation

TRD	Status	Liaison Name	Date of Meeting	Time of Meeting	Board	Committee
2014000784	Accepted	Dan Procter	09/18/2014	11:30 AM	Board of Questions	Whimsical Learnings
2014000766	Accepted	Dan Procter	09/05/2014	09:30 AM	Texas Register	

Records 1 to 2

Query

HOME TEXAS REGISTER TEXAS ADMINISTRATIVE CODE OPEN MEET

Only meetings with an "Accepted" status will be available to Cancel

Canceling Open Meetings

Select the TRD of the meeting to cancel

TRD	Status	L
2014000784	Accepted	D
2014000766	Accepted	D

HOME

OFFICE of the SECRETARY of STATE

Open Meeting Cancellation

TRD:	2014000766
Status:	Accepted
Submission Date:	08/22/2014
Liaison Name:	Dan Procter
Agency Name:	Office of the Secretary of State
Agency Id:	0004
Date of Meeting:	09/05/2014
Time of Meeting:	09:30 AM
Street Location:	sdfsdf
City Location:	sdfsdf
State Location:	AZ
Board:	Texas Register

Cancel This Meeting

If you click on "Cancel This Meeting", your meeting will display on the open meeting website as cancelled.
If you need to delete a meeting, please contact the Texas Register staff at 512-463-5561 or texreg@sos.texas.gov.

HOME | TEXAS REGISTER | TEXAS ADMINISTRATIVE CODE | OPEN MEETINGS

Canceling Open Meetings

OFFICE of the SECRETARY of STATE

Open Meeting Cancellation

No rows updated

TRD: 2014000766
Status: Accepted
Submission Date:
Liaison Name:
Agency Name: Office of the Secretary of State
Agency Id: 0004
Date of Meeting: 09/05/2014
Time of Meeting: 09:30 AM
Street Location: sdfsdf
City Location: sdfsdf
State Location: AZ
Board: Texas Register

Accepted
Rescheduled / Revised
Canceled
Delete

Cancel This Meeting

Open Meeting Cancellation

TRD: 2014000766
Status: Accepted
Submission Date: 08/22/2014
Liaison Name: Dan Procter
Agency Name: Office of the Secretary of State
Agency Id: 0004
Date of Meeting: 09/05/2014
Time of Meeting: 09:30 AM
Street Location: sdfsdf
City Location: sdfsdf
State Location: AZ
Board: Texas Register

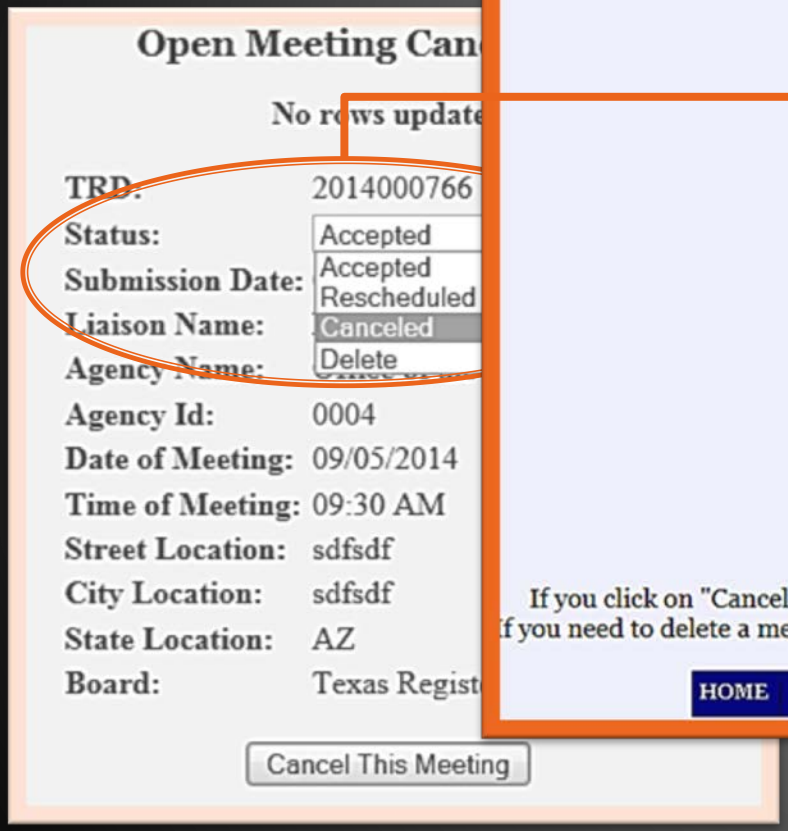
Cancel This Meeting

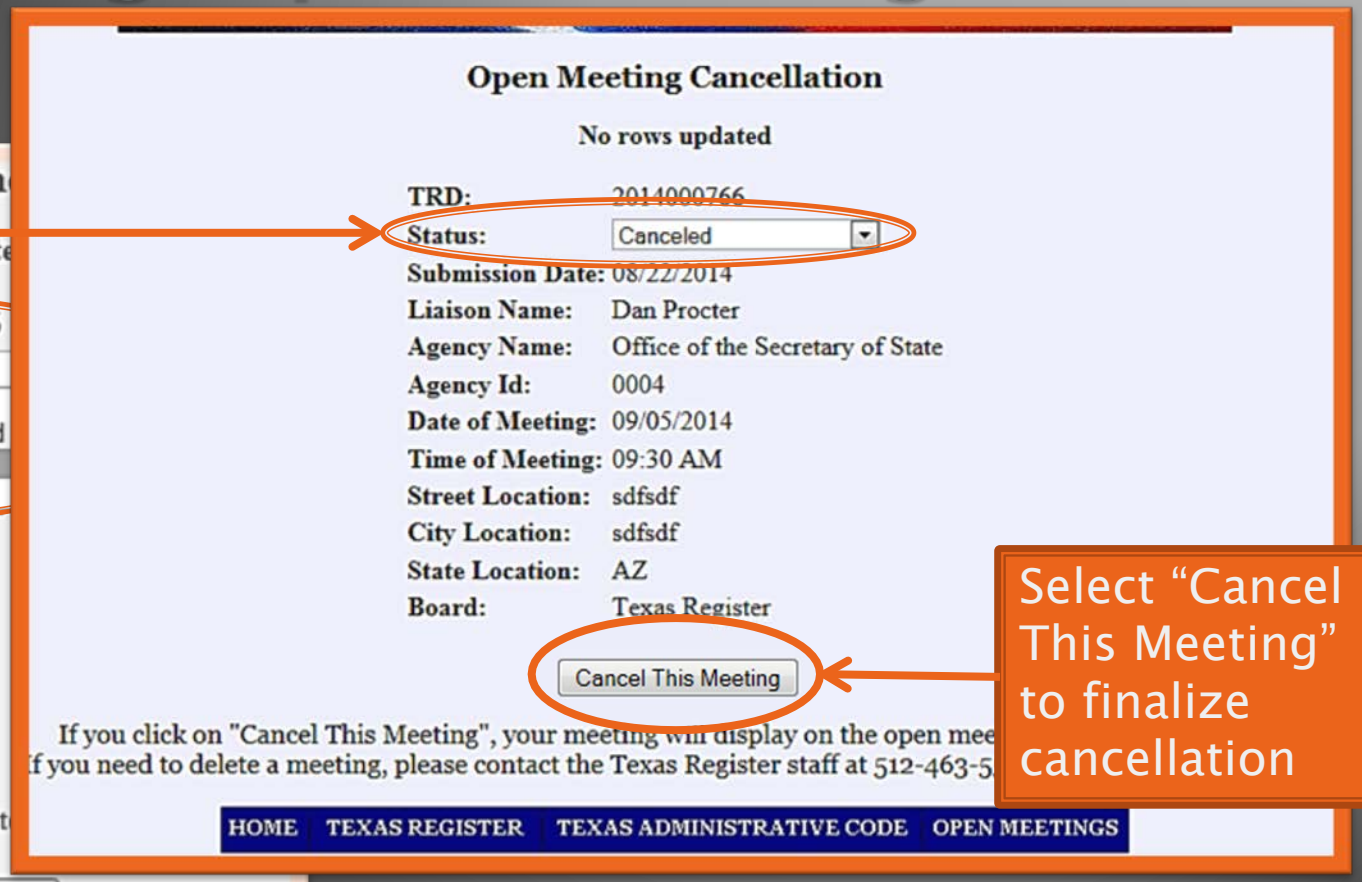
Meeting", your meeting will display on the open meeting website as cancelled.
If you need to delete a meeting, please contact the Texas Register staff at 512-463-5561 or texreg@sos.texas.gov.

HOME TEXAS REGISTER TEXAS ADMINISTRATIVE CODE OPEN MEETINGS

Alter the Status from "Accepted" to "Canceled" using the drop down menu

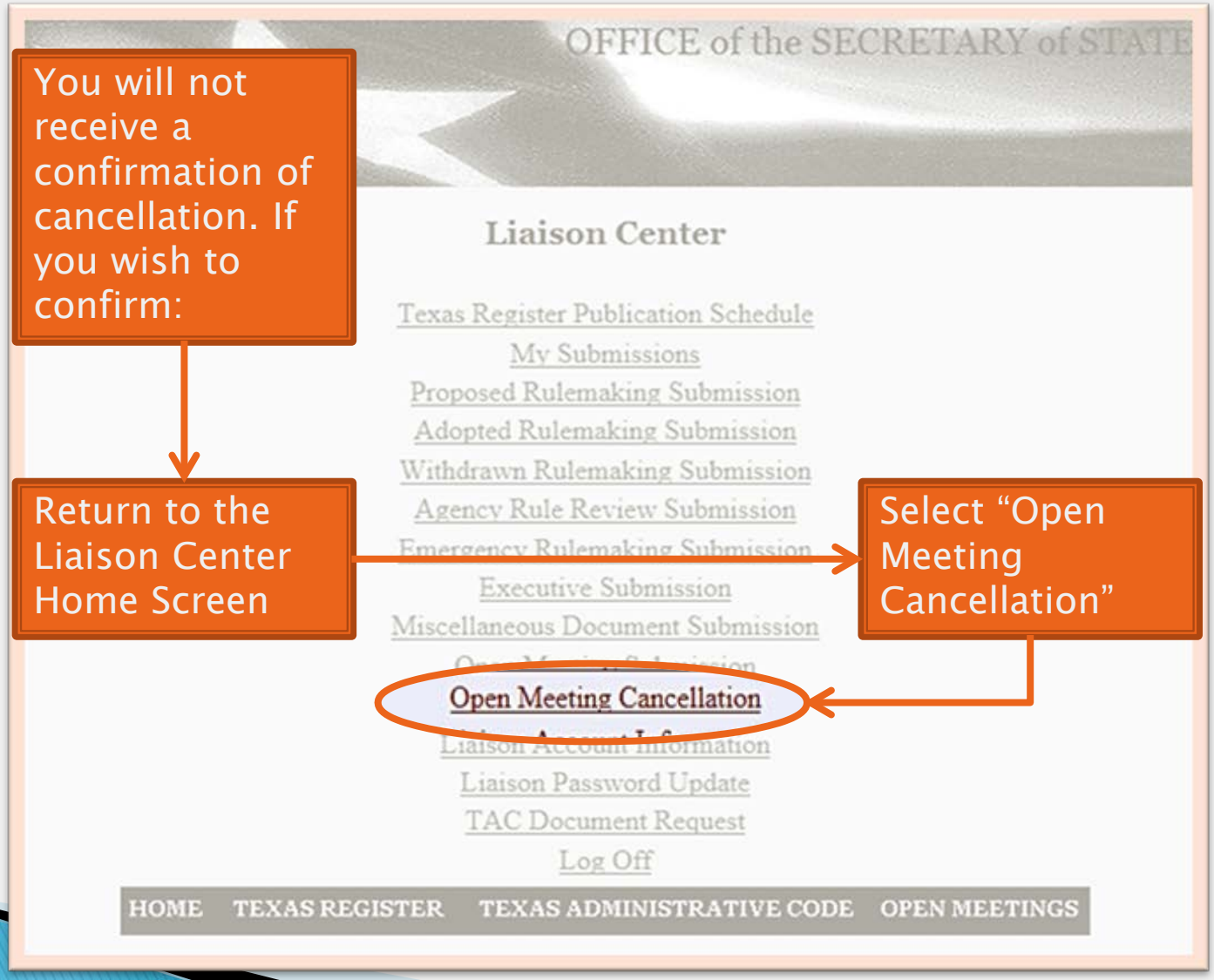
Canceling Open Meetings





Select "Cancel This Meeting" to finalize cancellation

Confirming Cancellation



You will not receive a confirmation of cancellation. If you wish to confirm:

Return to the Liaison Center Home Screen

Select "Open Meeting Cancellation"

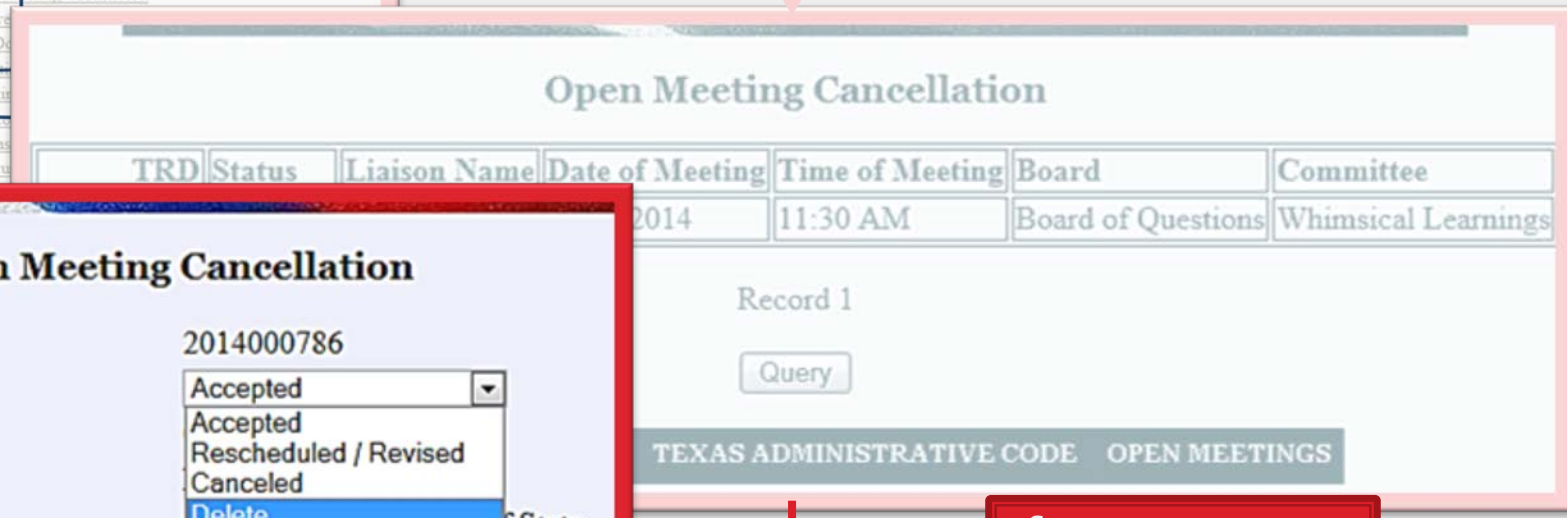
Confirming Cancellation

Only meetings with an "Accepted" status will be available to Cancel

TRD	Status	Liaison Name	Date of Meeting	Time of Meeting	Board	Committee
2014000784	Accepted	Dan Procter	09/18/2014	11:30 AM	Board of Questions	Whimsical Learnings

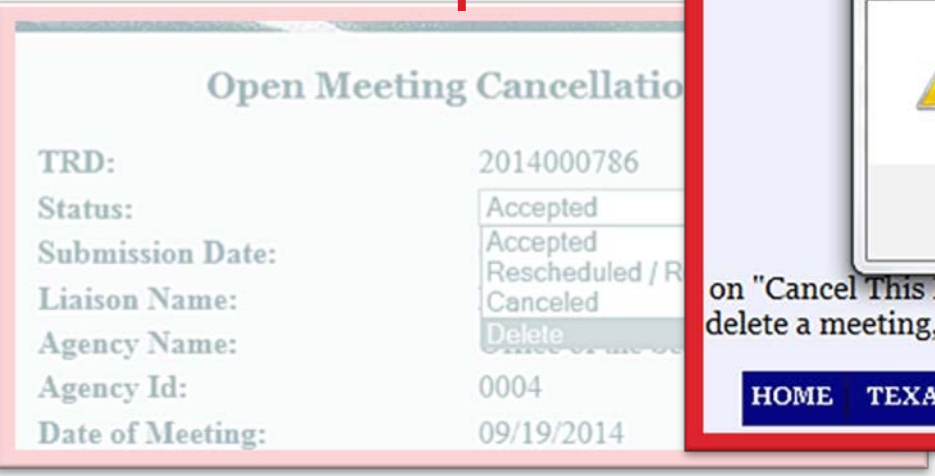
If the TRD canceled is not listed, it has been altered publicly as a "Canceled" meeting

Delete Open Meetings



If you attempt to Delete an Open Meeting through the "Open Meeting Cancellation" function:

Delete Open Meetings



Multiple error messages will be visible, prompting the liaison to contact the Secretary of State

register@sos.texas.gov

512.463.5561

Delete Open Meetings

Open Meeting Cancellation

TRD: 2014000786

Status: Delete

Submission Date: 09/11/2014

Liaison Name: [illegible]er

Agency: [illegible] of the Secretary of State

Agency: [illegible]

Date [illegible]

Time of [illegible]

Street Location: [illegible]azos

City Location: [illegible]

State Location: [illegible]

Board: [illegible]

Committee: [illegible]

If Emergency [illegible]

Message from webpage

Cancellation is the only valid option

OK

on "Cancel This Meeting", your meeting will display on the open meeting website as
delete a meeting, please contact the Texas Register staff at 512-463-5561 or texreg@

HOME | TEXAS REGISTER | TEXAS ADMINISTRATIVE CODE | OPEN MEETINGS

Request deletions sparingly

Only way to delete open meetings from public record is to contact *Texas Register* Staff

register@sos.texas.gov

512.463.5561

In Addition Documents

- General Overview
- Formatting
- Submitting Miscellaneous
- Submitting Executive

In Addition Documents

- General Overview
- Formatting
- Submitting Miscellaneous
- Submitting Executive

In Addition Documents

Deadline!!

Submission forms and corresponding files need to be submitted and received by

Wednesday at noon

Publication schedule can be found on the Liaison Center Home screen

TAC Document Request
Texas Register Publication Schedule
Document Request Queue

We will notify you of holiday exceptions.

Still unsure? Wishing to plan?

Holiday?

In Addition Documents

- General Overview
- Formatting
- Submitting Miscellaneous
- Submitting Executive

Formatting (Do's)

In Addition Documents

- Insert a section symbol, §
- Emphasize text with **bold**, *italics* or ALL CAPS
  - Continue the emphasis through the punctuation immediately following the emphasized text
- Use any justification, font or line spacing

Please view "Formatting the Word document" to properly structure the submission document.

Formatting (Don’ts)

In Addition Documents

- Utilize any automatic Word formatting
- Show emphasis using <u>underline</u> or ~~strikethrough~~ text
- Utilize hyperlinks within the file
- Utilize *n to create multiple documents within one file
- Include a space between a section symbol and rule number
  - Correct: §74.1, Incorrect: § 74.1

Please view “Formatting the Word document” to properly structure the submission document.

Saving the File

In Addition Documents

- Naming the file:
  - Under 15 characters
  - Numbers and words only
    - No special characters (periods, spaces, number symbols, dashes, etc.)
    - Examples: SEC101, TxRegSub15, AGOpinions, etc
- Referencing graphics:
  - Cite “figure” at the appropriate location within the file
  - Upload the graphics file as an additional document after the main Word document within the same submission form
- Submitting the file
  - Upload at the time of submission
  - You are not able to upload the file at any other time

Must be saved as a Word document: .doc or .docx

Formatting the Word document

Documents submitted should be created using the following format settings.

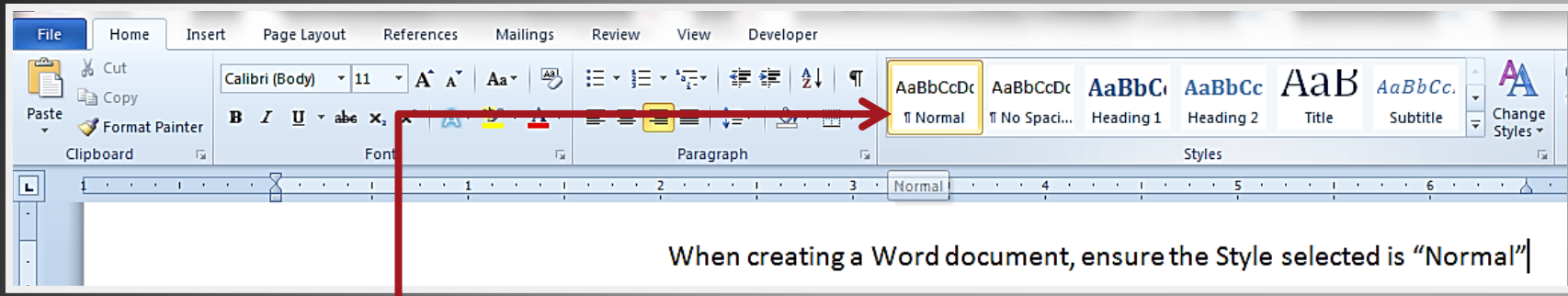
This allows the *Texas Register* staff to process the document. If the document is not created using the format settings, the document will not go through the *Texas Register* software appropriately.

- Setting the style format
- Removing numbered and bulleted lists
- Inserting bullets
- Inserting section symbols
- Utilizing paragraph viewer
- Saving the file

*The following instructions for Word are based on Word 2010. If you have another version of Word, please seek assistance through Word help or your IT department.

Formatting the Word document

Setting the style format



From the "Home" tab in Word,

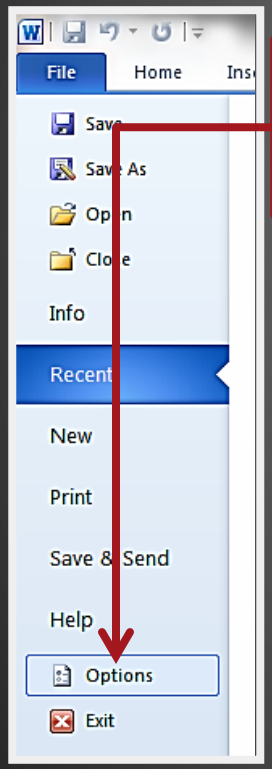
- Under "Styles,"
- Select "¶ Normal"

This removes Headings, unusual spacing and additional formatting Texas Register software will not be able to read.

Formatting the Word document

Removing numbered & bulleted lists

Word automatically creates numbered and bulleted lists based on previous formatting preferences. Texas Register software does not process these as numbers or bullets, but as images. It is necessary to manually input these in order for the Texas Register staff to process the document effectively.

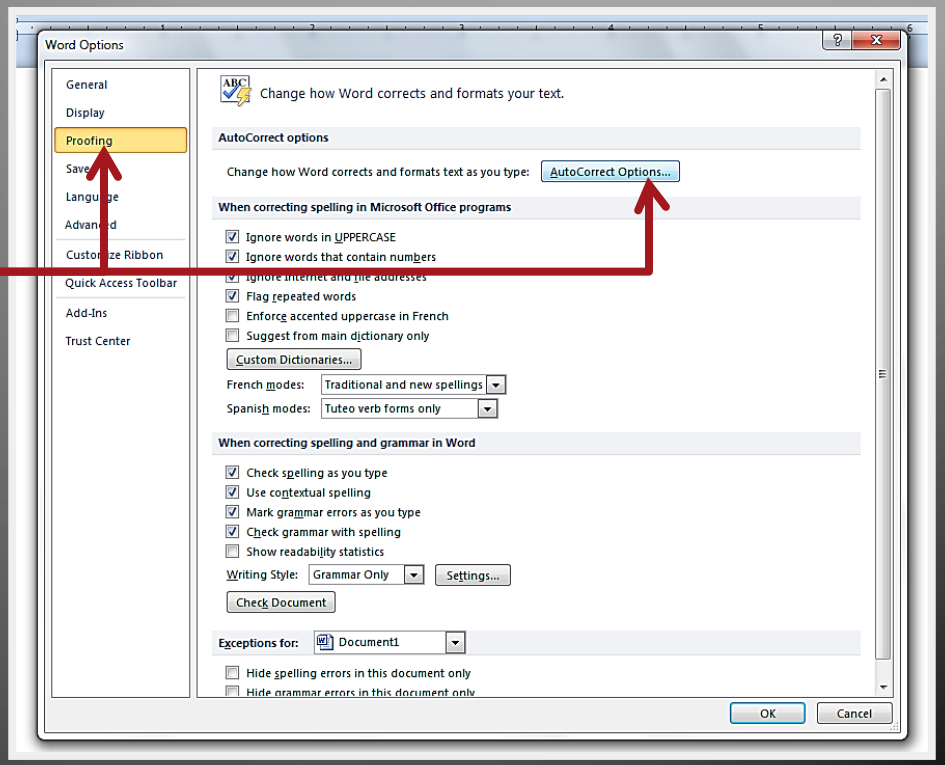


From the "File" tab in Word,

- Select "Options"

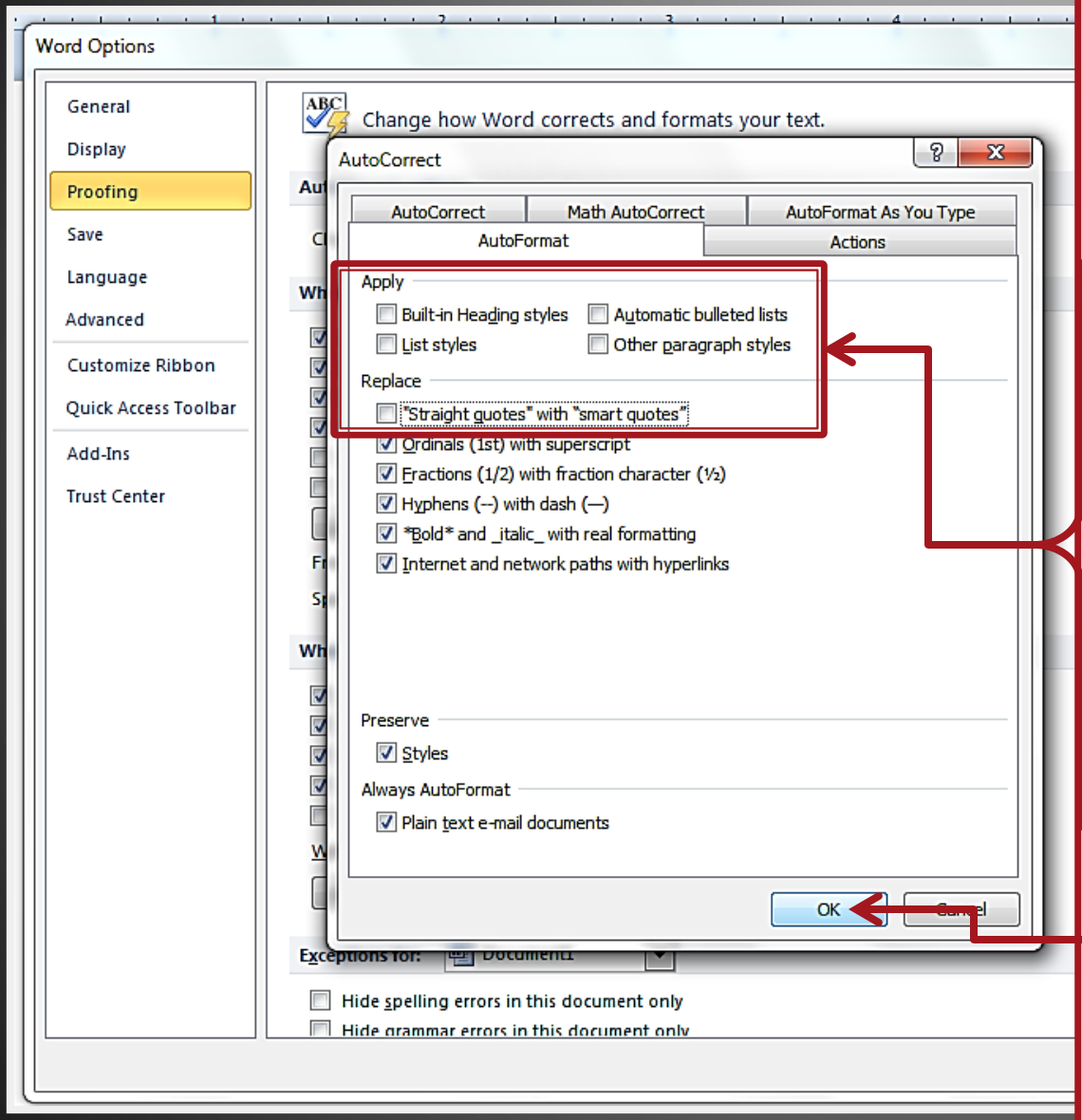
In the pop-up window,

- Select "Proofing,"
- Then select "AutoCorrect Options…"



Formatting the Word document

Removing numbered & bulleted lists



In the AutoCorrect pop-up window,

Under the "AutoFormat" tab,

Under "Apply"
De-select the following options:

- "Built-in Heading styles,"
- "List styles,"
- "Automatic bulleted lists"
- "Other paragraph styles"

Under "Replace"
De-select

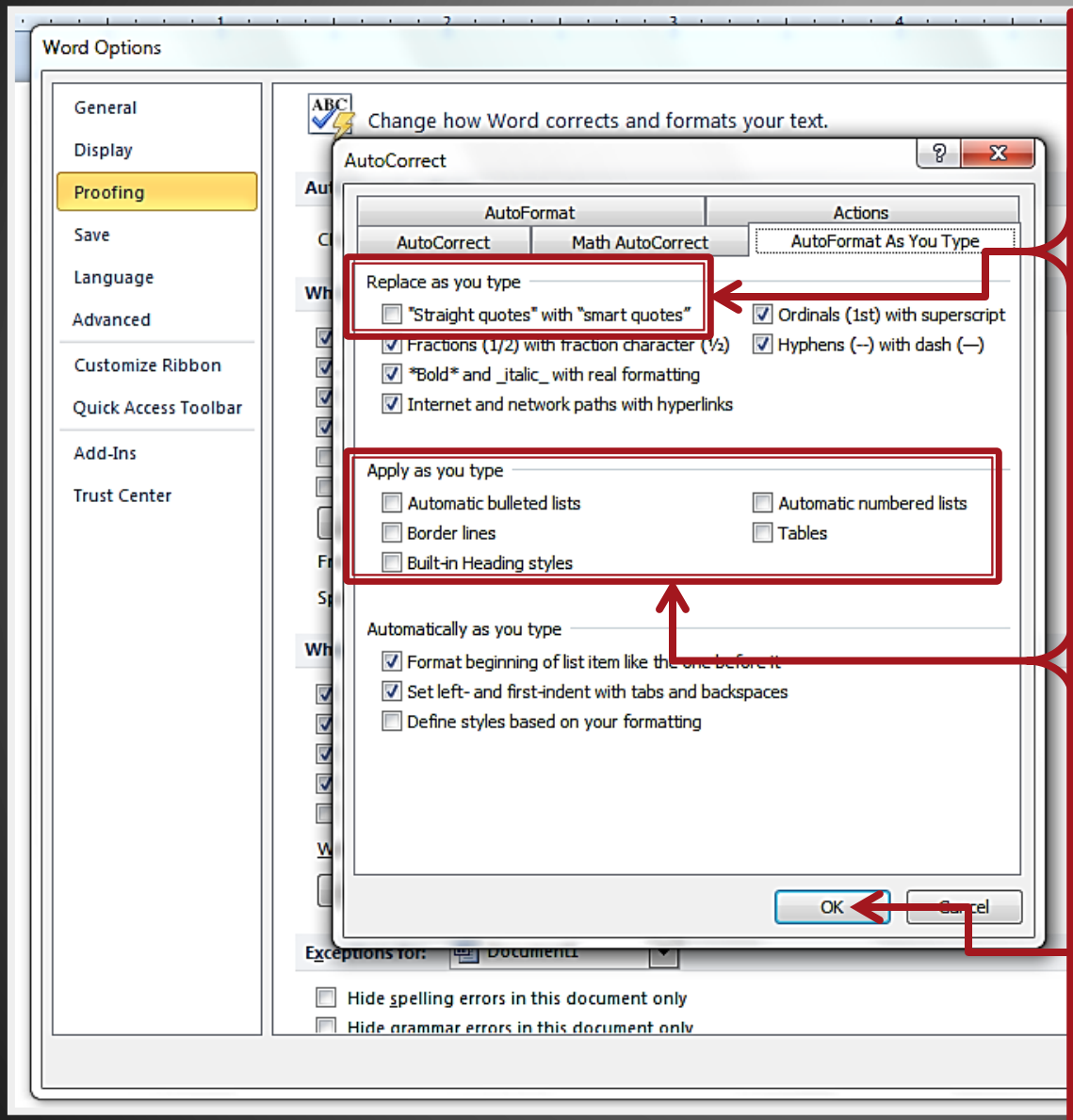
- "'Straight quotes' with 'smart quotes'"

Select "OK" in the AutoCorrect pop-up window

Then select the "AutoFormat As You Type" tab

Formatting the Word document

Removing numbered & bulleted lists



Under the "AutoFormat As You Type" tab,

Under "Replace as you type," de-select the following:

- "'Straight quotes' with 'smart quotes'"

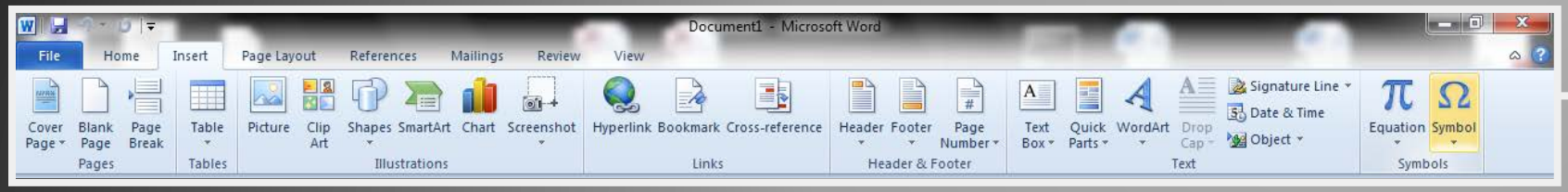
Under "Apply as you type," de-select the following options:

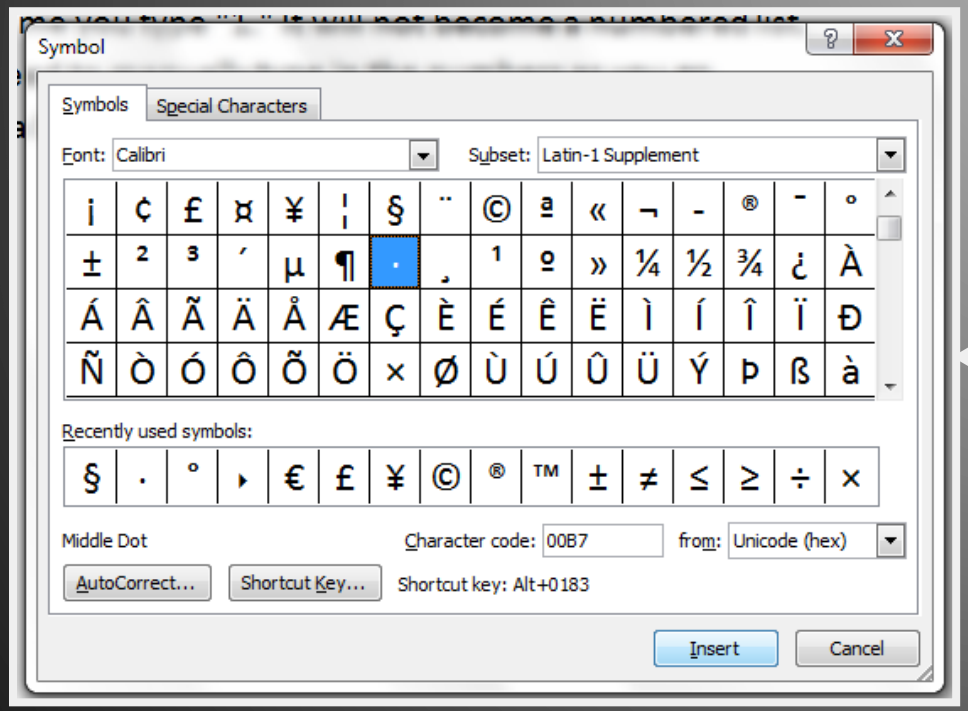
- "Automatic bulleted lists",
- "Automatic numbered lists",
- "Border lines",
- "Tables" and
- "Built-in Heading styles"

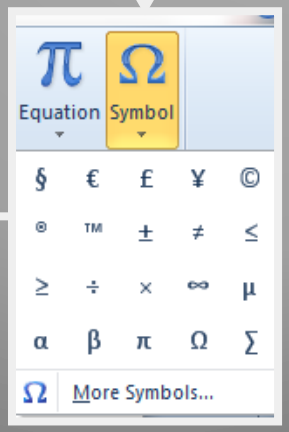
Select "OK" in the AutoCorrect pop-up window.

Select "OK" in the Word Options pop-up window.

Bulleted lists can still be used, when each bulleted is inserted using the symbol function within Word.







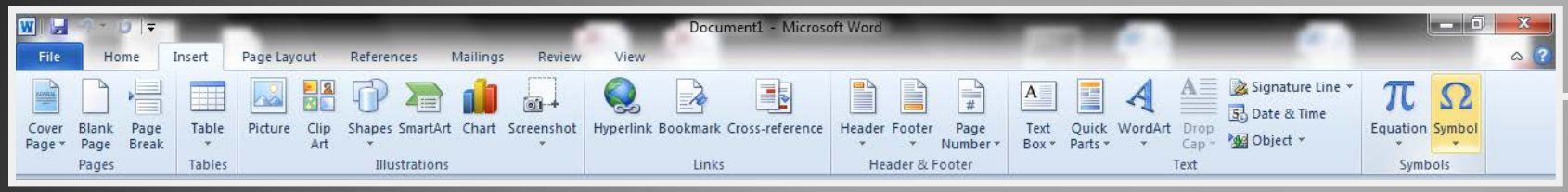
From the "Insert" tab in Word,

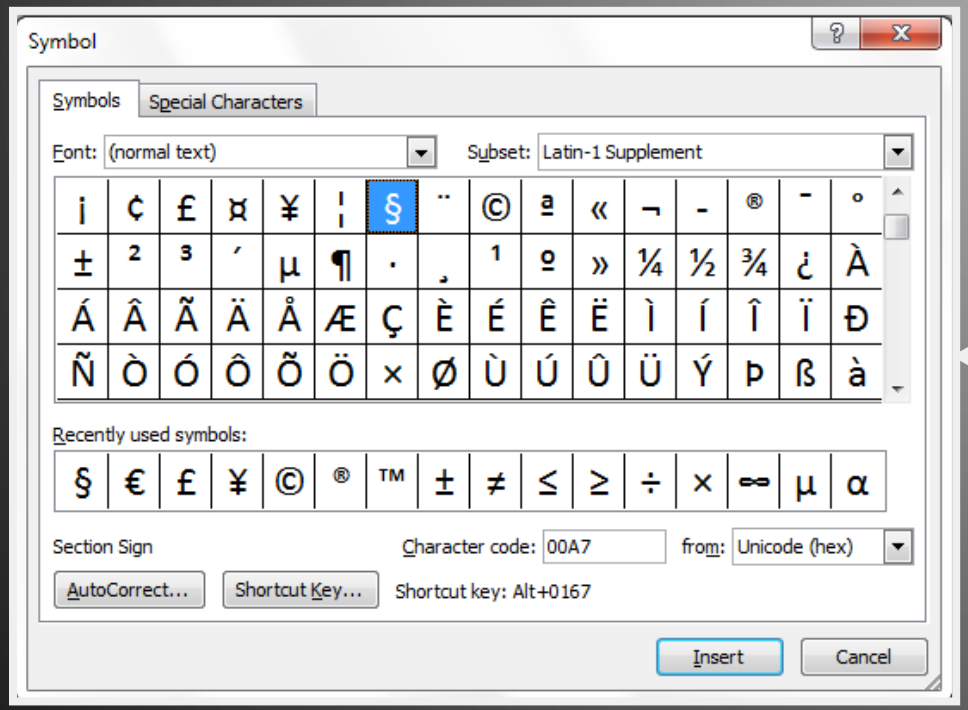
- Select "Symbol,"
- Under "Subset:,"
- Select "Latin-1 Supplement,"
- Select "·"
  - Character code "00B7"

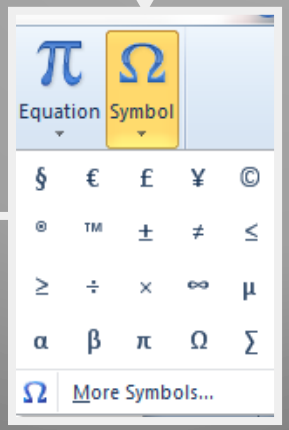
Formatting the Word document

Inserting section symbols

Section symbols should be used instead of the word "Section" when appropriate; example 1 TAC §91.75







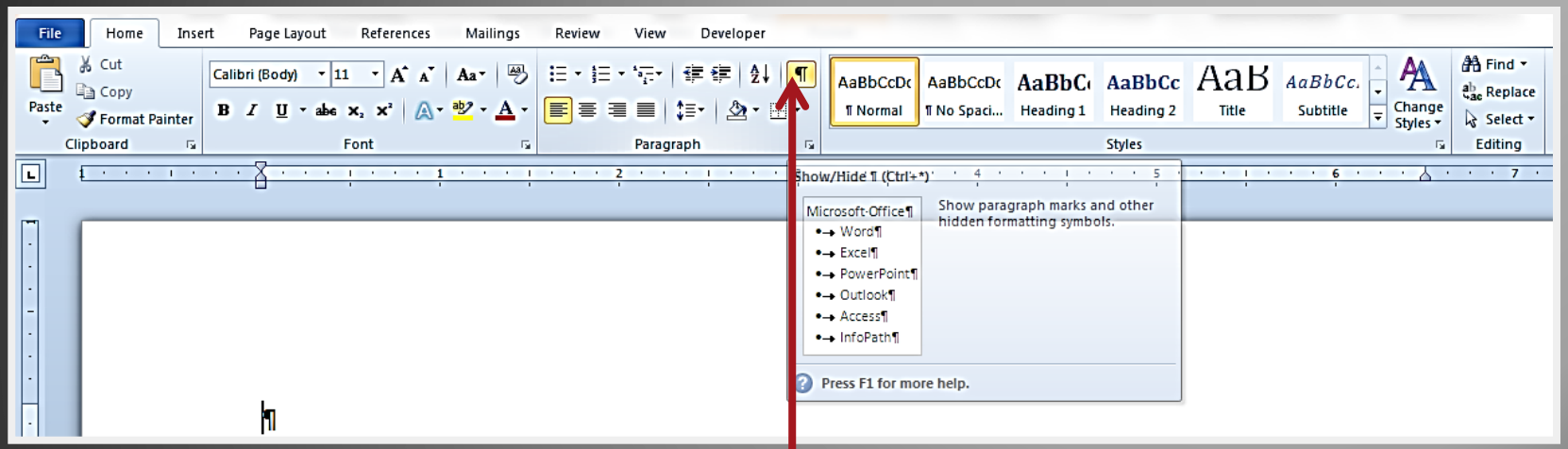
From the "Insert" tab in Word,

- Select "Symbol,"
- Under "Subset:,"
- Select "Latin-1 Supplement,"
- Select "§"
  - Character code "00A7"

Formatting the Word document

Utilizing paragraph viewer

The paragraph function in Word allows users to view any additional or hidden formatting within the document



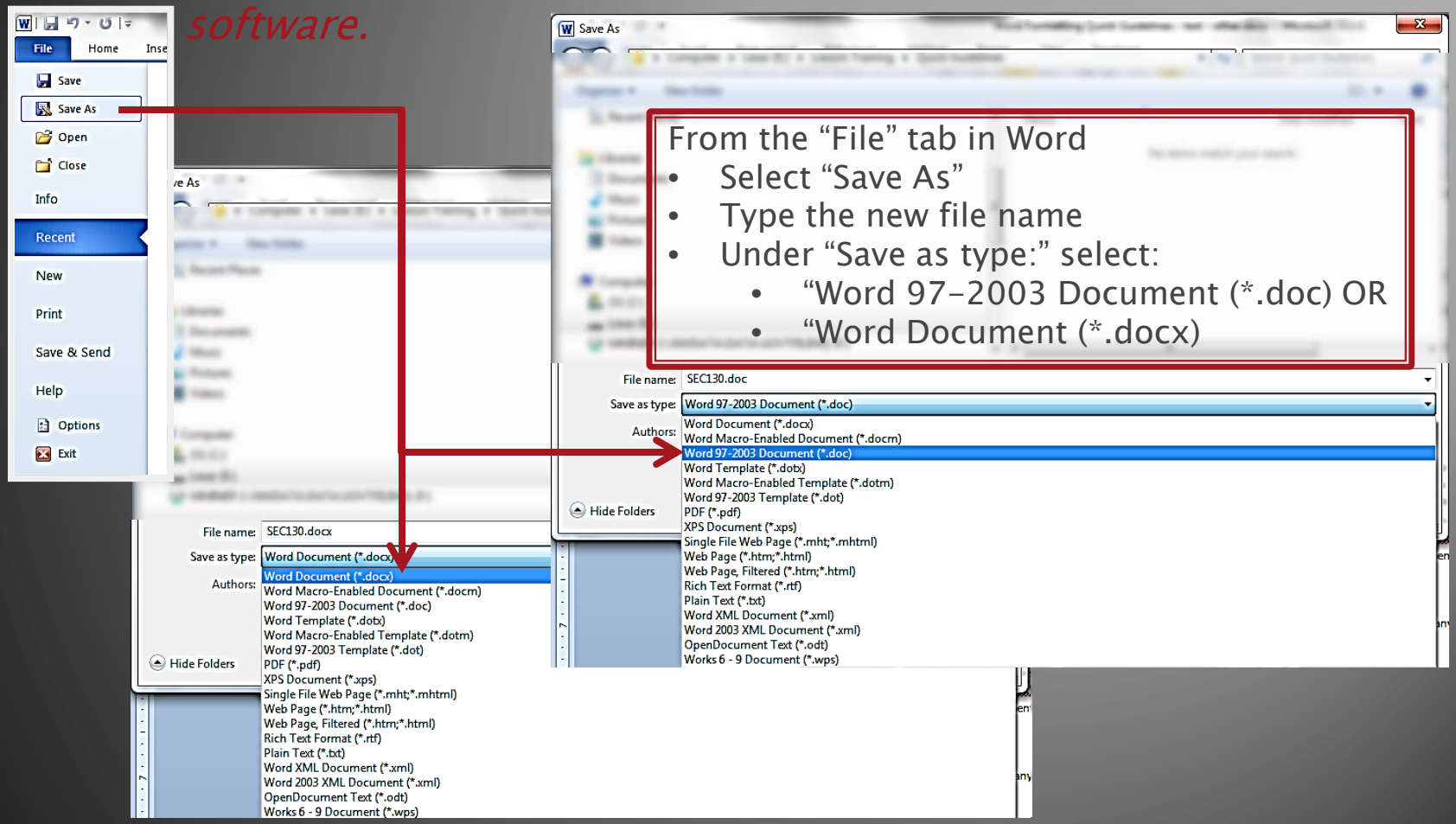
From the "Home" tab in Word,

- Under "Paragraph"
- Select "¶"

Formatting the Word document

Saving the file

Saving the file as a Word document, if not saved in the correct format, the document will not be processed by the software.



From the "File" tab in Word

- Select "Save As"
- Type the new file name
- Under "Save as type:" select:
  - "Word 97-2003 Document (*.doc) OR
  - "Word Document (*.docx)

Must be saved as a "Word Document (.docx)" or "Word 97-2003 Document (*.doc)"*

Do not type ".doc" or ".docx" in the file name – Word will add the .doc or .docx extension once the type of document is selected and saved

In Addition Documents

- General Overview
- Formatting
- Submitting Miscellaneous
- Submitting Executive

Examples of Miscellaneous Documents

Miscellaneous Documents include information for the general public published in the "In Addition" section of the *Texas Register*.

- Public Notice
- Request for Proposals
- Notice of Contract
- Notice of Contract Amendment

- For a comprehensive listing, Texas Government Code

Miscellaneous Document Example

You may submit the file using any font, text size and justification; the *Texas Register* staff will alter the style to fit the standardized publication.

Texas Department of Transportation *(Agency Name)*

Public Notice – Aviation *(Document Title)*

Pursuant to Transportation Code; §21.111, and 43 Texas Administrative Code §30.209, the Texas Department of Transportation conducts public hearings to receive comments from interested parties concerning proposed approval of various aviation projects.

For information regarding actions and times for aviation public hearings, please go to the following website:

http://www.dot.state.tx.us

Click on Aviation, click on Aviation Public Hearing. Or, contact Karon Wiedemann, Aviation Division, 150 East Riverside, Austin, Texas 78704, (512) 416-4520 or 1-800-68 PILOT.

Submitting Miscellaneous Documents

Liaison Center Home Screen

1. Select **"Miscellaneous Documents Submission"**
   A. Complete all fields:
      i. **Agency Code** – automatically populated based on Liaison login
      ii. **Agency Name** – automatically populated based on Liaison login
      iii. **Document Title** – the title you wish the document to be published as—must match the title in the .doc/.docx
      iv. **File Name** – enter the file name of the file you will upload with the submission form—these must be identical
      v. **Graphics Included** – Select appropriate response
         a. If "**Yes,**" enter the file name of the graphic(s) in the "**Comments**" section
      vi. **Certifying Official** – the name of the official approving the document
      vii. **Certifying Official's Title** – the approving staff member's job title
      viii. **Agency Liaison** – automatically populates based on Liaison login
      ix. **Phone Number** for public inquiries about submission – the phone number of the agency staff member who will be responding to the public
      x. **Comments** – additional information, Graphics file name, etc.
2. Select "**Clear Form**" to clear your entries and restart the submission process
3. Select **"Submit Form"** to complete the submission process
4. Review the populated summary:
   A. If there are errors select **"Upload Another Submission Form"**
   B. If the information is accurate select **"Continue to File Upload"**

Must upload documents with the submission form. You are not able to return and upload files at another time.

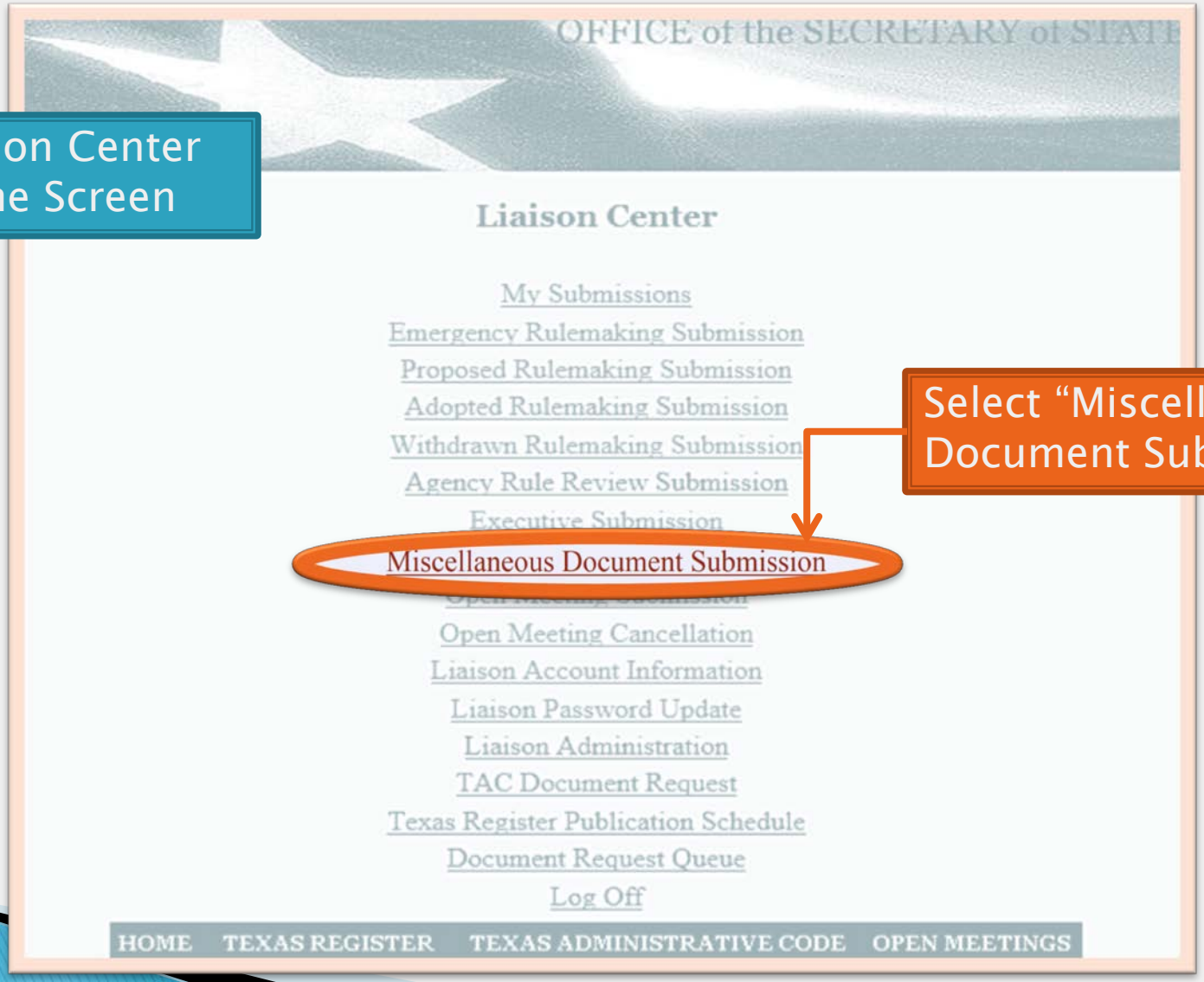
Submission Summary Form

1. Select **"Continue to File Upload"**
2. Select **"Browse"**
   A. Select the appropriate computer file corresponding to the **"File Name"** field within the submission form
3. Select **"Upload Document"**
4. Repeat Steps 1–3 as needed to attached all associated files, for example:
   A. Files indicated in the **"File Name"** field of the submission form
   B. Graphics files named in the **"Comments"** field of the submission form
5. To finalize submission, select **"Submission Complete"**

Uploading Associated Documents

Submitting Miscellaneous Documents

Liaison Center Home Screen



Select "Miscellaneous Document Submission"

Submitting Miscellaneous Documents

Enter the applicable information

Name of the file to be uploaded on the next screen

Select "Submit Form" when prepared

Submitting Miscellaneous Documents

Review the summary

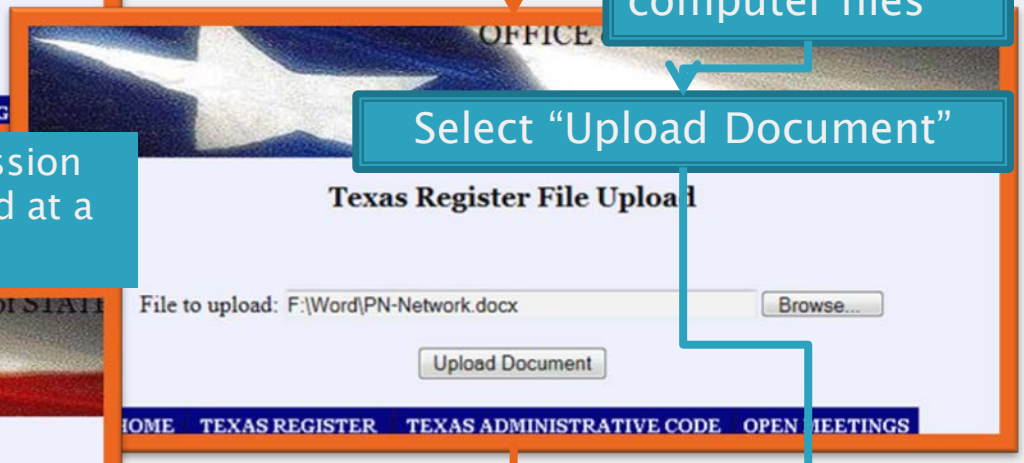
If the summary is accurate, select "Continue to File Upload" to upload the files associated with the submission

If there are any ERRORS, select "Upload Another Submission Form" and send an email to register@sos.texas.gov

Submitting Miscellaneous Documents

Select "Browse"

Select the identified associated file from your available computer files



Select "Upload Document"

Must upload documents with the submission form. You are not able to return and upload at a later time.

Repeat the process as needed to attach the appropriate documents

Select "Submission Complete" to finalize submission

In Addition Documents

- General Overview
- Formatting
- Submitting Miscellaneous
- Submitting Executive

Executive Submissions

Executive Submissions follow the same formatting guidelines as Miscellaneous Documents. For additional information on posting requirements, view the Texas Government Code.

- Filed by Executive State Agencies
- Governor Appointees
- Texas Ethics Opinions
- Executive Orders and Proclamations

Deadline:
Wednesday at Noon

Submitting Executive Submissions

Liaison Center Home Screen

1. Select **"Executive Submission"**
   A. Complete all fields:
      i. **Agency Code** – automatically populated based on Liaison login
      ii. **Agency Name** – automatically populated based on Liaison login
      iii. **Document Title** – the title you wish the document to be published as—must match the title in the .doc/.docx
      iv. **File Name** – enter the file name of the file you will upload with the submission form—these must be identical
      v. **Agency Liaison** – automatically populates based on Liaison login
      vi. **Certifying Official** – the name of the official approving the document
      vii. **Certifying Official's Title** – the approving staff member's job title
      viii. **Phone Number** for public inquiries about submission – the phone number of the agency staff member who will be responding to the public
      ix. **Comments** – additional information
2. Select "**Clear Form**" to clear your entries and restart the submission process
3. Select **"Submit Form"** to complete the submission process
4. Review the populated summary:
   A. If there are errors select **"Upload Another Submission Form"**
   B. If the information is accurate select **"Continue to File Upload"**

Must upload documents with the submission form. You are not able to return and upload files at another time.

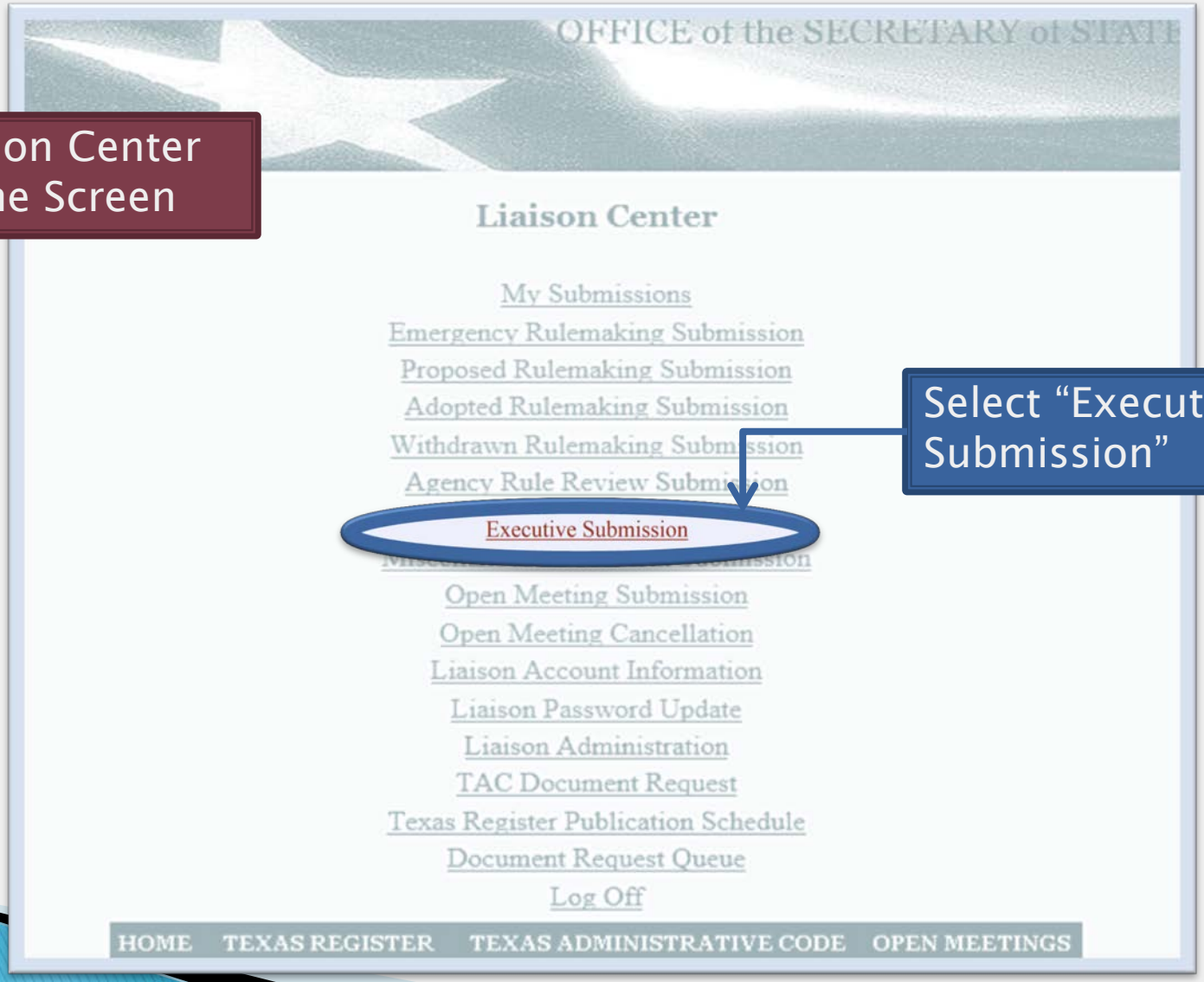
Submission Summary Form

1. Select **"Continue to File Upload"**
2. Select **"Browse"**
   A. Select the appropriate computer file corresponding to the **"File Name"** field within the submission form
3. Select **"Upload Document"**
4. Repeat Steps 1–3 as needed to attached all associated files, for example:
   A. Files indicated in the **"File Name"** field of the submission form
   B. Graphics files named in the **"Comments"** field of the submission form
5. To finalize submission, select **"Submission Complete"**

Uploading Associated Documents

Submitting Executive Submissions

Liaison Center Home Screen



Select "Executive Submission"

Submitting Executive Submissions

Enter the applicable information

Name of the file to be uploaded on the next screen

Select "Submit Form" when prepared

Orders and Opinions Submission

Agency Name: Office of the Secretary of State

Agency Code: 0004

Document Title: Title as Published in the *Texas Register*

File Name: orderfile2.doc

Agency Liaison: Michelle Miner

Certifying Official:

Certifying Official's Title:

Phone number for public inquiries about submission:

Comments: Additional Information.

Submit Form | Clear Form

Note: After you submit this form, you will upload your file(s) on the next screen.

HOME | TEXAS REGISTER | TEXAS ADMINISTRATIVE CODE | OPEN MEETINGS

Submitting Miscellaneous Documents

Review the summary

If the summary is accurate, select "Continue to File Upload" to upload the files associated with the submission

If there are any ERRORS, select "Upload Another Submission Form" and send an email to register@sos.texas.gov

Submitting Miscellaneous Documents

Select "Browse"

Select the identified associated file from your available computer files

Select "Upload Document"

Must upload documents with the submission form. You are not able to return and upload at a later time.

Repeat the process as needed to attach all associated documents

Select "Submission Complete" to finalize submission

Rulemaking Documents

- Guidelines
  Formatting and Submitting
  Rule Review

Rulemaking Documents

- Guidelines
  Formatting and Submitting
  Rule Review

Rulemaking Documents

Deadline!!

Submission forms and corresponding files need to be submitted and received by

Monday at noon

Publication schedule can be found on the Liaison Center Home screen

TAC Document Request
Texas Register Publication Schedule
Document Request Queue

We will notify you of holiday exceptions.

Still unsure? Wishing to plan?

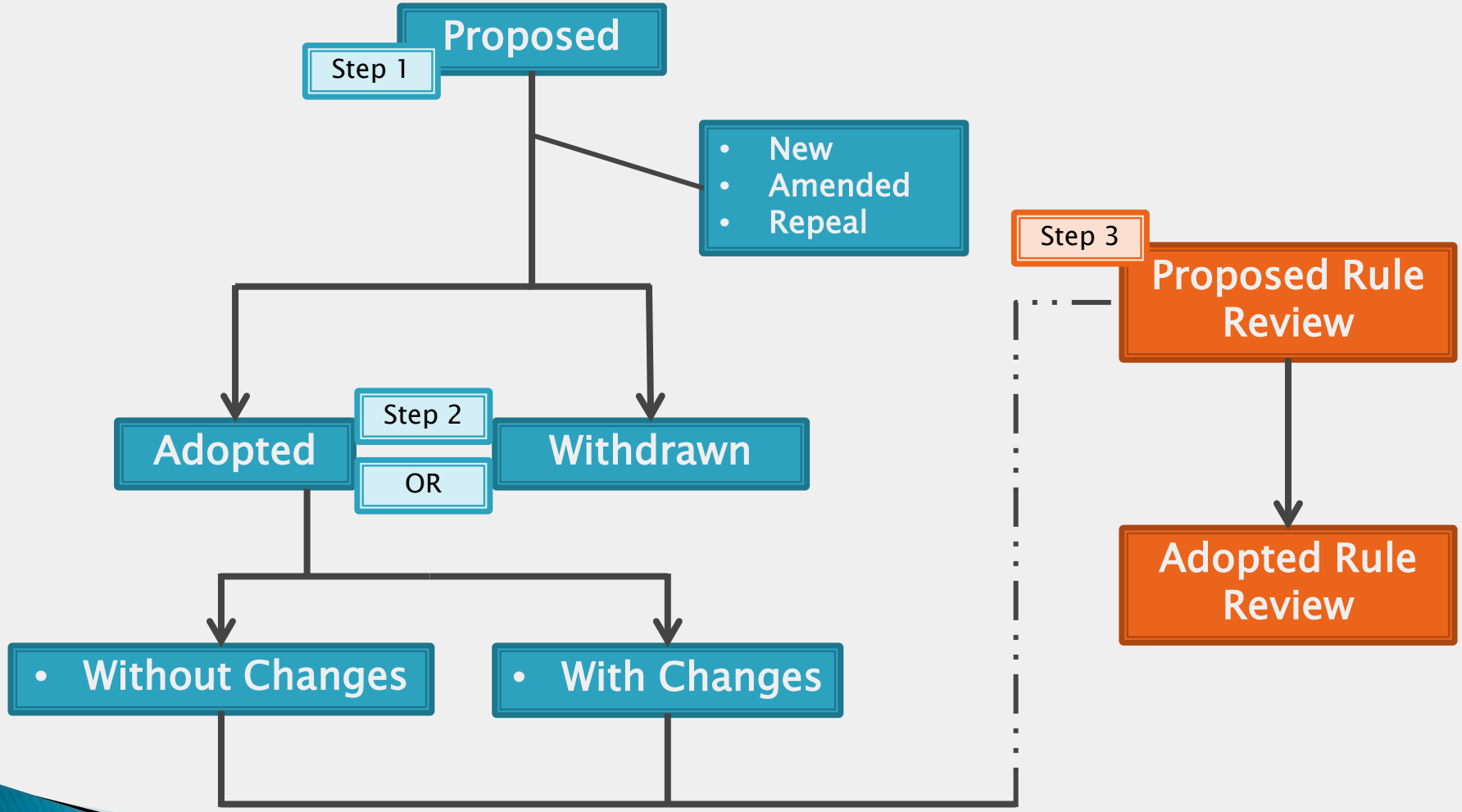
Holiday?

Rulemaking Overview

Full instructions of the rulemaking requirements and process may be viewed in Chapter 2001 of the Texas Government Code

- Rulemaking process begins with a proposed rule
- The proposed rule will be published in the *Texas Register*
- Thirty days from publication, the rule is eligible to be filed for adoption
- Twenty days after the adoption is filed/received, the rule is eligible to become effective
  - Every four years from the effective date, the rule should be reviewed
- If the proposed rule is not acted on within six months of the publication date, the rule dies and is auto-withdrawn by the *Texas Register* staff

Rulemaking Overview



Rulemaking Timeline

Sun	Mon noon deadline	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6 Submit Proposal	7
8	9	10	11	12	13	14
15	16	17	18	19	20 Proposal Published	21
22	23	24	25	26	27	28
29	30	31	October			

Publication is generally two work weeks behind deadline.

Rulemaking Timeline

Sun	Mon noon deadline	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6 Submit Proposal	7
8	9	10	11	12	13	14
15	16	17	18	19	20 Proposal Published	21
22	23	24	25	26	27	28
29	30	31	October			

Sun	Mon noon deadline	Tues	Wed	Thurs	Fri	t
November			1	2	3	4
5	6	7	8	9	10	1
12	13	14	15	16	17	8
19 Elig. Adopt	20 Adopt Received	21	22	23	24	5
26	27	28	29	30		

The Proposal is eligible to be filed for adoption 30 days after publication date.

Rulemaking Timeline

Adoption

	November		1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
Elig. Adopt 19	20 Adoption Filed	21	22	23	24	25
26	27	28	29			

			December		1 Published	2
3	4	5	6	7	8	9 Adoption in Effect
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Adoption in effect?

20 days, unless otherwise specified, after adoption is filed with the *Texas Register.*

Rulemaking Timeline

Sun	Mon noon deadline	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6 Submit Proposal	7
8	9	10	11	12	13	14
15	16	17	18	19	20 Proposal Published	21
22	23	24	25	26	27	28
29	30	31	October			

If the scheduled day for auto withdraw is a holiday; then the next business day is it auto withdrawn

As a courtesy, the *Texas Register* staff currently notifies the publishing agency of the upcoming expiration date.

Sun	Mon noon deadline	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	Auto Withdraw 20	21
22	23	24	25	26	27	28
29	30	31	April			

When does the proposal expire?

Rulemaking Documents

- Guidelines
- Formatting and Submitting
- Rule Review

Rulemaking Documents

- Formatting and Submitting
  - Overview
  - Emergency Rulemaking
  - Proposed Rulemaking
    - Repeal
    - New
    - Amended
  - Adopted Rulemaking
  - Withdrawn Rulemaking
  - Common Preamble

Formatting (Do's)

Rulemaking Documents

- Insert a section symbol when appropriate, §
- Emphasize text with *italics* or ALL CAPS
  - Continue the emphasis through the punctuation immediately following the emphasized text
- Use any justification, font or line spacing
- Indicate a rule document by typing <rule> between the preamble and rule text

Please view "Formatting the Word document" to properly structure the submission document.

Formatting (Don’ts)

Rulemaking Documents

- Utilize any automatic Word formatting
  - Includes: outline text styling, headings, numbered lists, bulleted lists, headers/footers, hidden text, etc.
- Show emphasis using underline or ~~strikethrough~~ in the preamble text
- Show emphasis using **bold** within the preamble or the rule text
- Utilize hyperlinks within the file
- Utilize *n to create multiple documents within one file
- Include a space between a section symbol and rule number
  - Correct: §74.1, Incorrect: § 74.1

Please view “Formatting the Word document” to properly structure the submission document.

Saving the File

Rulemaking Documents

- Naming the file:
  - Under 15 characters
  - Numbers and words only
    - No special characters (periods, spaces, number symbols, dashes, etc.)
    - Examples: SEC101, TxRegSub15, AGOpinions, etc
- Referencing graphics:
  - Cite the figure line at the end of the appropriate section
    - Example: "Figure: 1 TAC §91.37"
    - Identify the figure line in the upper left corner of the graphic document
  - Upload the graphics file as an additional document after the main Word document within the same submission form
- Submitting the file
  - Upload at the time of submission
  - You are not able to upload the file at any other time

Must be saved as a Word document: .doc or .docx

Formatting (Do's)

- New language: underline text
  - If the entire rule is new, underline the number and the text
  - Example: §91.75. Introducing a new rule.
- Old language: [bracket text]
- Language change: new language before [old language]
- Include a period and a space after the rule number and rule title
  - §91.76. Introducing a new concern.

Please view "Formatting the Word document" to properly structure the submission document.

Formatting (Do's)

- Create a clean, complete copy of the rule text
  - Include previously omitted (no change) language from the proposal
  - Remove all references to new or [old] language from the proposal
  - Submit clean rule text exactly as it should be entered in the Texas Administrative Code
- Include a period and a space after the rule number and rule title
  - §91.76. Introducing a new concern.

Please view "Formatting the Word document" to properly structure the submission document.

Formatting the Word document

Documents submitted should be created using the following format settings.

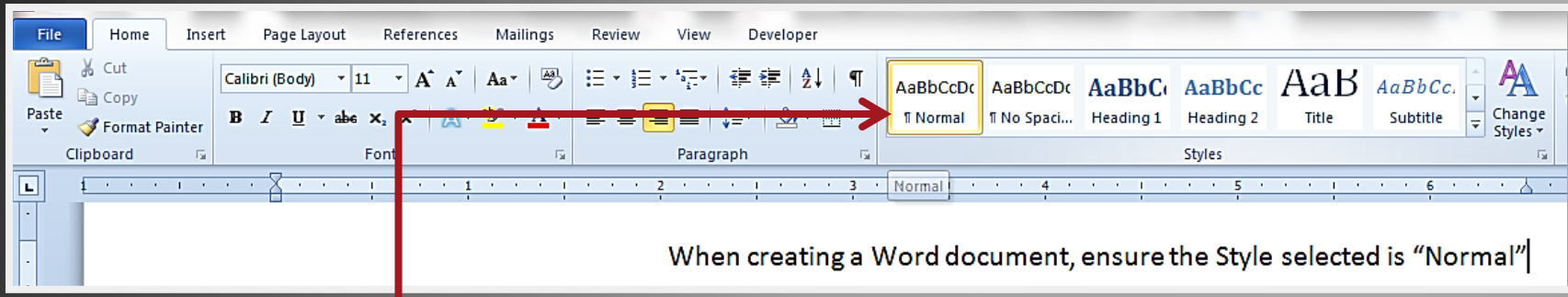
This allows the *Texas Register* staff to process the document. If the document is not created using the format settings, the document will not go through the *Texas Register* software appropriately.

- Setting the style format
- Removing numbered and bulleted lists
- Inserting bullets
- Inserting section symbols
- Utilizing paragraph viewer
- Saving the file

*The following instructions for Word are based on Word 2010. If you have another version of Word, please seek assistance through Word help or your IT department.

Formatting the Word document

Setting the style format



From the "Home" tab in Word,

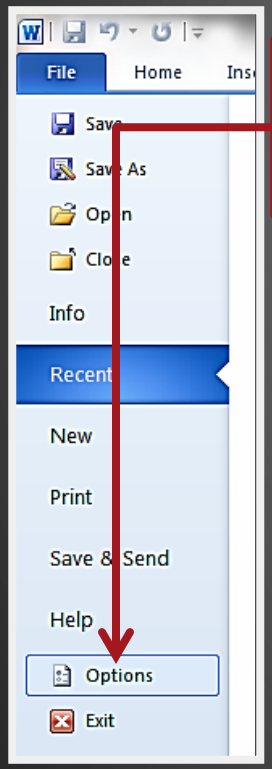
- Under "Styles,"
- Select "¶ Normal"

This removes Headings, unusual spacing and additional formatting Texas Register software will not be able to read.

Formatting the Word document

Removing numbered & bulleted lists

Word automatically creates numbered and bulleted lists based on previous formatting preferences. Texas Register software does not process these as numbers or bullets, but as images. It is necessary to manually input these in order for the Texas Register staff to process the document effectively.

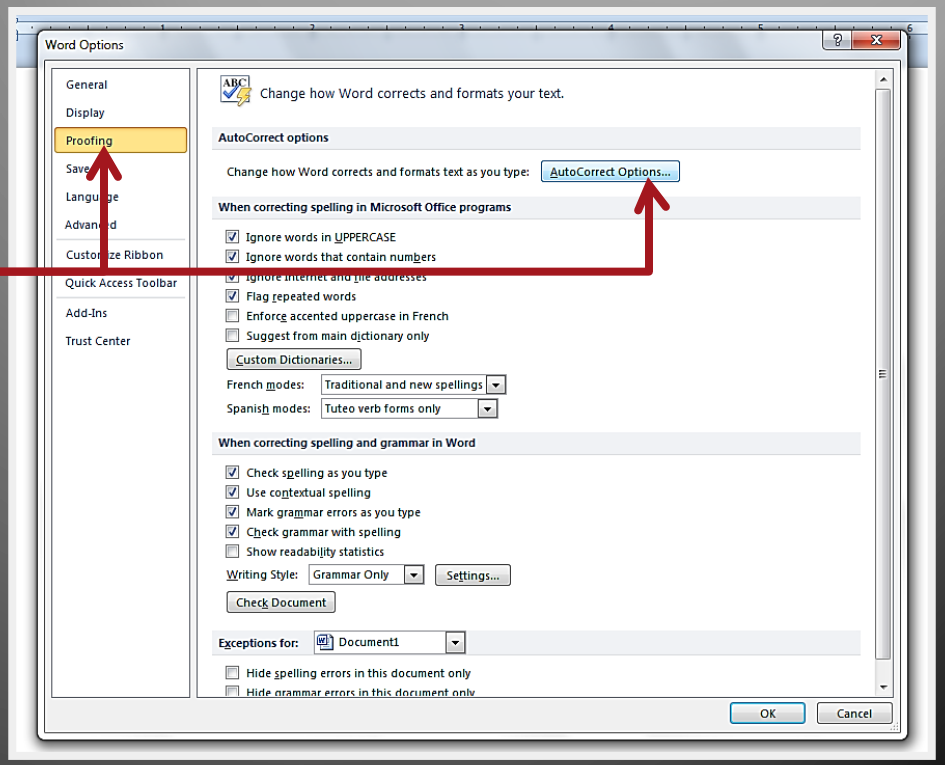


From the "File" tab in Word,

- Select "Options"

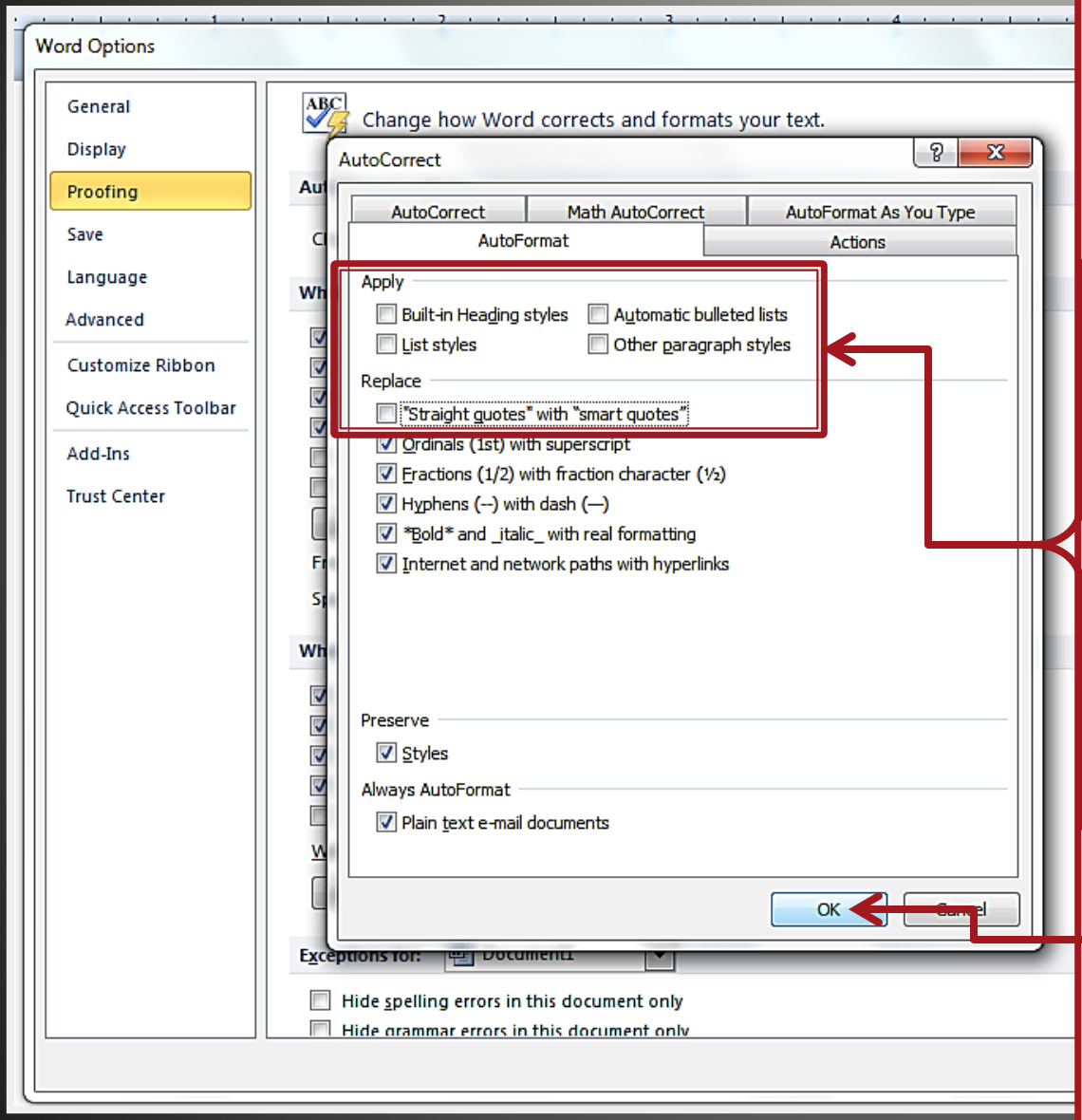
In the pop-up window,

- Select "Proofing,"
- Then select "AutoCorrect Options…"



Formatting the Word document

Removing numbered & bulleted lists



In the AutoCorrect pop-up window,

Under the "AutoFormat" tab,

Under "Apply"
De-select the following options:

- "Built-in Heading styles,"
- "List styles,"
- "Automatic bulleted lists"
- "Other paragraph styles"

Under "Replace"
De-select

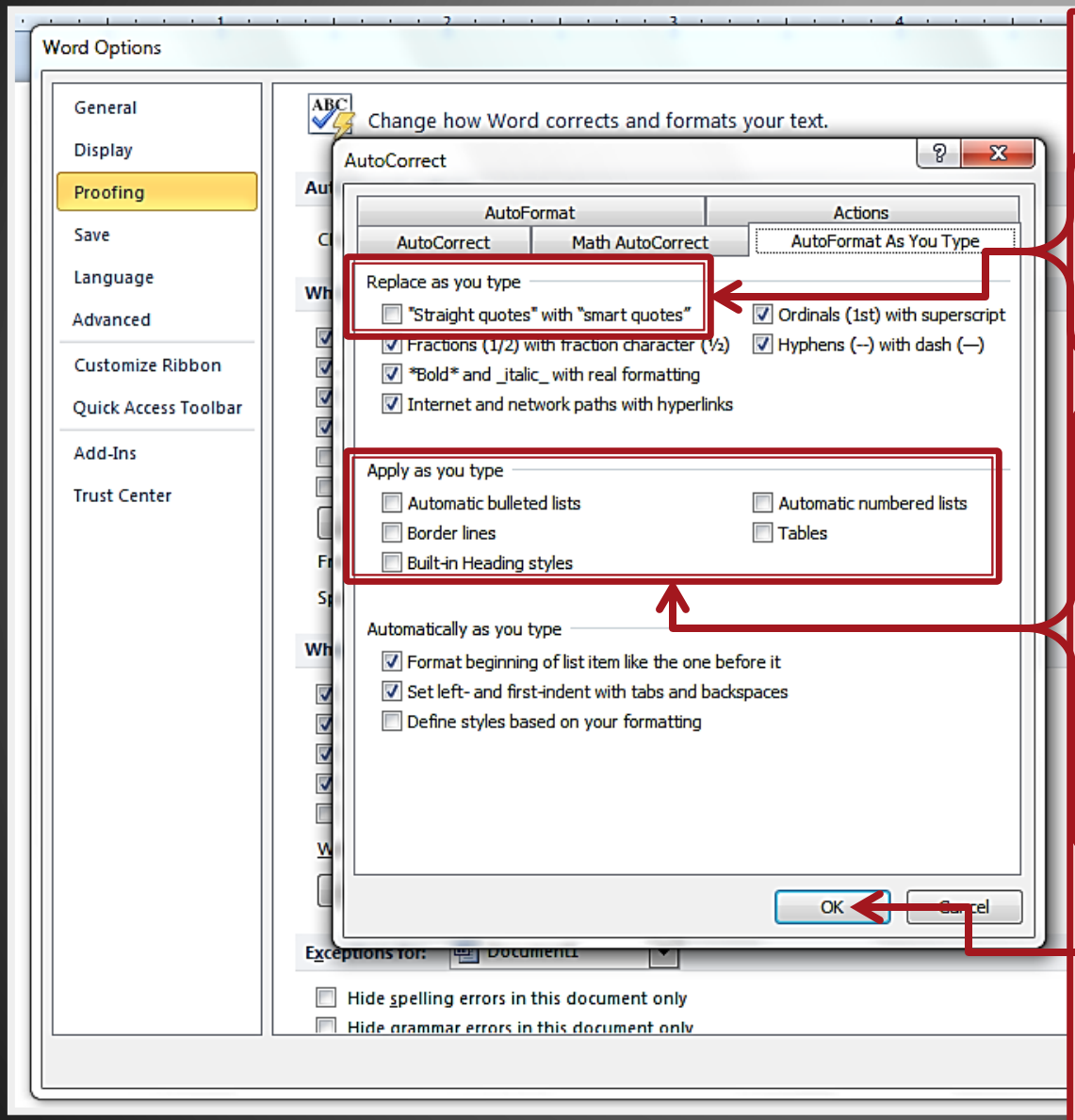
- "'Straight quotes' with 'smart quotes'"

Select "OK" in the AutoCorrect pop-up window

Then select the "AutoFormat As You Type" tab

Formatting the Word document

Removing numbered & bulleted lists



Under the "AutoFormat As You Type" tab,

Under "Replace as you type," de-select the following:

- "'Straight quotes' with 'smart quotes'"

Under "Apply as you type," de-select the following options:

- "Automatic bulleted lists",
- "Automatic numbered lists",
- "Border lines",
- "Tables" and
- "Built-in Heading styles"

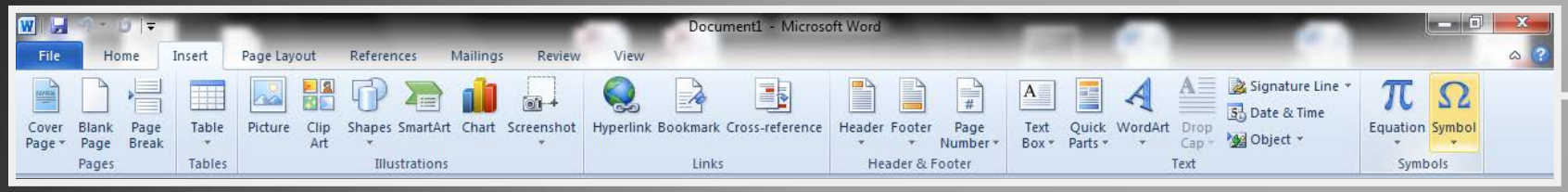
Select "OK" in the AutoCorrect pop-up window.

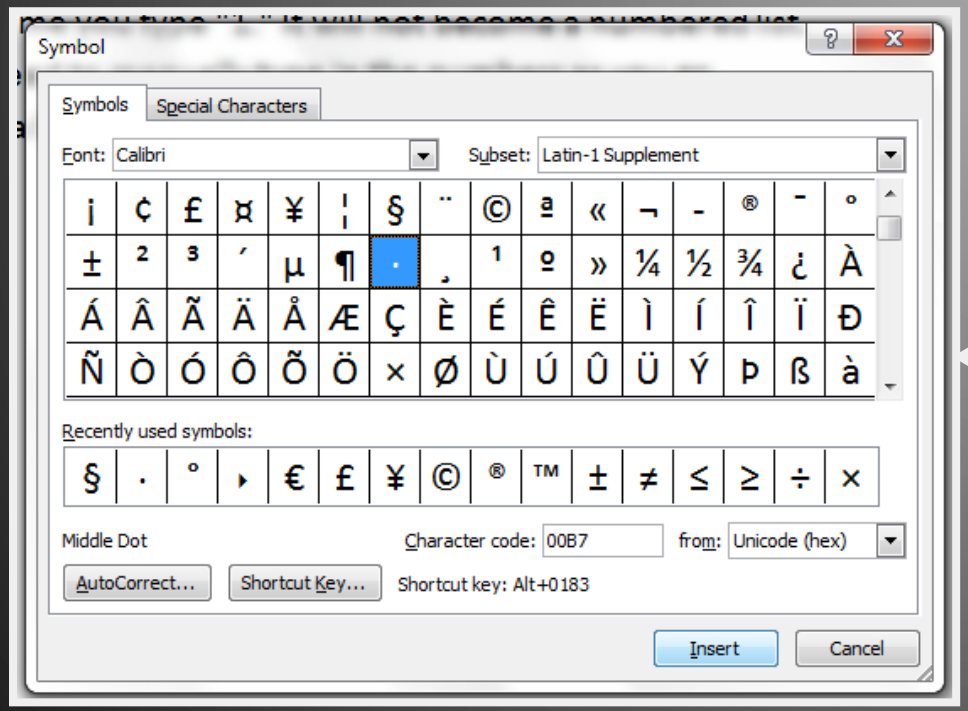
Select "OK" in the Word Options pop-up window.

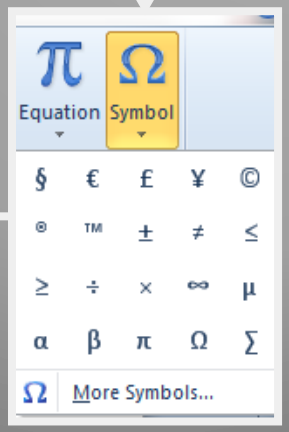
Formatting the Word document

Inserting bullets

Bulleted lists can still be used, when each bulleted is inserted using the symbol function within Word.







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- Select "Symbol,"
- Under "Subset:,"
- Select "Latin-1 Supplement,"
- Select "·"
  - Character code "00B7"

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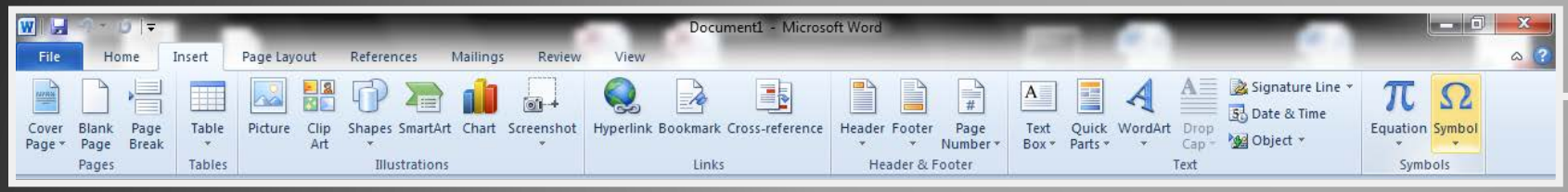
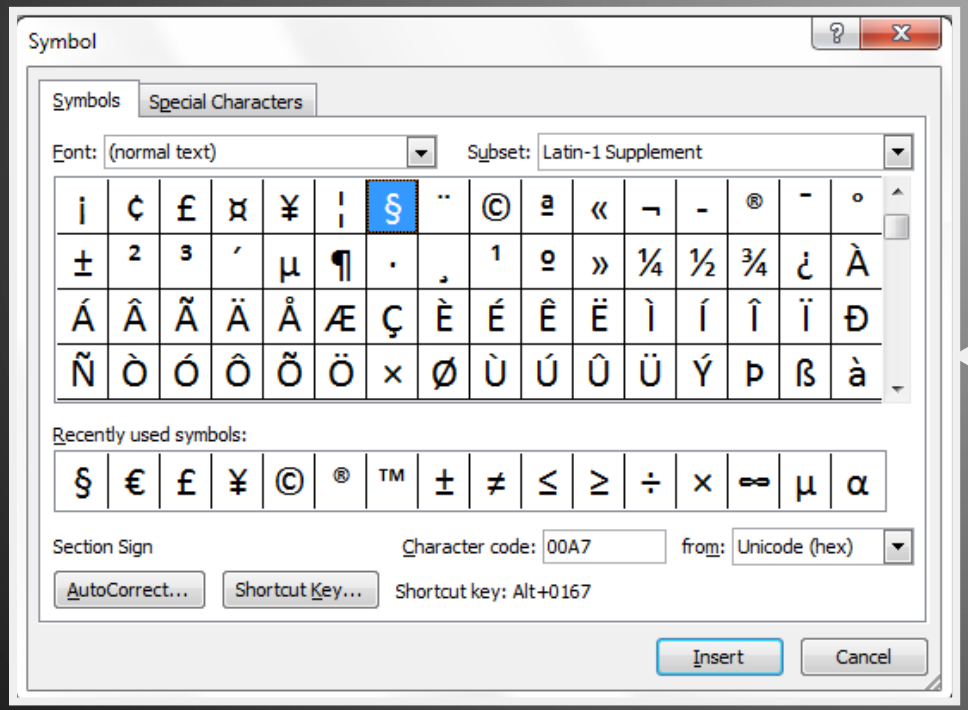
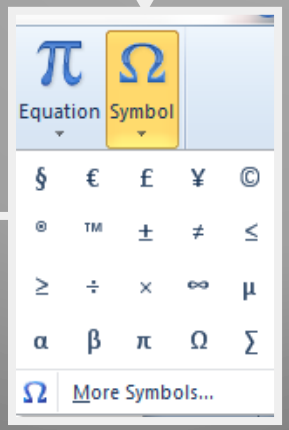
Section symbols should be used instead of the word "Section" when appropriate; example 1 TAC §91.75







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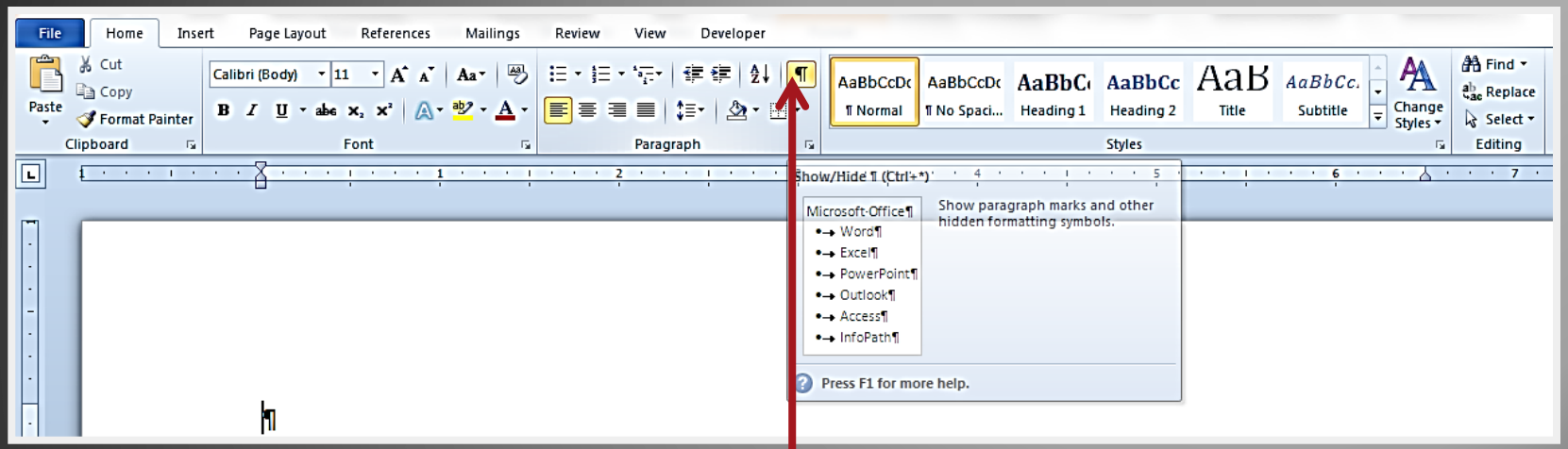
Formatting the Word document

Utilizing paragraph viewer

The paragraph function in Word allows users to view any additional or hidden formatting within the document



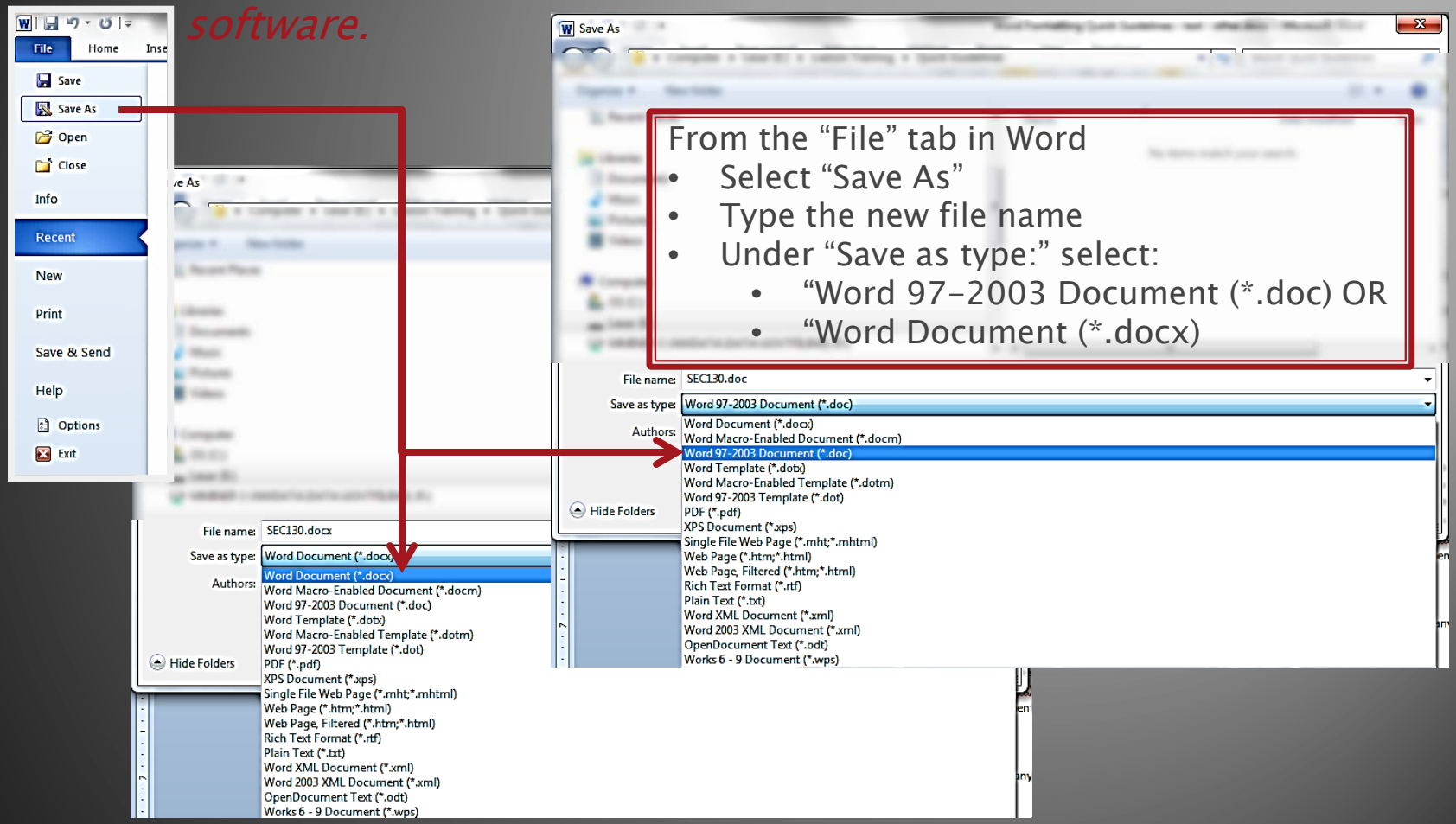
From the "Home" tab in Word,

- Under "Paragraph"
- Select "¶"

Formatting the Word document

Saving the file

Saving the file as a Word document, if not saved in the correct format, the document will not be processed by the software.



From the "File" tab in Word

- Select "Save As"
- Type the new file name
- Under "Save as type:" select:
  - "Word 97-2003 Document (*.doc) OR
  - "Word Document (*.docx)

Must be saved as a "Word Document (.docx)" or "Word 97-2003 Document (*.doc)"*

Do not type ".doc" or ".docx" in the file name – Word will add the .doc or .docx extension once the type of document is selected and saved

Rulemaking Documents

- Formatting and Submitting
  - Overview
  - Emergency Rulemaking
  - Proposed Rulemaking
    - Repeal
    - New
    - Amended
  - Adopted Rulemaking
  - Withdrawn Rulemaking
  - Common Preamble

Emergency Rulemaking

The reasons for the adoption of an emergency rule must meet Texas Government Code, §2001.034

- Emergency rules are TEMPORARY rules adopted without notice or hearing
- As a temporary rule, the maximum amount of time the rule may be in effect is 180 days and will not become part of the Texas Administrative Code

Emergency Rulemaking

Please Remember…

This is a TEMPORARY rule. *It will Not become part of TAC.*

Original Emergency Rule Filed

Up to 120 days

Renew Emergency Rule

Up to 60 days

Emergency Rule Expires

Effective 180 days Maximum

Emergency Preamble

- **Statutorily Required (written as a narrative in the following order):**

1 Introduction –
agency name; action; TAC section number; subject material statement; explanation of action

2 Reason for Emergency –
statement explaining the reason behind the emergency

3 Statutory Authority –
action statute, article/section, explanation of agency's authority

4 Distinguish between preamble and rule text –
Insert <rule> between preamble and rule text to distinguish in programming

Please remember…

Key Points –
There is no **bolding**, <u>underlining</u> or ~~strikethrough~~ allowed in the preamble;

Italics or ALL CAPS may be used for emphasis.

Emergency Preamble Example

The Texas Youth Commission (TYC) adopts on an emergency basis an amendment to §85.33, concerning Program Completion and Movement of Sentenced Offenders. Sentenced offenders have been grouped by offense for the purpose of establishing certain internal review procedures. To the group named "category 1 sentenced offenders," the offense aggravated sexual assault is being added and the offense aggravated assault is being removed.

This amendment is adopted on an emergency basis to ensure that youth who may pose greater risk to the public receive the highest level of internal review prior to any decision concerning a sentenced offender's movement.

The amendment is adopted on an emergency basis under the Human Resources Code, §61.081, concerning Release Under Supervision, which provides the Texas Youth Commission authority to release a youth under supervision, who is committed to the commission under a determinate sentence, and §61.084, concerning Termination of Control, which provides TYC authority to discharge sentenced offender youth from its custody.

<rule>

Rule Text

Liaison Center Home Screen

1. Select **"Emergency Rulemaking Submission"**
   A. Complete all applicable fields:
      i. **Agency Code, Title, Title Name, Part,** and **Part Name** are automatically populated based on Liaison login
      ii. **Chapter** – Select **"List"**
         a. Select appropriate chapter from the generated list
         b. This will populate the **"Chapter Name"**
      iii. **Subchapter** – Select **"List"**
         a. Select appropriate subchapter from the generated list
         b. This will populate the **"Subchapter Name"**
      iv. **Division** – Select **"List"**
         a. Select appropriate division from the generated list
         b. This will populate the **"Division Name"**
      v. **TAC Section Number(s)** – Enter the specific TAC Section Number(s) that your emergency submission affects
      vi. **Filing Type**
         a. Select **"Original Filing"** if this is the first time the emergency rule has been filed
         b. Select **"Renewal Filing"** if this is the second time the emergency rule has been filed
            1) Complete the **TexReg Cite** if **"Renewal"** is selected by entering the **Volume** and **Page Number(s)** of the *Texas Register* in which the original filing was published
            2) **Issue Date** – If it is a renewal of effectiveness, enter the **"Issue Date"** of the original filing
      vii. **Action** – Choose the action being proposed on the section number(s) identified
         a. Amendment
         b. New
         c. New and Amendment
         d. Repeal

Submitting Emergency Rulemaking Documents, Continued

viii. **To be in effect** – Enter the number of days for the action to take place
   a. **Original Filing**: maximum of 120 days
   b. **Renewal Filing**: maximum of 60 days

ix. **Effective** – Choose if the action is effective **"Immediately on Filing"** or **"Other"**
   a. If you select **"Other,"** specify the date in **"Other Effective Date"**

x. **Does this filing have adoption by reference material associated with it?** – Select **"Yes"** or **"No"**
   a. If **"Yes,"** submit ABR material to the *Texas Register* with the filing
   b. Provide the name of the ABR file in the **"Comments"** section

xi. **Common Preamble**: identify if the emergency rule falls under a Common Preamble or not

i. **File Name** – enter the file name of the file you will upload with the submission form—these must be identical

xii. **Graphics Included** – Select appropriate response
   a. If **"Yes,"** enter the file name of the graphic(s) in the **"Comments"** section

xiii. **Agency Liaison** – populates with the name of the liaison logged in

xiv. **Certifying Official** – the name of the official approving the document

xv. **Certifying Official's Title** – the approving staff member's job title

xvi. **Phone Number** for public inquiries about submission – the phone number of the agency staff member who will be responding to the public

xvii. **Comments** – additional information, Graphics file name, etc.

2. Select **"Clear Form"** to restart the submission process
3. Select **"Submit Form"** to complete the submission process
4. Review the populated summary
   A. If there are errors select **"Upload Another Submission Form"**
   B. If the information is accurate select **"Continue to File Upload"**

Must upload documents with submission form. You are not able to return and upload files at another time.

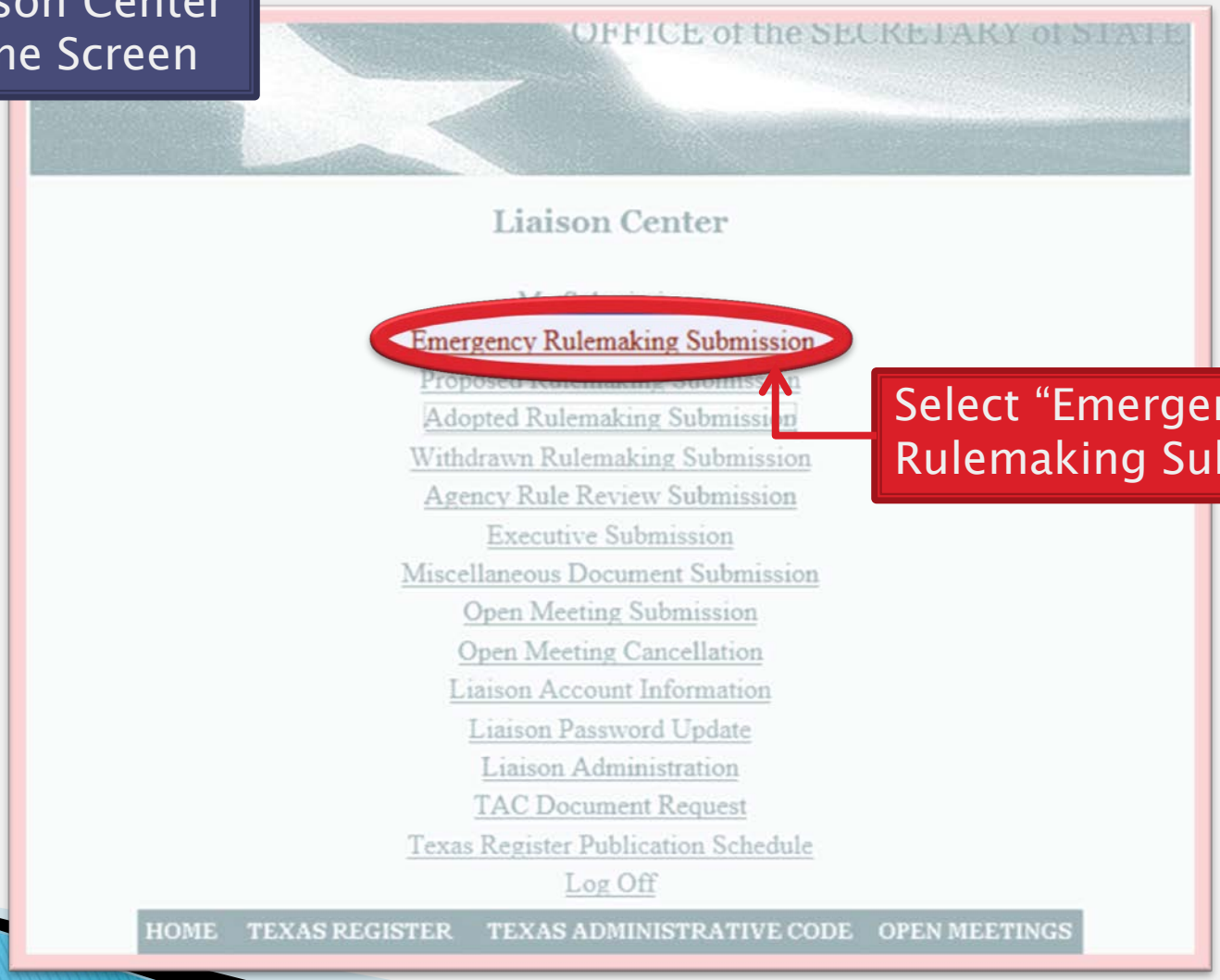
Submission Summary Form

1. Select **"Continue to File Upload"**
2. Select **"Browse"**
   A. Select the appropriate computer file corresponding to the **"File Name"** field within the submission form
3. Select **"Upload Document"**
4. Repeat Steps 1–3 as needed to attached all associated files, for example:
   A. Files indicated in the **"File Name"** field of the submission form
   B. Graphics files named in the **"Comments"** field of the submission form
5. To finalize submission, select **"Submission Complete"**

Uploading Associated Documents

Submitting Emergency Rulemaking

Liaison Center Home Screen



Select "Emergency Rulemaking Submission"

Submitting Emergency Rulemaking

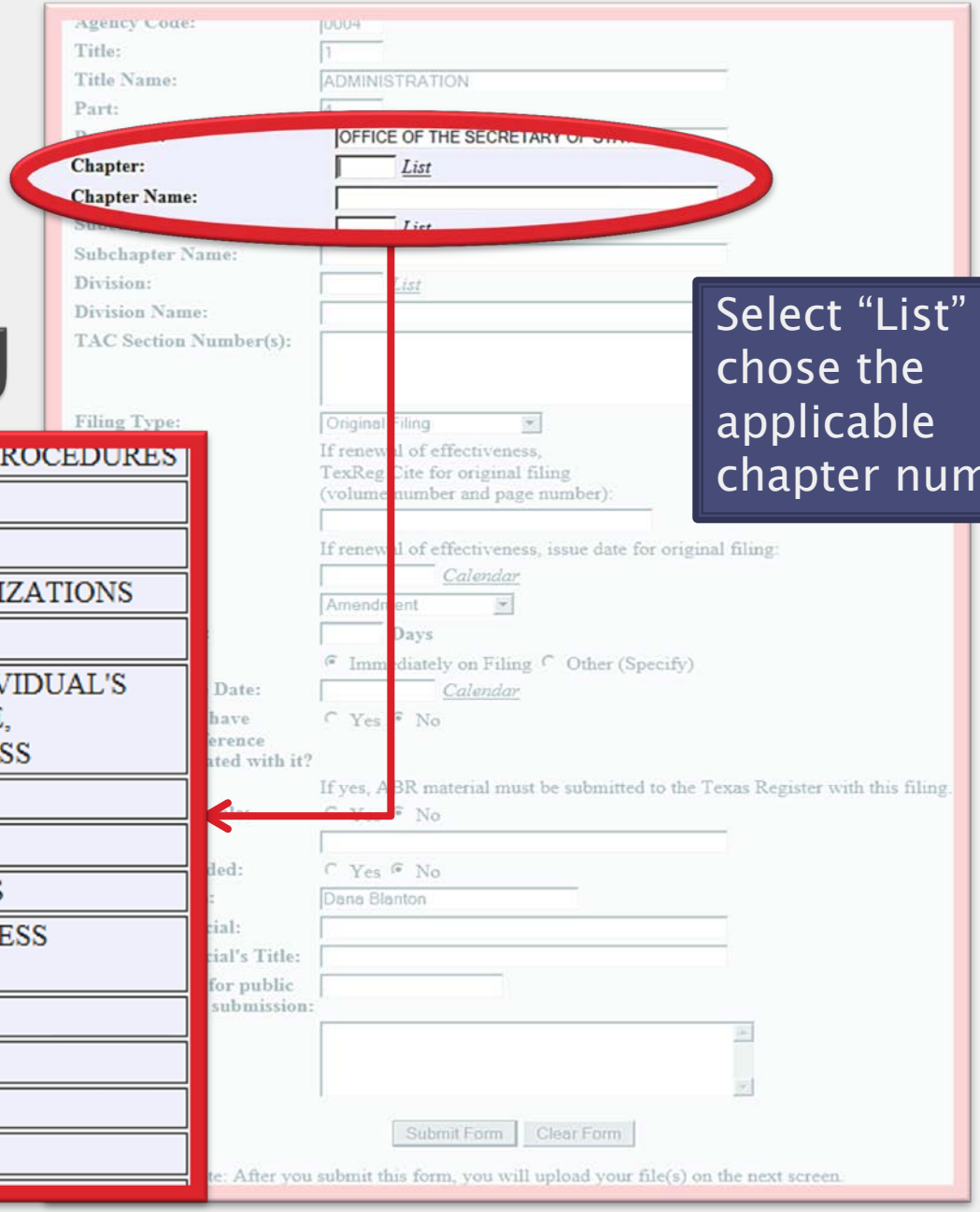
Enter the applicable information

Agency Code: 0004
Title: 1
Title Name: ADMINISTRATION
Part: 4
Part Name: OFFICE OF THE SECRETARY OF STATE
Chapter: List
Chapter Name:
Subchapter: List
Subchapter Name:
Division: List
Division Name:
TAC Section Number(s):
Filing Type: Original Filing
If renewal of effectiveness, TexReg Cite for original filing (volume number and page number):
If renewal of effectiveness, issue date for original filing:
Issue Date: Calendar
Action: Amendment
To be in effect : Days
Effective: Immediately on Filing Other (Specify)
Other Effective Date: Calendar
Does this filing have adoption by reference material associated with it? Yes No
If yes, ABR material must be submitted to the Texas Register with this filing.
Common Preamble: Yes No
File Name:
Graphics Included: Yes No
Agency Liaison: Dana Blanton
Certifying Official:
Certifying Official's Title:
Phone number for public inquiries about submission:
Comments:

Submit Form Clear Form

Note: After you submit this form, you will upload your file(s) on the next screen.

Submitting Emergency Rulemaking



Select "List" to chose the applicable chapter number

71	GENERAL POLICIES AND PROCEDURES
72	STATE SEAL
73	STATUTORY DOCUMENTS
74	CREDIT SERVICES ORGANIZATIONS
75	AUTOMOBILE CLUB
76	USE OF A DECEASED INDIVIDUAL'S NAME, VOICE, SIGNATURE, PHOTOGRAPH, OR LIKENESS
77	New Chapter
78	ATHLETE AGENTS
79	BUSINESS ENTITY FILINGS
80	UNINCORPORATED BUSINESS ENTITIES
81	ELECTIONS
82	New Chapter
83	LIMITED PARTNERSHIPS
84	New Chapter

Submitting Emergency Rulemaking

Agency Code: 0004
Title: 1
Title Name: ADMINISTRATION
Part: 4
Part Name: OFFICE OF THE SECRETARY OF STATE
Chapter: List
Subchapter: List
Subchapter Name:
List
Division Name:
TAC Section Number(s):
Filing Type: Original Filing
If renewal of effectiveness, TexReg cite for original filing (volume number and page number):
If renewal of effectiveness, issue date for orig
Calendar
Amendment
Days
Immediately on Filing Other (Specify)
Calendar
Yes No
If yes, ARR material must be submitted to the Texas Register with this filing.
No
Yes No
Dana Blanton
Submit Form Clear Form
Note: After you submit this form, you will upload your file(s) on the next screen.

Subchapters

Search criterion for Subchapter:

% Find Close

Subchapter	Description
A	PRACTICE AND PROCEDURE
B	SERVICE OF PROCESS
C	PURCHASING PROCEDURES
D	MANAGEMENT OF VEHICLES
E	NEGOTIATION AND MEDIATION OF CERTAIN CONTRACT DISPUTES

The Subchapter "List" will reflect the chosen chapter number; select the applicable subchapter

This will populate the Division "List;" Select the applicable division

Submitting Emergency Rulemaking

Filing Type

Original Filing	Renewal Filing
Maximum days in effect: 120 days	Input TexReg Cite & Issue Date
	Maximum days in effect: 60 days

Emergency Rulemaking Submission

Agency Code:	0004
Title:	1
Title Name:	ADMINISTRATION
Part:	4
Part Name:	OFFICE OF THE SECRETARY OF STATE
Chapter:	91 List
Chapter Name:	TEXAS REGISTER
Subchapter:	C List
Subchapter Name:	RULEMAKING
Division:	List
Division Name:	
TAC Section Number(s):	91.37
Filing Type:	Original Filing
If renewal of effectiveness, TexReg Cite for original filing (volume number and page number):	
If renewal of effectiveness, issue date for original filing:	
Issue Date:	Calendar
Action:	Amendment
To be in effect :	30 Days
Effective:	Immediately on Filing / Other (Specify)
Other Effective Date:	Calendar
Does this filing have adoption by reference material associated with it?	Yes / No
If yes, ABR material must be submitted to the Texas	
Common Preamble:	Yes / No
File Name:	rulemaking.doc
Graphics Included:	Yes / No
Agency Liaison:	Dana Blanton
Certifying Official:	Jill Ledbetter
Certifying Official's Title:	Editor
Phone number for public inquiries about submission:	512-463-5561
Comments:	

Submit Form | Clear Form

Name of the file uploaded on the next screen

Select "Submit Form" when complete

Submitting Emergency Rulemaking

OFFICE of the SECRETARY of STATE

Emergency Rulemaking Action

Submission Form Upload Complete. You may now upload any additional file(s) for this submissio

Continue to Uploading Files

Agency Code:	0004
Title:	1
Title Name:	ADMINISTRATION
Part:	4
Part Name:	OFFICE OF THE SECRETARY OF STATE
Chapter:	91
Chapter Name:	TEXAS REGISTER
Subchapter:	C
Subchapter Name:	RULEMAKING
TAC Section Number(s):	91.37
Filing Type:	Original Filing
Action:	Amendment
To be in effect :	30 **Days**
Effective:	Immediately on Filing
Does this filing have adoption by reference material associated with it?	No
Common Preamble:	No
File Name:	rulemaking.doc
Graphics Included:	No
Agency Liaison:	Dana Blanton
Liaison Email:	DBlanton@sos.texas.gov
Liaison Phone:	512-463-5565
Certifying Official:	Jill Ledbetter
Certifying Official's Title:	Editor
Phone number for public inquiries about submission:	512-463-5561

Upload Another Submission Form

HOME TEXAS REGISTER TEXAS ADMINISTRATIVE CODE OPEN MEETINGS

Review the summary

If the summary is accurate, select "Continue to File Upload" to upload the files associated with the submission

If there are any ERRORS, select "Upload Another Submission Form" and send an email to register@sos.texas.gov

Submitting Emergency Rulemaking Documents

Select "Browse"

Select the identified associated file from your available computer files

Select "Upload Document"

Must upload documents with the submission form. You are not able to return and upload at a later time

Repeat the process as needed to attach all associated documents

Select "Submission Complete" to finalize submission

Rulemaking Documents

- Formatting and Submitting
  - Overview
  - Emergency Rulemaking
  - Proposed Rulemaking
    - Repeal
    - New
    - Amended
  - Adopted Rulemaking
  - Withdrawn Rulemaking
  - Common Preamble

Proposed Rulemaking

- An agency must submit a proposed rule before having a rule codified in the Texas Administrative Code

Proposed Rulemaking

- What action is being taken?
  - Repeal
    - Removing a currently active rule
  - New
    - The language or rule is new and does not currently exist
  - Amendment
    - Altering language within the rule text or rule title

Proposed Preamble

- **Statutorily Required (written as a narrative in the following order):**

1 Introduction –
agency name; action; TAC section number; subject material statement; explanation of action.

2 Fiscal Note –
name and title of employee preparing/approving fiscal note; is there an affect on state/local government for the first FIVE-YEAR PERIOD?

3 Public Benefit Cost Note –
name and title of employee preparing/approving Public Benefit Cost; summary for EACH year of the first FIVE YEARS; will there be a cost to individuals/small businesses?

4 Comments –
name and *public* contact information for the individual designated to receive comments regarding the proposal.

Proposed Preamble

- **Statutorily Required (written as a narrative in the following order):**

5 Statutory Authority –
Action statute; article/section of the proposed action; explanation of the agency's authority.

6 Cross Reference to Statutes –
Statutes, articles or codes the proposal affects.

7 Distinguish between preamble and rule text –
Insert <rule> between preamble and rule text to distinguish in programming.

Please remember…

Key Points –
There is no **bolding**, <u>underlining</u> or ~~strikethrough~~ allowed in the preamble;

Italics or ALL CAPS may be used for emphasis.

Proposed Preamble Example

The Texas Education Agency (TEA) proposes an amendment to §150.1003, concerning educator appraisal. The proposed amendment adds language to 19 TAC §150.1003(b) and (d) to clarify timelines related to the completion of the teacher self-report form and the teacher appraisal calendar. The need for these clarifications is based on feedback from principals' and teachers' evaluation of the initial year of implementation of the Professional Development and Appraisal System (PDAS). Feedback indicated that schedules for the completion of the PDAS orientation for teachers and the completion of the teacher self-report by teachers were unclear.

Felipe Alanis, Deputy Commissioner for Programs and Instruction, has determined that for the first five-year period the amendment is in effect there will be no fiscal implications for state or local government as a result of enforcing or administering the amended section.

Mr. Alanis and Criss Cloudt, Associate Commissioner for Policy Planning and Research, have determined that for each year of the first five years the amendment is in effect the public benefit anticipated as a result of enforcing the amended section will be enhancement of the professional practice of teachers, providing students with increased levels of teaching performance and resulting in increased levels of student achievement. There will not be an effect on small businesses. There is no anticipated economic cost to persons who are required to comply with the proposed amendment.

Comments on the proposal may be submitted in writing to Criss Cloudt, Policy Planning and Research, 1701 North Congress Avenue, Austin, Texas 78701, (512) 463-9701. Comments may also be submitted electronically to *rules@tmail.tea.state.tx.us* or faxed to (512) 475-3499.

The amendment is proposed under the Texas Education Code, §§21.351 - 21.356, which authorizes the commissioner of education to adopt a recommended appraisal process and criteria on which to appraise the performance of teachers.

The proposed amendment implements the Texas Education Code, §§21.351 - 21.356.

<rule>

Rule text

Proposed Rulemaking

- Are there special instructions for submitting proposed rulemaking?
  - Repeals may not be combined in the same submission as new or amended rules
  - Repeals are always filed before or with new rules if they have the same rule number
  - New rules and amended rules may be combined in the same submission form
- What if the version of rules I have are not the most current?
  - **Download the current rules from the liaison center to use in your proposed rulemaking documents.**

Proposed Repeal

In the rule file: only include the rule number and rule title for repeal.

Statutorily Required Preamble
<rule>
§5.311. Purpose.
§5.312. Definitions.
§5.313. Eligibility and Exemptions.
§5.314. Administration.
§5.315. Standards.

Proposed Repeal Rule Example

Formatting (Do's)

- New language: underline text
  - If the entire rule is new, underline the number and the text
  - Example: §91.75. Introducing a new rule.
- Old language: [bracket text]
- Language change: new language before [old language]
- Include a period and a space after the rule number and rule text
  - §91.76. Introducing a new concern.

Format the Word document using Normal style

Proposed New

Statutorily Required Preamble
<rule>
§31.8. One-Half Time.
"One-half time" employment shall in no case exceed 92 clock hours in any calendar month. Determination of half-time will be made on a monthly basis using calendar months. Actual course instruction in state-supported colleges (including junior colleges), universities, and public schools shall not exceed during any month one-half the normal load for full-time employment at the same teaching level. (This would usually limit employment in instruction in colleges and universities to no more than two three-semester hour courses during any one semester of the long term, two two-semester hour courses during a nine-week term, or one three-semester hour course during a six-week term.

Proposed New Rule Text Example

Proposed Amendment

- May not change parts of words
  - **Incorrect:**
  - The C[c]ommission will not accept applications ....
  - **Correct:**
  - The Commission [commission] will not accept applications[application] ...
- May not amend a rule number
  - Submit a repeal and a new rule; use the same rule language under a new rule number
- Exclude sections not currently being amended from rule text submitted

Proposed Amendment Key Points

Proposed Amendment

Statutorily Required Preamble
<rule>
§31.8. One-Half Time.
"One-half time" employment shall in no case exceed 92 clock hours in any calendar month. Determination of half-time will be made on a monthly basis using calendar months. Actual course instruction in state-supported colleges (including junior colleges), universities, and public [high] schools shall not exceed during any month one-half the normal load for full-time employment at the same teaching level. (This would usually limit employment in instruction in colleges and universities to no more than two three-semester hour courses during any one semester of the long term, two two-semester hour courses during a nine-week term, or one three-semester hour course during a six-week term. Employment in instruction in public [high] schools would usually be limited to no more than two courses during any one semester of the long term.) "One-half time" employment for bus drivers shall in no case exceed 12 days in any calendar month. Work by a bus driver for any part of a day shall count as a full day for purposes of this section.

Proposed Amendment Rule Text Example

Liaison Center Home Screen

1. Select **"Proposed Rulemaking Submission"**
   A. Complete all applicable fields:
      i. **Agency Code, Title, Title Name, Part,** and **Part Name** are automatically populated based on Liaison login
      ii. **Chapter** – Select **"List"**
         a. Select appropriate chapter from the generated list
         b. This will populate the **"Chapter Name"**
            1) If altering the **"Chapter Name,"** please indicate in the **"Comments"** field
      iii. **Subchapter** – Select **"List"**
         a. Select appropriate subchapter from the generated list
         b. This will populate the "**Subchapter Name"**
            1) If altering the **"Subchapter Name"** please indicate in the **"Comments"** field
      iv. **Division** – Select **"List"**
         a. Select appropriate division from the generated list
         b. This will populate the **"Division Name"**
      v. **TAC Section Number(s)** – Enter the specific TAC Section Number(s) that your submission affects
      vi. **Action** – choose the action being proposed on the section number(s) identified:
         a. Amendment
         b. New
         c. New and Amendment
         d. Repeal

Submitting Proposed Rulemaking Documents, Continued

vii. **Does this filing have adoption by reference material associated with it?** – Select "Yes" or "No"

   a. If **"Yes,"** submit ABR material to the *Texas Register* with the filing

   b. Provide the name of the ABR file in the **"Comments"** section

i. **Common Preamble**: identify if the rule falls under a Common Preamble or not

viii. **File Name** – enter the file name of the file you will upload with the submission form—these must be identical

ix. **Graphics Included** – Select appropriate response

   a. If "**Yes**," enter the file name(s) of the graphic(s) in the "**Comments**" section

x. **Agency Liaison** – automatically populates based on Liaison login

xi. **Certifying Official** – the name of the official approving the document

xii. **Certifying Official's Title** – the approving staff member's job title

xiii. **Phone Number** for public inquiries about submission – the phone number of the agency staff member who will be responding to the public

xiv. **Comments** – additional information, Graphics file name, etc.

2. Select "**Clear Form**" to clear your entries and restart the submission process
3. Select **"Submit Form"** to complete the submission process
4. Review the populated summary:

   A. If there are errors select **"Upload Another Submission Form"**

   B. If the information is accurate select **"Continue to File Upload"**

Must upload documents with the submission form. You are not able to return and upload files at another time.

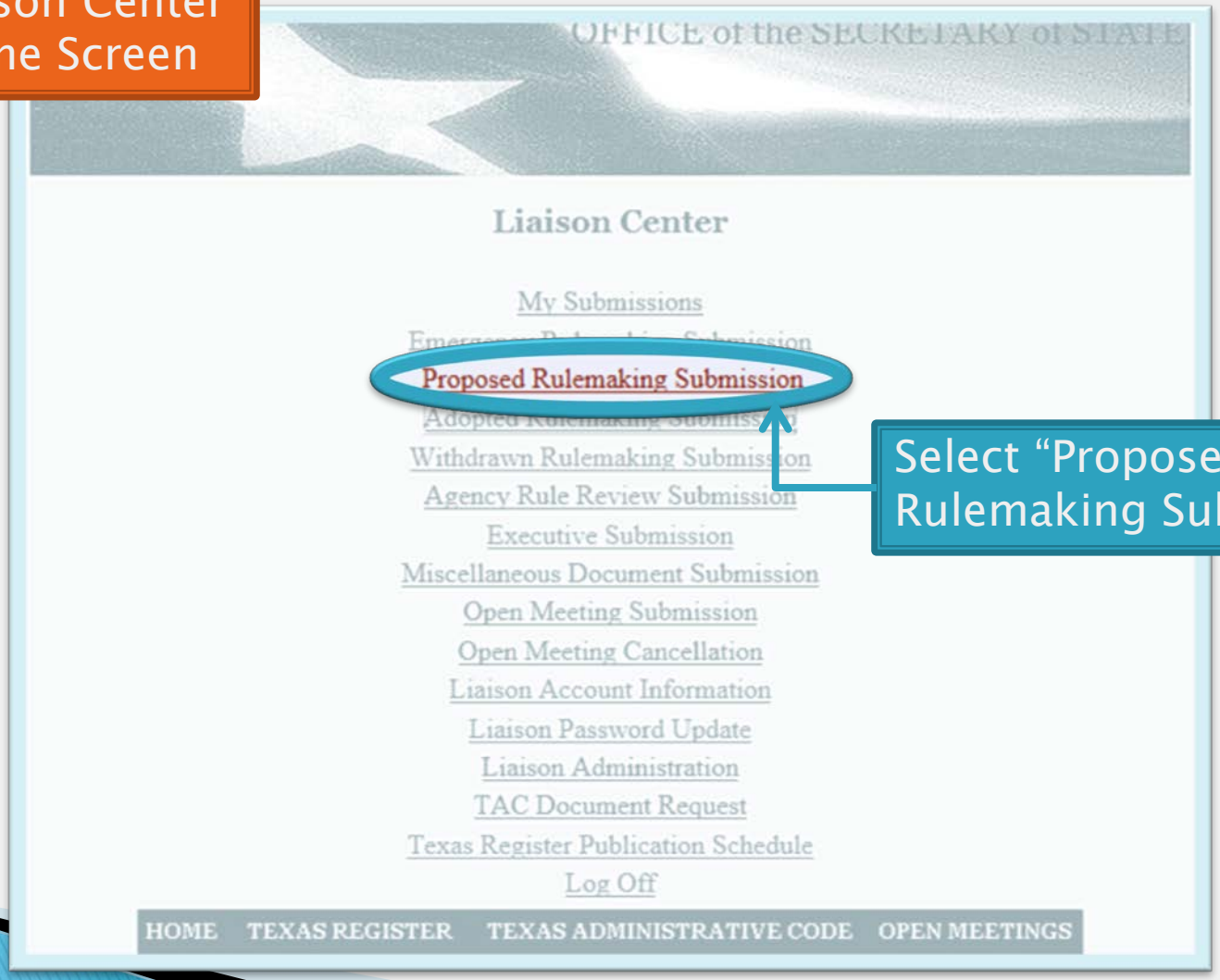
Submission Summary Form

1. Select **"Continue to File Upload"**
2. Select **"Browse"**
   A. Select the appropriate computer file corresponding to the **"File Name"** field within the submission form
3. Select **"Upload Document"**
4. Repeat Steps 1–3 as needed to attached all associated files, for example:
   A. Files indicated in the **"File Name"** field of the submission form
   B. Graphics files named in the **"Comments"** field of the submission form
5. To finalize submission, select **"Submission Complete"**

Uploading Associated Documents

Submitting Proposed Rulemaking

Liaison Center Home Screen



Select "Proposed Rulemaking Submission"

Submitting Proposed Rulemaking

Enter the applicable information

Proposed Rulemaking Submission

Agency Code:	0004
Title:	1
Title Name:	ADMINISTRATION
Part:	4
Part Name:	OFFICE OF THE SECRETARY OF STATE
Chapter:	List
Chapter Name:	
Subchapter:	List
Subchapter Name:	
Division:	List
Division Name:	
TAC Section Number(s):	
Action:	Amendment
Does this filing have adoption by reference material associated with it?	○ Yes ◉ No If yes, ABR material must be submitted to the Texas Register with this filing.
Common Preamble:	○ Yes ◉ No
File Name:	
Graphics Included:	○ Yes ◉ No
Agency Liaison:	Dana Blanton
Certifying Official:	
Certifying Official's Title:	
Phone number for public inquiries about submission:	
Comments:	

Submit Form | Clear Form

Submitting Proposed Rulemaking

Proposed Rulemaking Submission

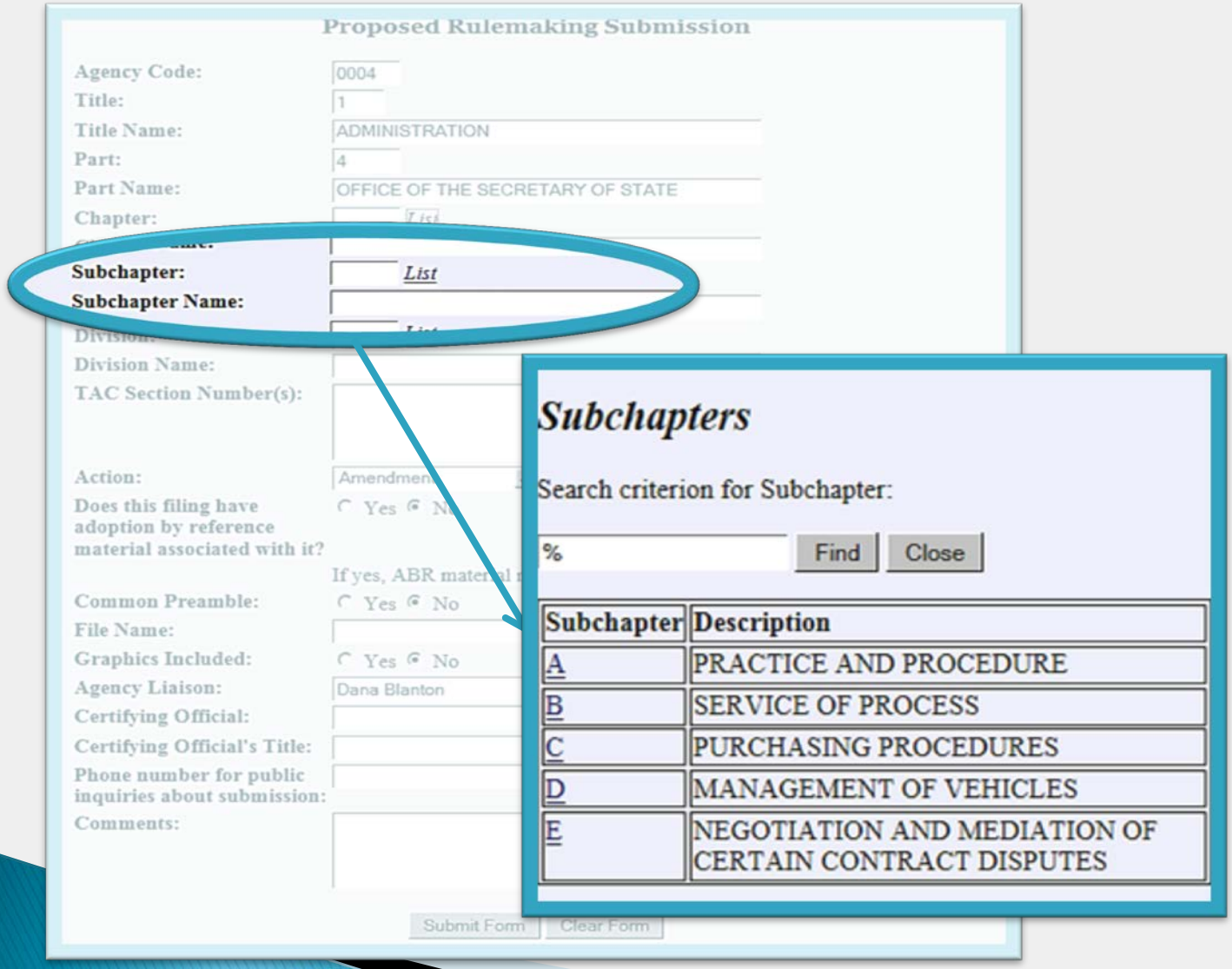
Agency Code: 0004
Title: 1
Title Name: ADMINISTRATION
Part: 4
Chapter: List
Chapter Name:
Subchapter Name:
Division: List
Division Name:
TAC Section Number(s):
Action: Amendme
Does this filing have adoption by reference material associated with it? Yes
If yes, AB Registe
Common Preamble: Yes
File Name:
Graphics Included: Yes
Agency Liaison: Dana Blanton
Certifying Official:
Certifying Official's Title:
Phone number for public inquiries about submission:
Comments:

Submit Form | Clear Form

Select "List" to chose the applicable chapter number

66	New Chapter
67	New Chapter
68	New Chapter
69	New Chapter
70	New Chapter
71	GENERAL POLICIES AND PROCEDURES
72	STATE SEAL
73	STATUTORY DOCUMENTS
74	CREDIT SERVICES ORGANIZATIONS
75	AUTOMOBILE CLUB
76	USE OF A DECEASED INDIVIDUAL'S NAME, VOICE, SIGNATURE, PHOTOGRAPH, OR LIKENESS
77	New Chapter
78	ATHLETE AGENTS
79	BUSINESS ENTITY FILINGS

Submitting Proposed Rulemaking



The Subchapter "List" will reflect the chosen chapter number; select the applicable subchapter

This will populate the Division "List;" Select the applicable division

Submitting Proposed Rulemaking

OFFICE of the SECRETARY of STATE

Proposed Rulemaking Submission

Agency Code:	0004
Title:	1
Title Name:	ADMINISTRATION
Part:	4
Part Name:	OFFICE OF THE SECRETARY OF STATE
Chapter:	71 *List*
Chapter Name:	GENERAL POLICIES AND PROCEDURES
Subchapter:	D *List*
Subchapter Name:	MANAGEMENT OF VEHICLES
Division:	*List*
Division Name:	
TAC Section Number(s):	71.31 - 71.35
Action:	Amendment
Does this filing have adoption by reference material associated with it?	○ Yes ◉ No
	If yes, ABR material must be submitted to the Texas Register with this filing.
Common Preamble:	○ Yes ◉ No
File Name:	vehicle.docx
Graphics Included:	○ Yes ◉ No
Agency Liaison:	Dana Blanton
Certifying Official:	Jill Ledbetter
Certifying Official's Title:	Editor
Phone number for public inquiries about submission:	512-463-5565
Comments:	

Submit Form | Clear Form

Name of the file to be uploaded on the next screen

Select "Submit Form" when complete

Submitting Proposed Rulemaking

Submission form upload complete. You may now upload any additional file(s) for this submission.

Continue to Uploading Files

Agency Code:	0004
Title:	1
Title Name:	ADMINISTRATION
Part:	4
Part Name:	OFFICE OF THE SECRETARY OF STAT
Chapter:	71
Chapter Name:	GENERAL POLICIES AND PROCEDUR
Subchapter:	D
Subchapter Name:	MANAGEMENT OF VEHICLES
TAC Section Number(s):	71.31 - 71.35
Action:	Amendment
Does this filing have adoption by reference material associated with it?	No
Common Preamble:	No
File Name:	vehicle.docx
Graphics Included:	No
Agency Liaison:	Dana Blanton
Liaison E-Mail:	DBlanton@sos.texas.gov
Liaison Phone:	512-463-5565
Certifying Official:	Jill Ledbetter
Certifying Official's Title:	Editor
Phone number for public inquiries about submission:	512-463-5565
Submission Dt:	10/17/2014 14:34:24

Upload Another Submission Form

Review the summary

If the summary is accurate, select "Continue to File Upload" to upload the files associated with the submission

If there are any ERRORS, select "Upload Another Submission Form" and send an email to register@sos.texas.gov

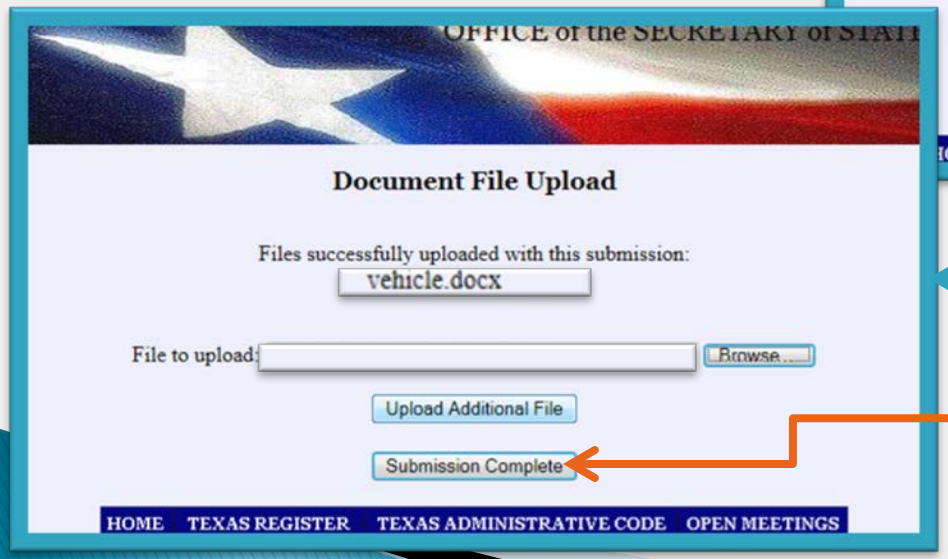
Submitting Proposed Rulemaking Documents

Select "Browse"

Select the identified associated file from your available computer files

Select "Upload Document"

Must upload documents now, you are not able to return and upload at a later time.



Repeat the process as needed to attach all associated documents

Select "Submission Complete" to finalize submission

Rulemaking Documents

- Formatting and Submitting
  - Overview
  - Emergency Rulemaking
  - Proposed Rulemaking
    - Repeal
    - New
    - Amended
  - Adopted Rulemaking
  - Withdrawn Rulemaking
  - Common Preamble

Adopted Rulemaking

- Following a proposal…
- Agency has opted to move forward with the proposal
  - Repeal
    - Removing a current rule from TAC
  - New
    - Creating a new rule in TAC
  - or Amended
    - Altering the rule text or rule title in TAC
- Include the preamble in file

Rulemaking Timeline

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	Submit Proposal 6	7
8	9	10	11	12	13	14
15	16	17	18	19	Proposal Published 20	21
22	23	24	25	26	27	28
29	30	31	October			

Adoption

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	November		1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
Elig. Adopt 19	20	21	22	23	24	25
26	27	28	29	30		

Eligible for Adoption?

30 days after the proposal is published in the *Texas Register, the rule is eligible to be filed for adoption.*

Rulemaking Timeline

Adoption

		November	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
Elig. Adopt 19	20 Adoption Filed	21	22	23	24	25
26	27	28	29			

				December	1 Published	2
3	4	5	6	7	8	9 Adoption in Effect
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Adoption in effect?

20 days, unless otherwise specified, after adoption is filed with the *Texas Register.*

Adopted Preamble

- **Statutorily Required (written as a narrative in the following order):**

1 Introduction –
agency name; action; TAC section number; concerning statement; adopted with OR without changes; proposed publication date; cite

2 Justification for Rule Action –
explanation for the rule action
may be copied from the Proposed Preamble Introduction.

3 How the Rule will function –
what purpose does the adopted rule serve

4 Summary of Comments –
If comments were received regarding the proposal:
summary of the comment; agency's response; and if it affected the rule language
If no comments were received regarding the proposal:
statement indicating no comments were received

Adopted Preamble

- **Statutorily Required (written as a narrative in the following order):**

5 Statutory Authority –
Action statute; article/section of the proposed action; explanation of the agency's authority
may be copied from the Proposed Preamble Statutory Authority

6 Distinguish between preamble and rule text –
Insert <rule> between preamble and rule text to distinguish in programming

Please remember…

Key Points –
There is no **bolding**, <u>underlining</u> or ~~strikethrough~~ allowed in the preamble;

Italics or ALL CAPS may be used as emphasis.

Adopted Preamble Example

The Texas Education Agency (TEA) adopts an amendment to §150.1003, concerning educator appraisal, without changes to the proposed text as published in the January 6, 2012, issue of the *Texas Register* (37 TexReg 675) and will not be republished.

The section establishes requirements and procedures related to appraisal of teachers. Legislation enacted in 2005 required the commissioner of education to adopt a recommended appraisal process and criteria on which to appraise the performance of teachers.

The amendment adds language to 19 TAC §150.1003(b) and (d) to clarify timelines for completing the teacher self-report form and the teacher appraisal calendar. These clarifications are needed based on feedback from principals' and teachers' evaluation of the initial year of implementation of the Professional Development and Appraisal System (PDAS). Feedback indicated that schedules for the completion of the PDAS orientation for teachers and the completion of the teacher self-report by teachers were unclear.

No comments were received regarding adoption of the amendment.

The amendment is adopted under the Texas Education Code, §§21.351 - 21.356, which authorizes the commissioner of education to adopt a recommended appraisal process and criteria on which to appraise the performance of teachers.

<rule>

Rule Text

Adopted Repeal Example

Statutorily Required Preamble
<rule>
§5.311. Purpose.
§ 5.312. Definitions.
§ 5.313. Eligibility and Exemptions.
§ 5.314. Administration.
§ 5.315. Standards.

Adopted Repeal Rule Example

Formatting (Do's)

- Create a clean, complete copy of the rule text
  - Include previously omitted (no change) language in the proposed text
  - Provide only completed language—no new or [old] language
  - Provide rule text exactly as it should be entered in the Texas Administrative Code
- Include a period and a space after the rule number and rule text
  - §91.76. Introducing a new concern.

Format the Word document using Normal style

Adopted New/Amendment

Create a clean copy of rule text

Include any previously excluded sections.

A rule is adopted as With or Without changes:

WITH Changes:

ANY changes within the rule text from the proposal

WITH OUT Changes:

NO changes within the rule text from the proposal

Adopted New

Statutorily Required Preamble
<rule>
§31.8. One-Half Time.
"One-half time" employment shall in no case exceed 92 clock hours in any calendar month. Determination of half-time will be made on a monthly basis using calendar months. Actual course instruction in state-supported colleges (including junior colleges), universities, and public schools shall not exceed during any month one-half the normal load for full-time employment at the same teaching level. (This would usually limit employment in instruction in colleges and universities to no more than two three-semester hour courses during any one semester of the long term, two two-semester hour courses during a nine-week term, or one three-semester hour course during a six-week term.

Adopted New Rule Text Example

Adopted Amendment

Statutorily Required Preamble
<rule>
§31.8. One-Half Time.
"One-half time" employment shall in no case exceed 92 clock hours in any calendar month. Determination of half-time will be made on a monthly basis using calendar months. Actual course instruction in state-supported colleges (including junior colleges), universities, and public schools shall not exceed during any month one-half the normal load for full-time employment at the same teaching level. (This would usually limit employment in instruction in colleges and universities to no more than two three-semester hour courses during any one semester of the long term, two two-semester hour courses during a nine-week term, or one three-semester hour course during a six-week term. Employment in instruction in public schools would usually be limited to no more than two courses during any one semester of the long term.) "One-half time" employment for bus drivers shall in no case exceed 12 days in any calendar month. Work by a bus driver for any part of a day shall count as a full day for purposes of this section.

Adopted Amendment Rule Text Example

Liaison Center Home Screen

1. Select **"Adopted Rulemaking Submission"**
   A. Complete all applicable fields:
      i. **Agency Code, Title, Title Name, Part,** and **Part Name** are automatically populated based on Liaison login
      ii. **Chapter** – Select **"List"**
         a. Select appropriate chapter from the generated list
         b. This will populate the **"Chapter Name"**
            1) If altering the **"Chapter Name,"** please indicate in the **"Comments"** field
      iii. **Subchapter** – Select **"List"**
         a. Select appropriate subchapter from the generated list
         b. This will populate the "**Subchapter Name"**
            1) If altering the **"Subchapter Name"** please indicate in the **"Comments"** field
      iv. **Division** – Select **"List"**
         a. Select appropriate division from the generated list
         b. This will populate the **"Division Name"**
      ii. **TAC Section Number(s)** – Enter the specific TAC Section Number(s) that your submission affects
      iii. **Action** – choose the action being proposed on the section number(s) identified:
         a. Amendment
         b. New
         c. New and Amendment
         c. Repeal
      v. **Proposed Action Issue Date** – Using the **"Calendar"** select the issue date in which the proposed rule was published

Submitting Adopted Rulemaking Documents, Continued

vi. **Proposed Action TRD Number** – Provide the proposed rule TRD, a nine-digit number provided in the "Acknowledgment of Receipt" as the "Document Number"

vii. **Submission is adopted** – Select **"Without"** or **"With Changes to the Proposal"**

   a. **"Without"** – The rule text has not changed at all and will be adopted as it was originally published as a proposal

   b. **With Changes to the Proposal** – The rule text has changed from the originally published proposal

      1) Should be selected if any changes—minor or major—have occurred in any of the listed section numbers since the proposal was originally published

      2) Ex. Addition of a comma, change of title, correcting a misspelling

viii. **Effective** – the date when this adopted rule will take effect

   a. Auto-selects **"20 Days After Filing"** as this is the earliest the rule is able to take effect

   b. **"Other"** requires the date to be selected in the next field

ix. **Other Effective Date** – select the **"Calendar"** to identify the effective date for the rule

   a. Must be a date further than 20 days in the future

x. **Does this filing have adoption by reference material associated with it?** – Select "Yes" or "No"

   a. If **"Yes,"** submit ABR material to the *Texas Register* with the filing

   b. Provide the name of the ABR file in the **"Comments"** section

xi. **Common Preamble** – identify if the rule falls under a Common Preamble or not

xii. **File Name** – enter the file name of the file you will upload with the submission form—these must be identical

xiii. **Graphics Included** – Select appropriate response

   a. If **"Yes,"** enter the file name(s) of the graphic(s) in the **"Comments"** field

xiv. **Agency Liaison** – automatically populates based on Liaison login

xv. **Certifying Official** – the name of the official approving the document

xvi. **Certifying Official's Title** – the approving staff member's job title

xvii. **Phone Number** for public inquiries about submission – the phone number of the agency staff member who will be responding to the public

Submitting Adopted Rulemaking Documents, Continued

xviii. **Comments** – additional information, Graphics file name, etc.

2. Select **"Clear Form"** to clear your entries and restart the submission process
3. Select **"Submit Form"** to complete the submission process
4. Review the populated summary:
   A. If there are errors select **"Upload Another Submission Form"**
      i. Contact *Texas Register* to remove incorrect submissions
   B. If the information is accurate select **"Continue to File Upload"**

Must upload documents with the submission form. You are not able to return and upload files at another time.

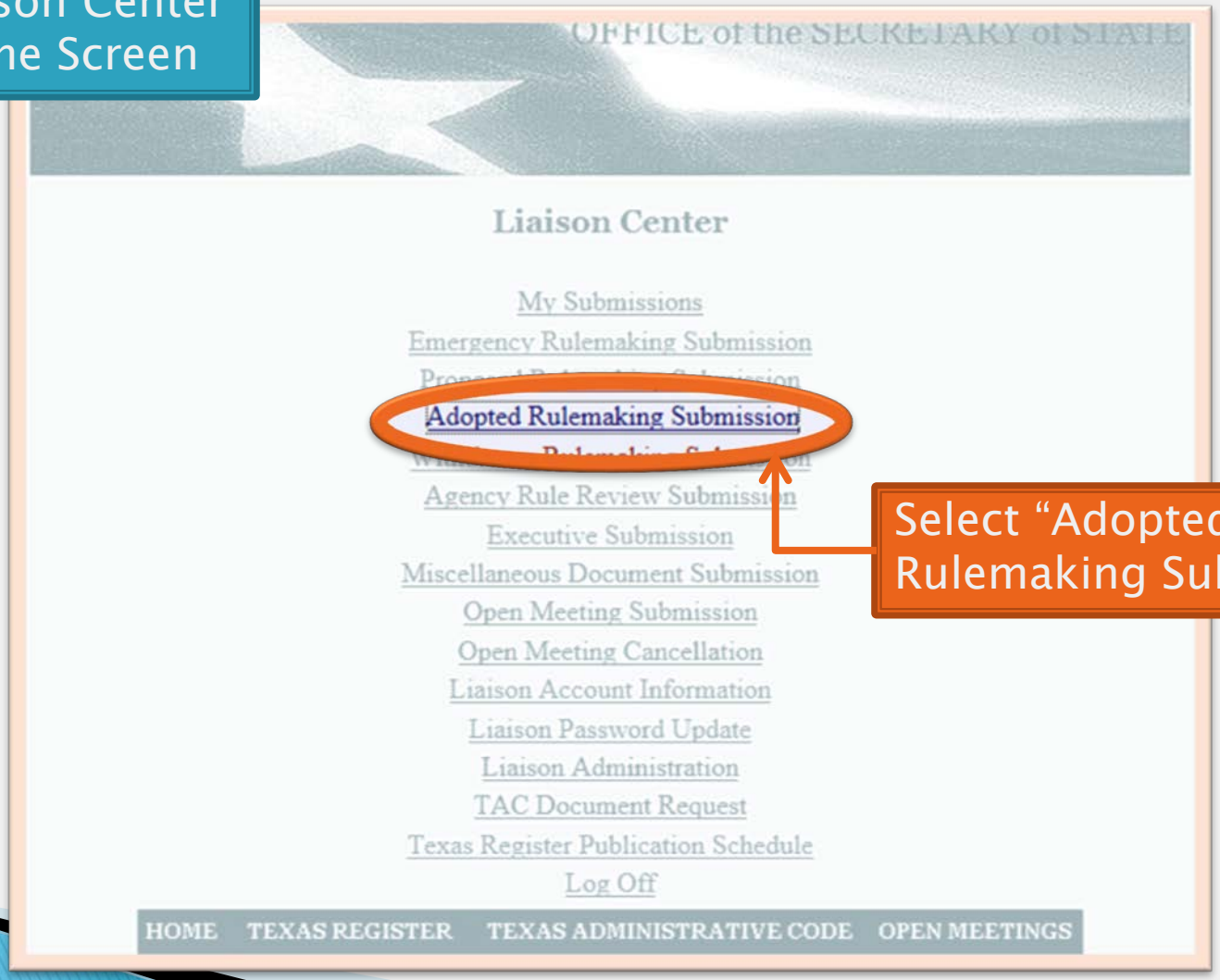
Submission Summary Form

1. Select **"Continue to File Upload"**
2. Select **"Browse"**
   A. Select the appropriate computer file corresponding to the **"File Name"** field within the submission form
3. Select **"Upload Document"**
4. Repeat Steps 1–3 as needed to attached all associated files, for example:
   A. Files indicated in the **"File Name"** field of the submission form
   B. Graphics files named in the **"Comments"** field of the submission form
5. To finalize submission, select **"Submission Complete"**

Uploading Associated Documents

Submitting Adopted Rulemaking

Liaison Center Home Screen



Select "Adopted Rulemaking Submission"

Submitting Adopted Rulemaking

Enter the applicable information

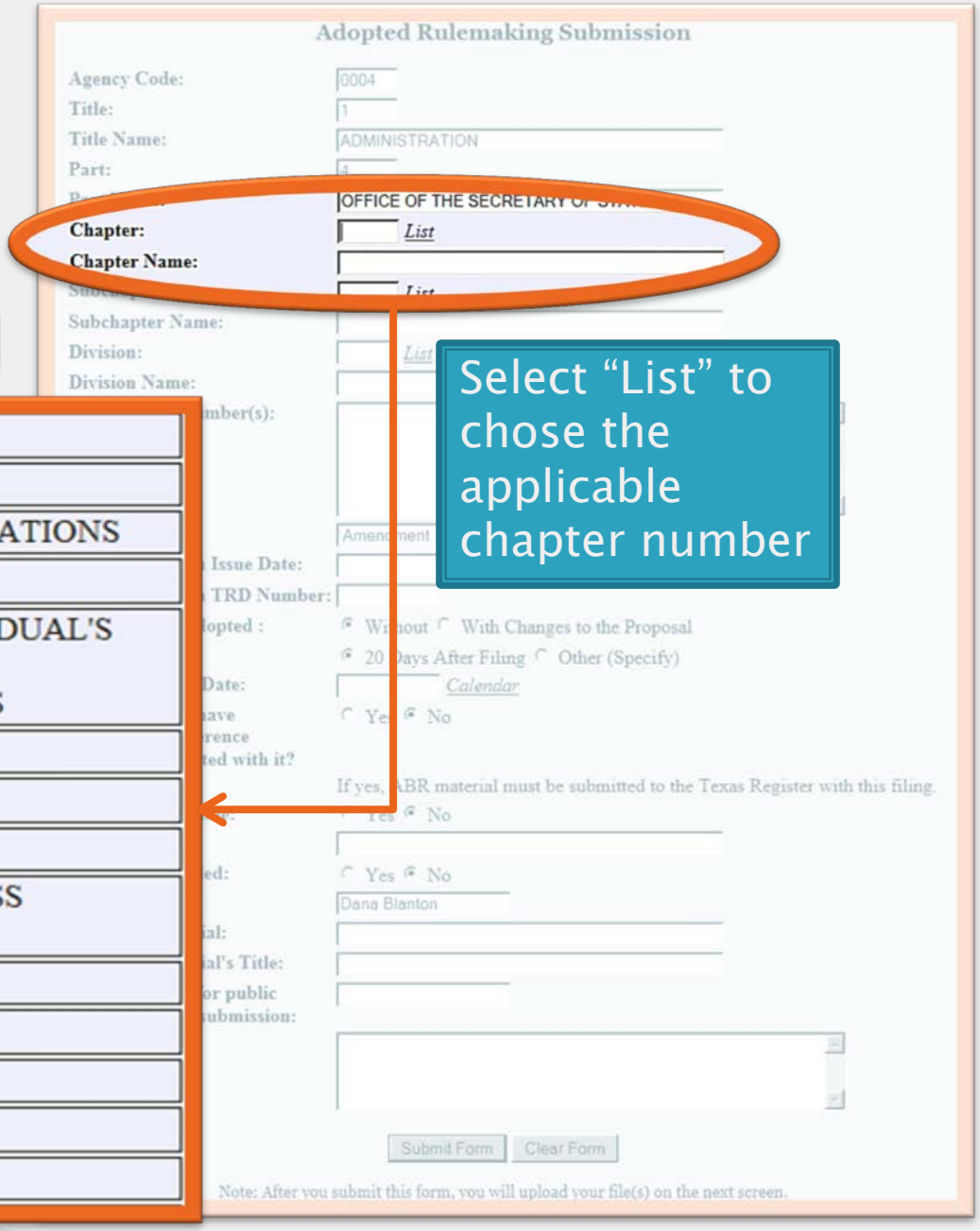
Adopted Rulemaking Submission

Agency Code:	0004
Title:	1
Title Name:	ADMINISTRATION
Part:	4
Part Name:	OFFICE OF THE SECRETARY OF STATE
Chapter:	List
Chapter Name:	
Subchapter:	List
Subchapter Name:	
Division:	List
Division Name:	
TAC Section Number(s):	
Action:	Amendment
Proposed Action Issue Date:	Calendar
Proposed Action TRD Number:	
Submission is adopted :	Without / With Changes to the Proposal
Effective:	20 Days After Filing / Other (Specify)
Other Effective Date:	Calendar
Does this filing have adoption by reference material associated with it?	Yes / No
	If yes, ABR material must be submitted to the Texas Register with this filing.
Common Preamble:	Yes / No
File Name:	
Graphics Included:	Yes / No
Agency Liaison:	Dana Blanton
Certifying Official:	
Certifying Official's Title:	
Phone number for public inquiries about submission:	
Comments:	

Submit Form | Clear Form

Note: After you submit this form, you will upload your file(s) on the next screen.

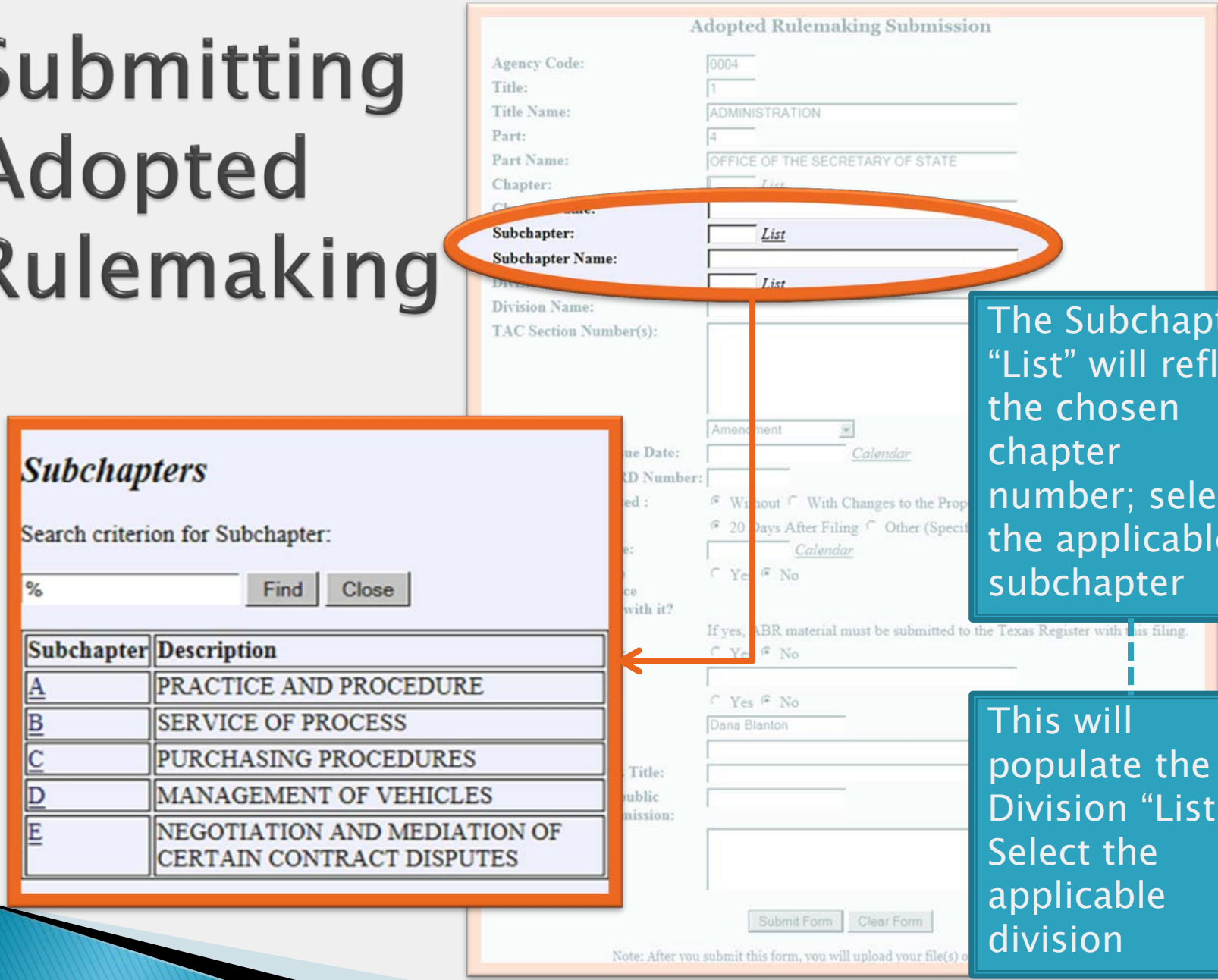
Submitting Adopted Rulemaking



Select "List" to chose the applicable chapter number

72	STATE SEAL
73	STATUTORY DOCUMENTS
74	CREDIT SERVICES ORGANIZATIONS
75	AUTOMOBILE CLUB
76	USE OF A DECEASED INDIVIDUAL'S NAME, VOICE, SIGNATURE, PHOTOGRAPH, OR LIKENESS
77	New Chapter
78	ATHLETE AGENTS
79	BUSINESS ENTITY FILINGS
80	UNINCORPORATED BUSINESS ENTITIES
81	ELECTIONS
82	New Chapter
83	LIMITED PARTNERSHIPS
84	New Chapter
85	New Chapter

Submitting Adopted Rulemaking



The Subchapter "List" will reflect the chosen chapter number; select the applicable subchapter

This will populate the Division "List;" Select the applicable division

Submitting Adopted Rulemaking

Identify if the rule text of the referenced section numbers are "without" or "with changes to the proposal"

Adopted Rulemaking Submission

Agency Code:	0004
Title:	1
Title Name:	ADMINISTRATION
Part:	4
Part Name:	OFFICE OF THE SECRETARY OF STATE
Chapter:	91 List
Chapter Name:	TEXAS REGISTER
Subchapter:	C List
Subchapter Name:	RULEMAKING
Division:	List
Division Name:	
TAC Section Number(s):	91.37
Action:	Amendment
Proposed Action Issue Date:	10/03/2014 Calendar
Proposed Action TRD Number:	201405565
Submission is adopted :	Without With Changes to the Proposal
Effective:	20 Days After Filing Other (Specify)
Other Effective Date:	Calendar
Does this filing have adoption by reference material associated with it?	Yes No
	If yes, ABR material must be sub
	Yes No
Inquiries about submission:	512-463-5561
Comments:	

Submit Form Clear Form

Note: After you submit this form, you will upload your file(s) on the next screen.

Proposed Action TRD Number: 201405565

Submission is adopted : Without With Changes to the Proposal

20 Days After Filing Other

If multiple section numbers are referenced and only one section number has changes from the proposal, it is still considered *"with changes to the proposal"*

Submitting Adopted Rulemaking

Adopted Rulemaking Submission

Agency Code:	0004
Title:	1
Title Name:	ADMINISTRATION
Part:	4
Part Name:	OFFICE OF THE SECRETARY OF STATE
Chapter:	91 List
Chapter Name:	TEXAS REGISTER
Subchapter:	C List
Subchapter Name:	RULEMAKING
Division:	List
Division Name:	
TAC Section Number(s):	91.37
Action:	Amendment
Proposed Action Issue Date:	10/03/2014 Calendar
Proposed Action TRD Number:	201405565
Submission is adopted :	Without / With Changes to the Proposal
Effective:	20 Days After Filing / Other (Specify)
Other Effective Date:	Calendar
Does this filing have adoption by reference material associated with it?	Yes / No If yes, ABR material must be submitted to the Texas Register with this filing.
Common Preamble:	Yes / No
File Name:	rulemaking.docx
Graphics Included:	Yes / No
Agency Liaison:	Dana Blanton
Certifying Official:	Jill Ledbetter
Certifying Official's Title:	Editor
Phone number for public inquiries about submission:	512-463-5561
Comments:	

Submit Form | Clear Form

Note: After you submit this form, you will upload your file(s) on the next screen.

Name of the file to be uploaded on the next screen

Select "Submit Form" when complete

Submitting Adopted Rulemaking

OFFICE of the SECRETARY of STATE

Submission Form Upload Complete. You may now upload any additional file(s) for this submi

Continue to Uploading Files

Agency Code:	0004
Title:	1
Title Name:	ADMINISTRATION
Part:	4
Part Name:	OFFICE OF THE SECRETARY OF STATE
Chapter:	91
Chapter Name:	TEXAS REGISTER
Subchapter:	C
Subchapter Name:	RULEMAKING
TAC Section Number(s):	91.37
Action:	Amendment
Proposed Action Issue Date:	10/03/2014
Proposed Action TRD Number:	201405565
Submission is adopted :	Without Changes to the Proposal
Effective:	20 Days After Filing
Does this filing have adoption by reference material associated with it?	No
Common Preamble:	No
File Name:	rulemaking.docx
Graphics Included:	Yes
Agency Liaison:	Dana Blanton
Liaison E-Mail:	DBlanton@sos.texas.gov
Liaison Phone:	512-463-5565
Certifying Official:	Jill Ledbetter
Certifying Official's Title:	Editor
Phone number for public inquiries about submission:	512-463-5561
Comments:	Graphics file name: texreg.pd

Upload Another Submission Form

Review the summary

If the summary is accurate, select "Continue to File Upload" to upload the files associated with the submission

If there are any ERRORS, select "Upload Another Submission Form" and send an email to register@sos.texas.gov

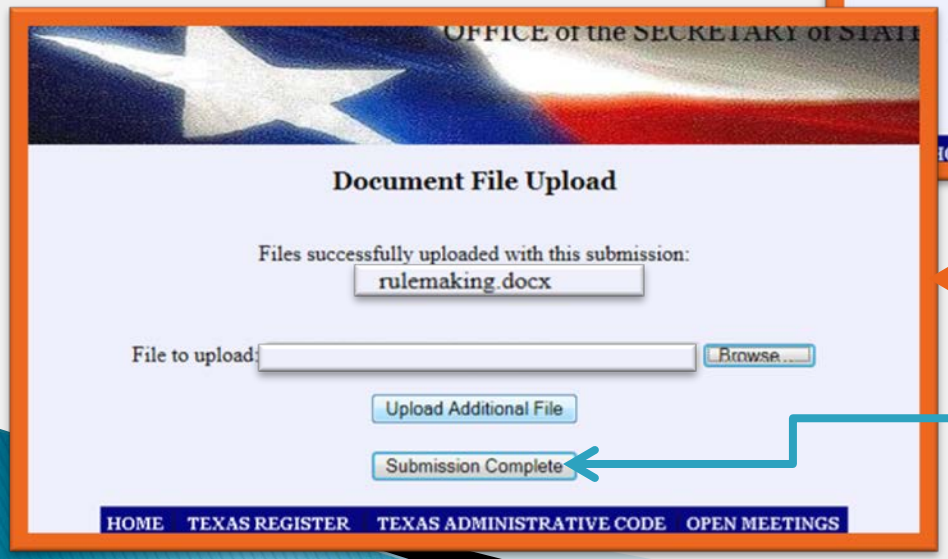
Submitting Adopted Rulemaking Documents

Select "Browse"

Select the identified associated file from your available computer files

Select "Upload Document"

Must upload documents now, you are not able to return and upload at a later time



Repeat the process as needed to attach all associated documents

Select "Submission Complete" to finalize submission

Rulemaking Documents

- Formatting and Submitting
  - Overview
  - Emergency Rulemaking
  - Proposed Rulemaking
    - Repeal
    - New
    - Amended
  - Adopted Rulemaking
  - Withdrawn Rulemaking
  - Common Preamble

Withdrawn Rulemaking

- Following a proposal or emergency…
  - Cancel a proposed or emergency rulemaking
  - Auto withdrawn (*Texas Register* staff)
    - If a proposed rule is not acted on by the agency within 6 months

Submitting Withdrawn Rulemaking Documents

Liaison Center Home Screen

1. Select **"Withdrawn Rulemaking Submission"**
   A. Complete all applicable fields:
      i. **Agency Code, Title, Title Name, Part,** and **Part Name** are automatically populated based on Liaison login
      ii. **Chapter** – Select **"List"**
         a. Select appropriate chapter from the generated list
         b. This will populate the **"Chapter Name"**
            a. If altering the **"Chapter Name,"** please indicate in the **"Comments"** field
      iii. **Subchapter** – Select **"List"**
         a. Select appropriate subchapter from the generated list
         b. This will populate the "**Subchapter Name"**
            a. If altering the **"Subchapter Name"** please indicate in the **"Comments"** field
      iv. **Division** – Select **"List"**
         a. Select appropriate division from the generated list
         b. This will populate the **"Division Name"**
      v. **TAC Section Number(s)** – Enter the specific TAC Section Number(s) that your submission affects
      vi. **Rulemaking action being withdrawn is** – select whether you are withdrawing **"Emergency"** or **"Proposed"** rulemaking submissions
      vii. **Type of action being withdrawn is** – identify which type(s) of actions were identified on the original rulemaking submission you are withdrawing
         a. **New**
         b. **Amendment**
         c. **Repeal** – *Repeals must be submitted separately from New or Amendments*

Submitting Withdrawn Rulemaking Documents, Continued

viii. **TexReg Cite for Original Filing** – enter the citation for the published rulemaking submission to be withdrawn
   a. Enter: **volume number** and **TexReg page number.** Ex: 22 TexReg 7667

ix. **Issue Date of the Original Filing** – Select **"Calendar"** to populate the original date of publication for the rulemaking submission being withdrawn
   a. The date must be a Friday

x. **Effective** – select when the withdrawal will take effect
   a. **"Immediately on Filing"** is auto-selected
   b. **"Other"** should be utilized if your agency has a specific date in mind, specified in the following field

xi. **Other Effective Date** – Select **"Calendar"** to specify an alternative date for when your agency would like the withdrawal to take effect; provided you chose **"Other"** in the previous field

xii. **Common Preamble** – Select whether or not the original filing was part of a Common Preamble

xiii. **File Name** – enter the file name of the file you will upload with the submission form—these must be identical

xiv. **Graphics Included** – Select appropriate response
   a. If **"Yes,"** enter the file name(s) of the graphic(s) in the **"Comments"** field

xv. **Agency Liaison** – automatically populates based on Liaison login

xvi. **Certifying Official** – the name of the official approving the document

xvii. **Certifying Official's Title** – the approving staff member's job title

xviii. **Phone Number** for public inquiries about submission – the phone number of the agency staff member who will be responding to the public

xix. **Comments** – additional information, Graphics file name, etc.

2. Select **"Clear Form"** to clear your entries and restart the submission process
3. Select **"Submit Form"** when complete the submission process
4. Review the populated summary:
   A. If there are errors select **"Upload Another Submission Form"**
      i. Contact Texas Register to remove incorrect submission
   B. If the information is accurate select **"Continue to File Upload"**

If uploading an associated file…

Must upload documents with the submission form. You are not able to return and upload files at another time.

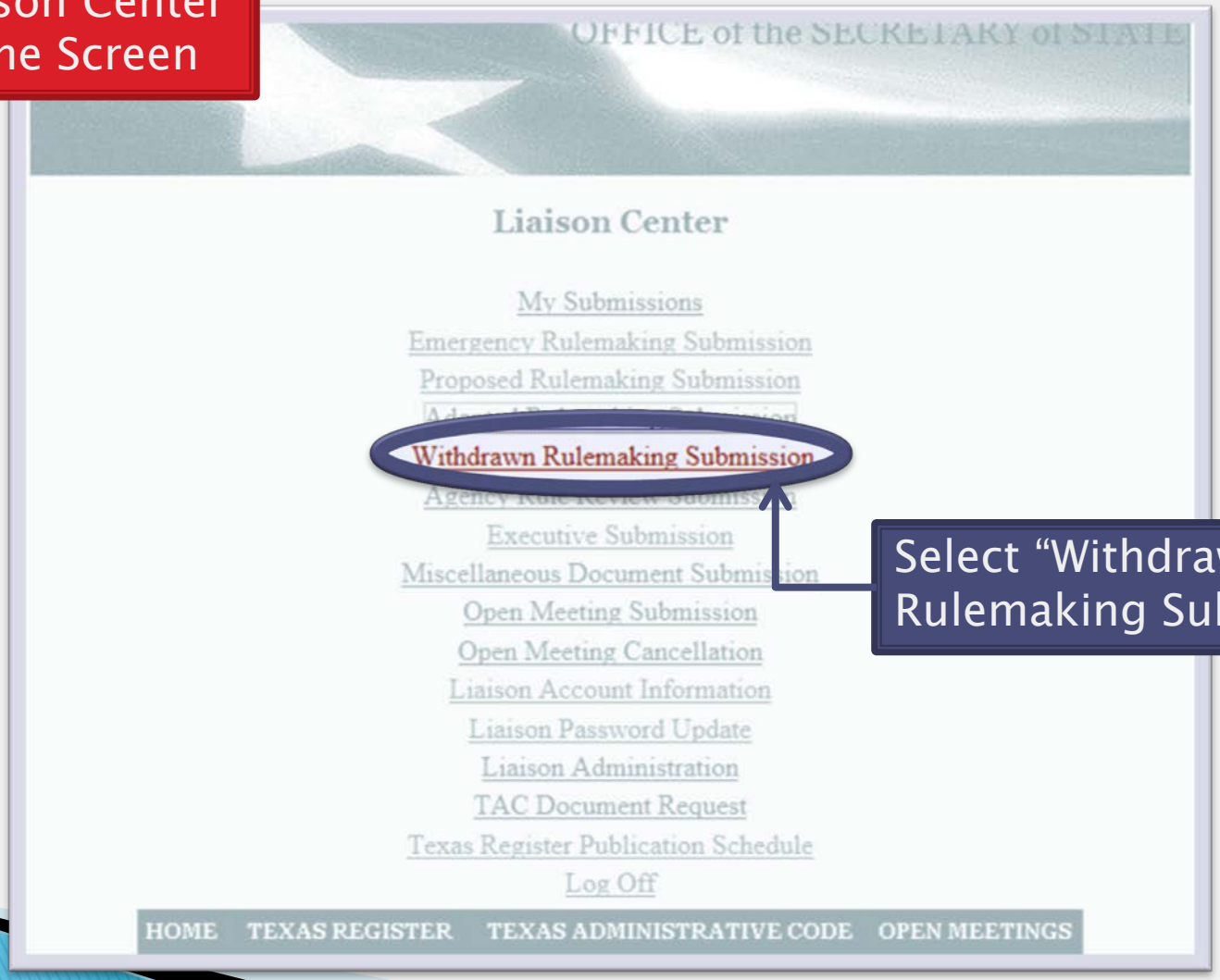
Submission Summary Form

1. Select **"Continue to File Upload"**
2. Select **"Browse"**
   A. Select the appropriate computer file corresponding to the **"File Name"** field within the submission form
3. Select **"Upload Document"**
4. Repeat Steps 1–3 as needed to attached all associated files, for example:
   A. Files indicated in the **"File Name"** field of the submission form
   B. Graphics files named in the **"Comments"** field of the submission form
5. To finalize submission, select **"Submission Complete"**

Uploading Associated Documents

Submitting Withdrawn Rulemaking

Liaison Center Home Screen



Select "Withdrawn Rulemaking Submission"

Submitting Withdrawn Rulemaking

Enter the applicable information

OFFICE of the SECRETARY of STATE

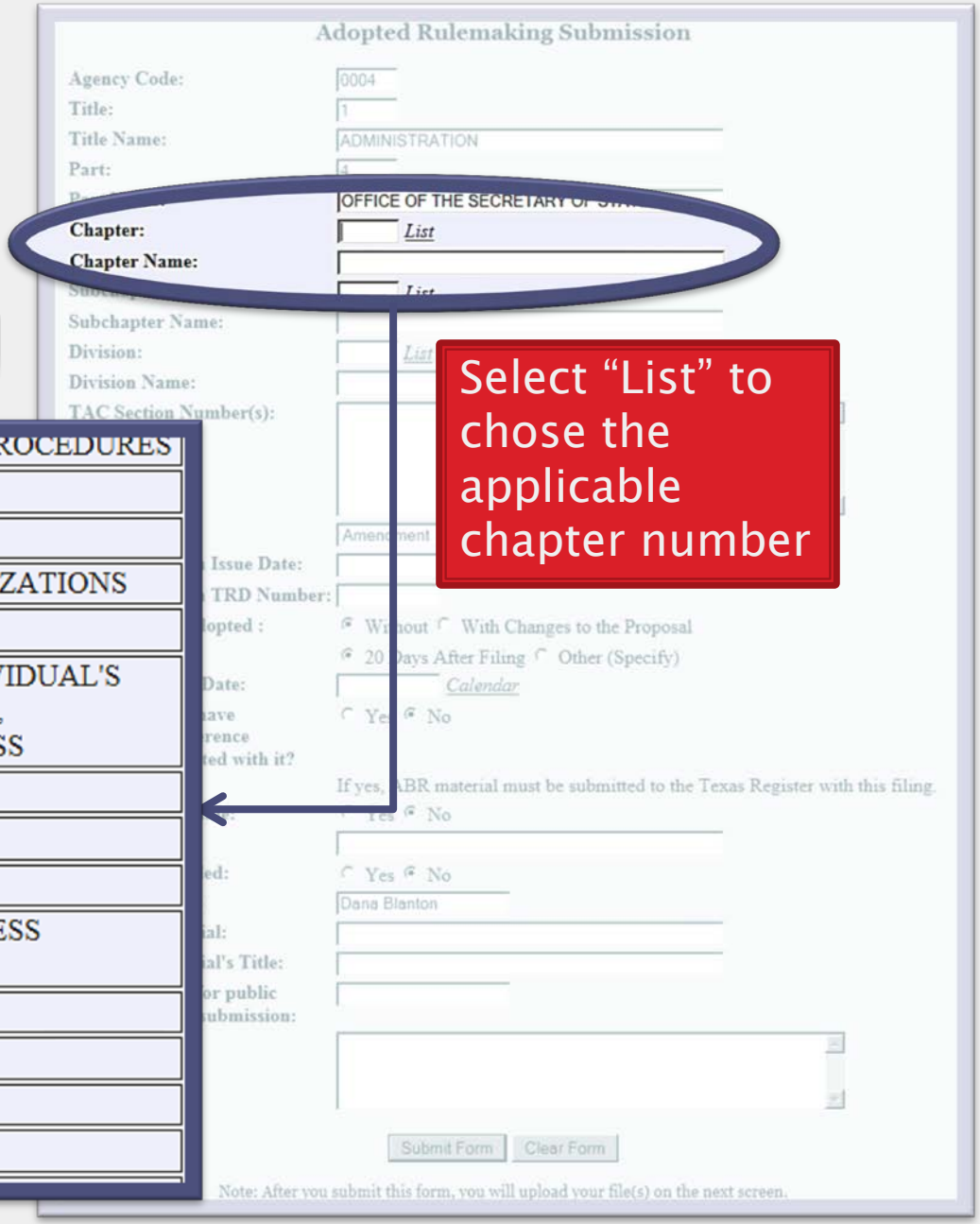
Withdrawn Rulemaking Submission

Agency Code:	0004
Title:	1
Title Name:	ADMINISTRATION
Part:	4
Part Name:	OFFICE OF THE SECRETARY OF STATE
Chapter:	List
Chapter Name:	
Subchapter:	List
Subchapter Name:	
Division:	List
Division Name:	
TAC Section Number(s):	
Rulemaking action being withdrawn is:	○ Emergency ◉ Proposed
Type of action being withdrawn is :	☐ New ☐ Amendment ☐ Repeal
TexReg Cite for Original Filing:	**(Volume Number and Page Number)**
Issue Date of Original Filing:	Calendar
Effective:	◉ Immediately on Filing ○ Other (Specify)
Other Effective Date:	Calendar
Common Preamble:	○ Yes ◉ No
File Name:	
Agency Liaison:	Dana Blanton
Certifying Official:	
Certifying Official's Title:	
Phone number for public inquiries about submission:	
Comments:	

Submit Form | Clear Form

Note: After you submit this form, you will upload your file(s) on the next screen.

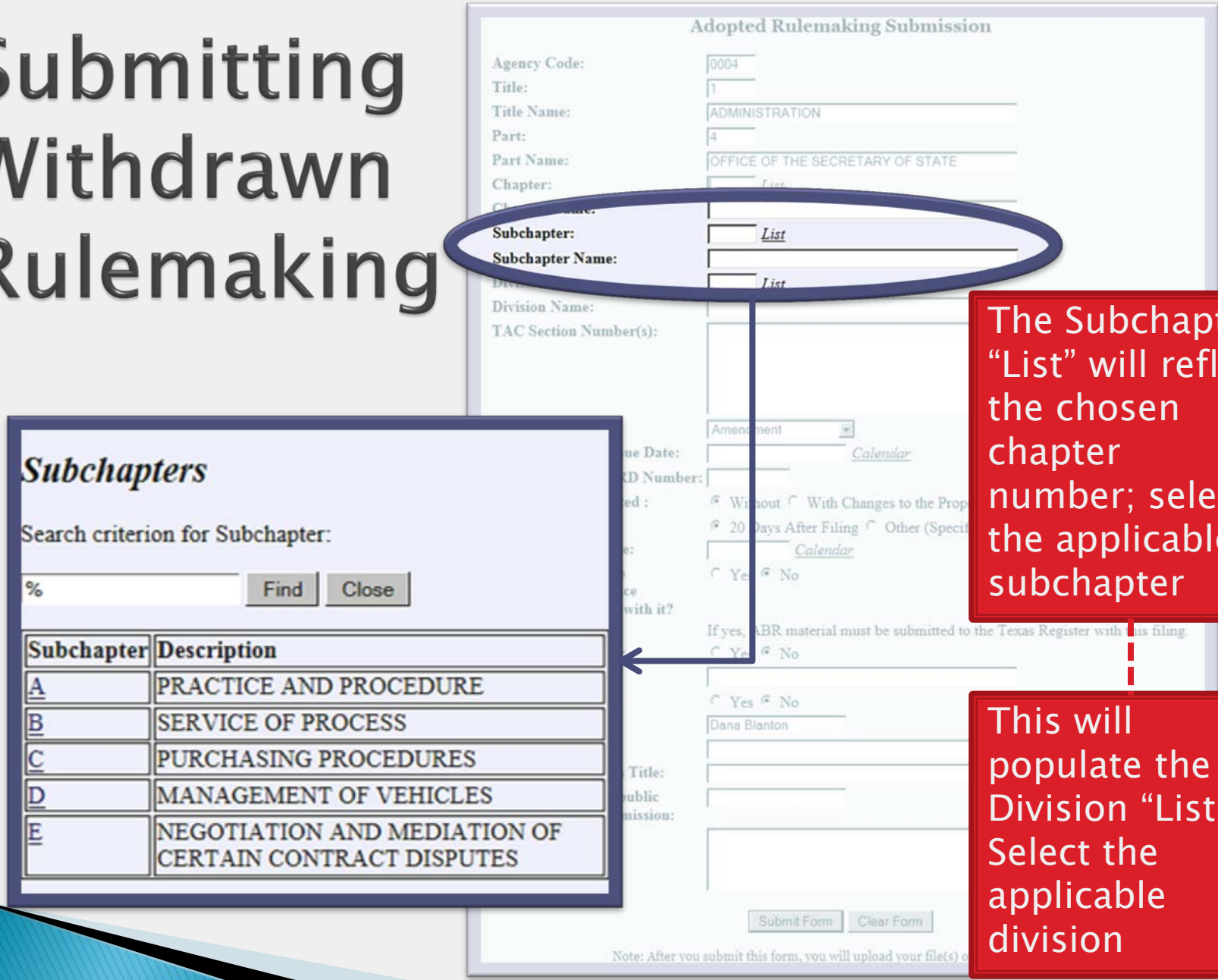
Submitting Withdrawn Rulemaking



Select "List" to chose the applicable chapter number

71	GENERAL POLICIES AND PROCEDURES
72	STATE SEAL
73	STATUTORY DOCUMENTS
74	CREDIT SERVICES ORGANIZATIONS
75	AUTOMOBILE CLUB
76	USE OF A DECEASED INDIVIDUAL'S NAME, VOICE, SIGNATURE, PHOTOGRAPH, OR LIKENESS
77	New Chapter
78	ATHLETE AGENTS
79	BUSINESS ENTITY FILINGS
80	UNINCORPORATED BUSINESS ENTITIES
81	ELECTIONS
82	New Chapter
83	LIMITED PARTNERSHIPS
84	New Chapter

Submitting Withdrawn Rulemaking



The Subchapter "List" will reflect the chosen chapter number; select the applicable subchapter

This will populate the Division "List;" Select the applicable division

Submitting Withdrawn Rulemaking

OFFICE of the SECRETARY of STATE

Withdrawn Rulemaking Submission

Agency Code:	0004
Title:	1
Title Name:	ADMINISTRATION
Part:	4
Part Name:	OFFICE OF THE SECRETARY OF STATE
Chapter:	91 List
Chapter Name:	TEXAS REGISTER
Subchapter:	C List
Subchapter Name:	RULEMAKING
Division:	List
Division Name:	
TAC Section Number(s):	91.37
Rulemaking action being withdrawn is:	○ Emergency ◉ Proposed
Type of action being withdrawn is :	☐ New ☑ Amendment ☐ Repeal
TexReg Cite for Original Filing:	39 TexReg 7000 (Volume Number and Page Number)
Issue Date of Original Filing:	10/03/2014 Calendar
Effective:	◉ Immediately on Filing ○ Other (Specify)
Other Effective Date:	Calendar
Common Preamble:	○ Yes ◉ No
File Name:	
Agency Liaison:	Dana Blanton
Certifying Official:	Jill Ledbetter
Certifying Official's Title:	Editor
Phone number for public inquiries about submission:	512-463-5561
Comments:	

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Submitting Withdrawn Rulemaking

OFFICE of the SECRETARY of STATE

Submission Form Upload Complete. You may now upload any additional file(s) for this submiss

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Agency Code:	0004
Title:	1
Title Name:	ADMINISTRATION
Part:	4
Part Name:	OFFICE OF THE SECRETARY OF STATE
Chapter:	91
Chapter Name:	TEXAS REGISTER
Subchapter:	C
Subchapter Name:	RULEMAKING
TAC Section Number(s):	91.37
Rulemaking action being withdrawn is:	Proposed
Type of action being withdrawn is :	No **New** Yes **Amendment** No **Repeal**
TexReg Cite for Original Filing:	39 TexReg 7000 **(Volume Number and Page Number)**
Issue Date of Original Filing:	10/03/2014
Effective:	Immediately on Filing
Agency Liaison:	Dana Blanton
Liaison E-Mail:	DBlanton@sos.texas.gov
Liaison Phone:	512-463-5565
Certifying Official:	Jill Ledbetter
Certifying Official's Title:	Editor
Phone number for public inquiries about submission:	512-463-5561

Upload Another Submission Form

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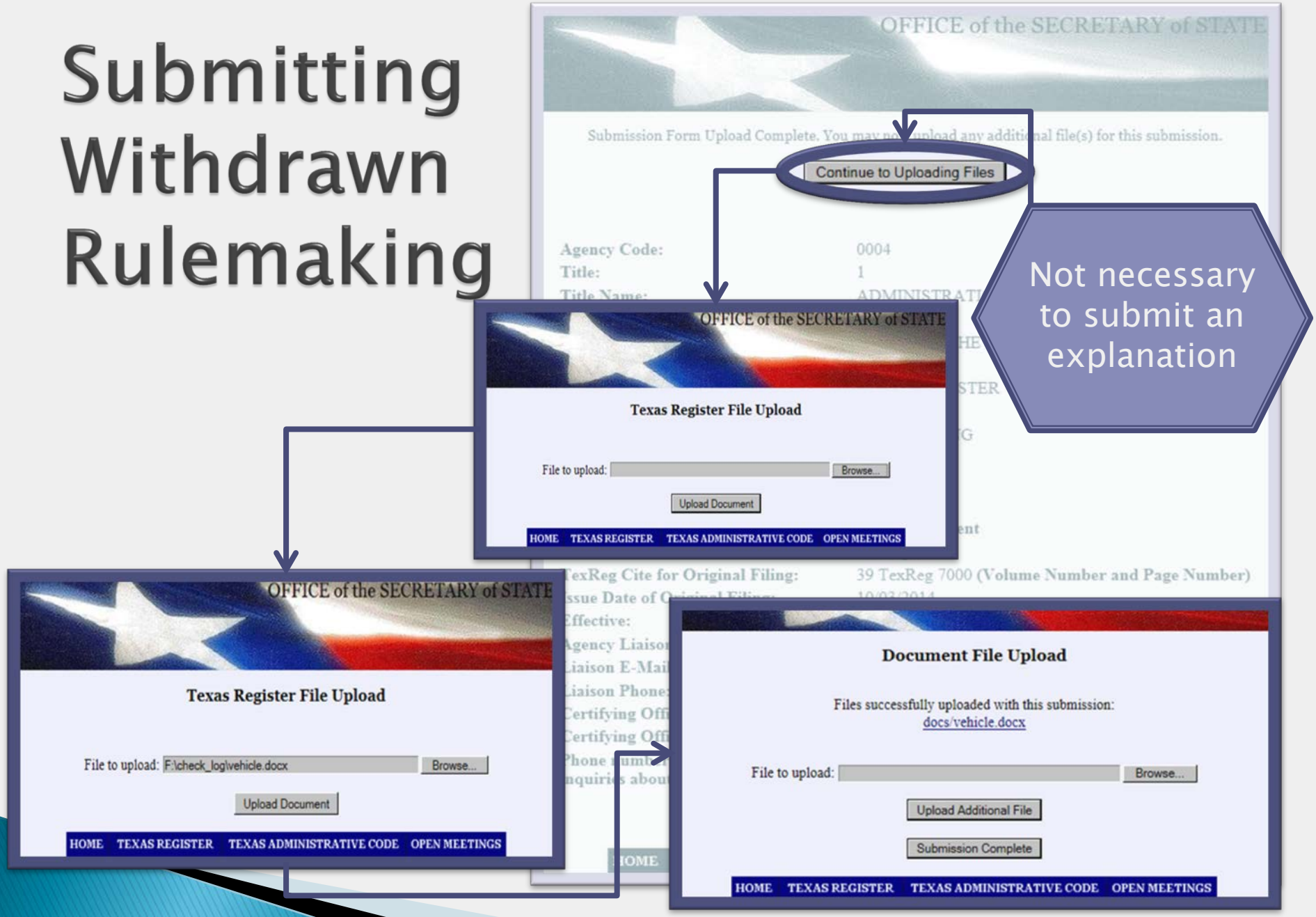
Review the summary

If the summary is accurate, select "Continue to File Upload" to upload the files associated with the submission

If there are any ERRORS, select "Upload Another Submission Form" and send an email to register@sos.texas.gov

Submitting Withdrawn Rulemaking



Rulemaking Documents

- Formatting and Submitting
  - Overview
  - Emergency Rulemaking
  - Proposed Rulemaking
    - Repeal
    - New
    - Amended
  - Adopted Rulemaking
  - Withdrawn Rulemaking
  - Common Preamble

Common Preamble

Preamble which addresses multiple rules crossing subchapters and/or divisions within the same chapter. It may address both repeal & amended/new rules

A common preamble must include the statutorily required information in a normal preamble

- Proposed Common Preamble
  - The fiscal note, public benefit cost note and explanation of rule action may be addressed together
- Adopted Common Preamble
  - The concerning statement and purpose of the adopted rule may be addressed together
- Emergency Common Preamble
  - The subject material statement, explanation of action and reason behind the emergency rule may be addressed together

The statutory authority should be addressed for each rule submission

Common Preamble

- Common Preamble file should be included with the lowest rule number
- If submitting a repeal and a new rule submission (with the same section number), submit the common preamble with the repeal
- Each rule submission includes statutory authority before rule text
- *May use *n for multiple rule texts within one document*

Key Points

Common Preamble

Statutory authority 1
<rule>
Rule Text 1
(lowest rule number)
*n

Statutory authority 2
<rule>
Rule Text 2
*n

Statutory authority 3
<rule>
Rule Text 3

Order of file submitted

Rule Reviews

- Deadline
- General Information
  - Proposed Rule Review
    - Let the public know the agency is reviewing the rule
  - Adopted Rule Review
    - Let the public know the decision the agency has come to regarding the status of the rule
- Submitting Rule Review

Rule Reviews

- Deadline
- General Information
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Rule Review Documents

Deadline!!

Submission forms and corresponding files need to be submitted and received by

Wednesday at noon

Publication schedule can be found on the Liaison Center Home screen

TAC Document Request
Texas Register Publication Schedule
Document Request Queue

We will notify you of holiday exceptions.

Still unsure? Wishing to plan?

Holiday?

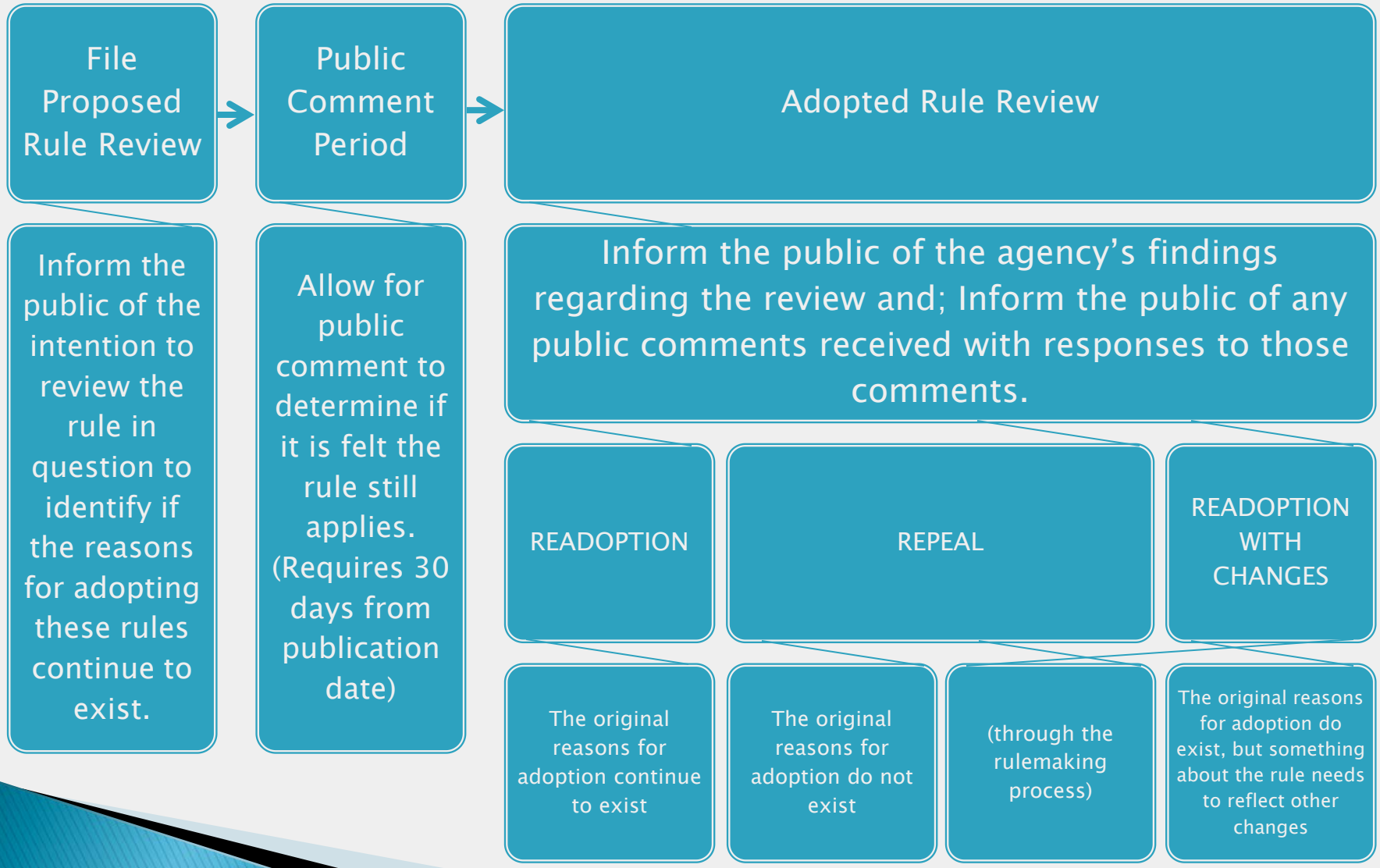
Rule Reviews

- Deadline
- General Information
  - Proposed Rule Review
    - Let the public know the agency is reviewing the rule
  - Adopted Rule Review
    - Let the public know the decision the agency has come to regarding the status of the rule
- Submitting Rule Review

Rule Review

By Texas Government Code, §2001.039, agencies are required to review rules by the fourth anniversary of the effective date of the rules.

Process for Rule Review



Proposed Rule Review

- **Required (written as a narrative in the following order):**

1 Introduction –
agency name; identify the chapter to be reviewed

2 Proposed Rule Review –
statement of explanation; language should reflect the intent of the rule review

3 Public Comments –
identify agency and/or employee to received public comments; include multiple forms of contact and deadline

Please remember…

Key Points –
There is no **bolding**, <u>underlining</u> or ~~strikethrough~~ allowed in the rule review;

Italics or ALL CAPS may be used for emphasis.

Proposed Rule Review

Example

The Texas Workforce Commission (Commission) files this notice of its intent to review Chapter 807, concerning Career Schools and Colleges, in accordance with Texas Government Code §2001.039.

An assessment will be made by the Commission as to whether the reasons for adopting or readopting the chapter continue to exist. Each rule will be reviewed to determine whether it is obsolete, whether the rule reflects current legal and policy considerations, and whether the rule reflects current procedures of the Commission.

Comments on the review may be submitted to TWC Policy Comments, Workforce Policy and Service Delivery, attention: Workforce Editing, 101 East 15th Street, Room 440T, Austin, Texas 78778; faxed to (512) 475-3577; or e-mailed to TWCPolicyComments@twc.state.tx.us. The Commission must receive comments postmarked no later than 30 days from the date this notice is published in the *Texas Register*.

Adopted Rule Review

- **Required (written as a narrative in the following order):**

1 Introduction –
agency name; chapter reviewed; publication date and cite of the proposed rule review

2 Summary of Comments –
If comments were received regarding the proposal:
summary of the comments and the agency's response
If no comments were received regarding the proposal:
statement indicating no comments were received

3 Conclusion –
Agency authority to make the decision; identify if the decision is to readopt, readopt with changes or repeal the rule reviewed
If readopted with changes or repealing the rule; when the public should expect the rule to begin the rulemaking process

Key Points –
There is no **bolding**, <u>underlining</u> or ~~strikethrough~~ allowed in the rule review;

Italics or ALL CAPS may be used for emphasis.

Please remember…

Adopted Rule Review

Example

The Texas Workforce Commission (Commission) adopts the review of Chapter 807, concerning Career Schools and Colleges, in accordance with Texas Government Code §2001.039. The proposed notice of intent to review rules was published in the October 25, 2013, issue of the *Texas Register* (38 TexReg 7479).

No comments were received on the proposed rule review.

The Commission has assessed whether the reasons for adopting or readopting the rules continue to exist. The Commission finds that the rules in Chapter 807 are needed, reflect current legal and policy considerations, and reflect current procedures of the Commission. The reasons for initially adopting the rules continue to exist. The Commission, therefore, readopts Chapter 807.

Rule Reviews

- Deadline
- General Information
  - Proposed Rule Review
    - Let the public know the agency is reviewing the rule
  - Adopted Rule Review
    - Let the public know the decision the agency has come to regarding the status of the rule
- Submitting Rule Review

Liaison Center Home Screen

1. Select **"Agency Rule Review Submission"**
   A. Complete all applicable fields:
      i. **Agency Code, Title, Title Name, Part,** and **Part Name** are automatically populated based on Liaison login
      ii. **Review Type** – select the type of review submitted
         1) Proposed, informing the public of the review
         2) Adopted, informing the public of the agency's findings
      iii. **Chapter(s)** – identify the chapter(s) reviewed in the submission
      iv. **File Name** – enter the file name of the file you will upload with the submission form—these must be identical
      v. **Agency Liaison** – automatically populates based on Liaison login
      vi. **Certifying Official** – the name of the official approving the document
      vii. **Certifying Official's Title** – the approving staff member's job title
      viii. **Phone Number** for public inquiries about submission – the phone number of the agency staff member who will be responding to the public
      ix. **Comments** – additional information
2. Select "**Clear Form**" to clear your entries and restart the submission process
3. Select **"Submit Form"** to complete the submission process
4. Review the populated summary:
   A. If there are errors select **"Upload Another Submission Form"**
   B. If the information is accurate select **"Continue to File Upload"**

Must upload documents with the submission form. You are not able to return and upload files at another time.

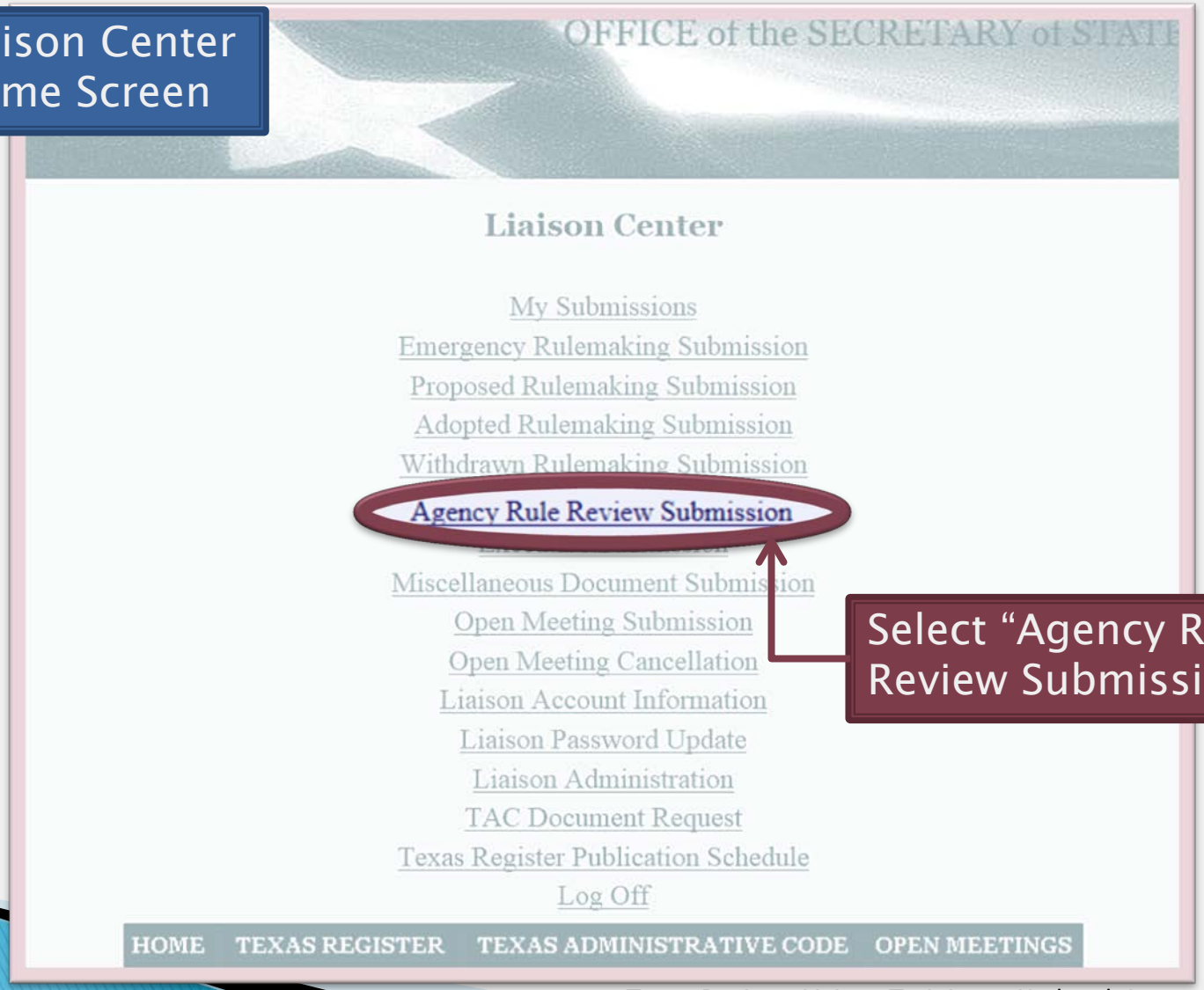
Submission Summary Form

1. Select **"Continue to File Upload"**
2. Select **"Browse"**
   A. Select the appropriate computer file corresponding to the **"File Name"** field within the submission form
3. Select **"Upload Document"**
4. Repeat Steps 1–3 as needed to attached all associated files, for example:
   A. Files indicated in the **"File Name"** field of the submission form
   B. Graphics files named in the **"Comments"** field of the submission form
5. To finalize submission, select **"Submission Complete"**

Uploading Associated Documents

Submitting Rule Review

Liaison Center Home Screen



Select "Agency Rule Review Submission"

Submitting Rule Review

Enter the applicable information

Agency Rule Review Submission

Agency Name:	Office of the Secretary of State
Agency Code:	0004
Title:	1
Title Name:	ADMINISTRATION
Part:	4
Part Name:	OFFICE OF THE SECRETARY OF STATE
Review Type:	Proposed Review
Chapter(s):	
File Name:	
Agency Liaison:	Michelle Miner
Certifying Official:	
Certifying Official's Title:	
Phone number for public inquiries about submission:	
Comments:	

Submit Form | Clear Form

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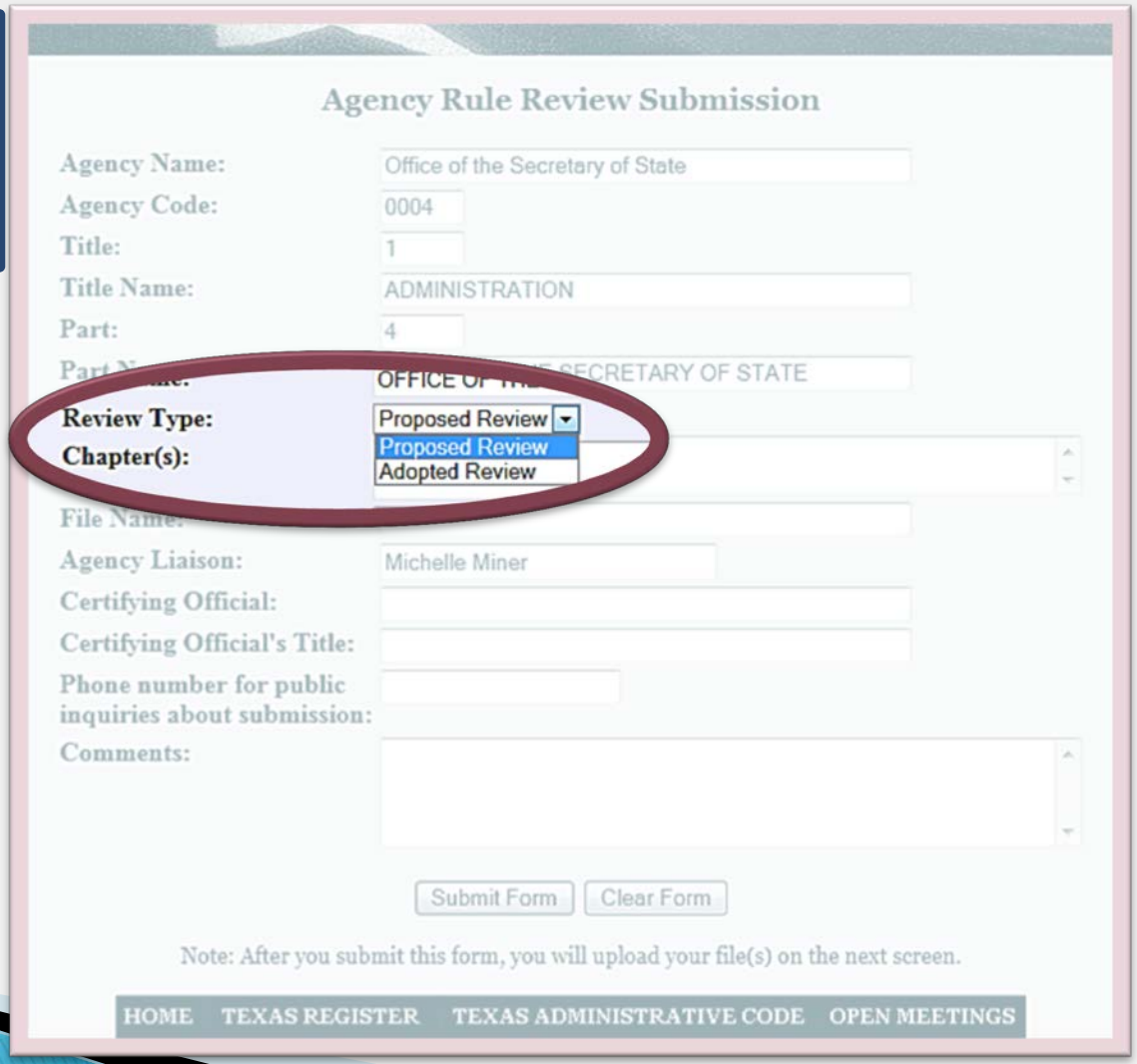
Submitting Rule Review

Identify if the Rule Review is "Proposed" or "Adopted"



Submitting Rule Review

Enter the applicable information

Agency Rule Review Submission

Agency Name:	Office of the Secretary of State
Agency Code:	0004
Title:	1
Title Name:	ADMINISTRATION
Part:	4
Part Name:	OFFICE OF THE SECRETARY OF STATE
Review Type:	Proposed Review
Chapter(s):	
File Name:	
Agency Liaison:	Michelle Miner
Certifying Official:	
Certifying Official's Title:	
Phone number for public inquiries about submission:	
Comments:	

Name of the file to be uploaded on the next screen

Select "Submit Form" when complete

Submit Form | Clear Form

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HOME | TEXAS REGISTER | TEXAS ADMINISTRATIVE CODE | OPEN MEETINGS

Submitting Rule Review

Submission Form Upload Complete. You may now upload any additional file(s) for this submission.

Continue to Uploading Files

Agency Name:	Office of the Secretary of State
Agency Code:	0004
Title:	1
Title Name:	ADMINISTRATION
Part:	4
Part Name:	OFFICE OF THE SECRETARY OF STATE
Review Type:	Proposed Review
Chapter(s):	92
File Name:	1-4-92PRR.doc
Agency Liaison:	Michelle Miner
Liaison Phone:	512-463-5561
Liaison Email:	mminer@sos.texas.gov
Certifying Official:	Magenta Magic
Certifying Official's Title:	Marker Maker
Phone number for public inquiries about submission:	512-867-5309
Comments:	N/A

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Review the summary

If the summary is accurate, select "Continue to File Upload" to upload the files associated with the submission

If there are any ERRORS, select "Upload Another Submission Form" and send an email to register@sos.texas.gov

Graphics

Examples

Tables
Equations
Images

Rulemaking

Published in the "Tables and Graphics" section of the *Texas Register*

Miscellaneous

Published with the document in the "In Addition" section of the *Texas Register*

File submitted separate from the .doc/.docx

Adobe Acrobat (.pdf)
Word (.doc/.docx)

Graphics

File submitted separate from the rule or miscellaneous document

Adobe Acrobat (.pdf)
Word (.doc/.docx)

- Insert a "Figure Line" in place of the graphic in the text of the rule
  - "Figure: 1 TAC §91.37"
- The Figure Line should be labeled on the upper left corner of the document
- .pdf, .doc, .docx files only
  - Example: "rule1graphic.pdf"

Rulemaking Documents

- Insert the word "Figure" in place of the graphic in the document
- Multiple graphics:
  - "Figure 1"
  - "Figure 2"
- The Figure number should be labeled on the upper left corner of the document
- .pdf, .doc, .docx files only
  - Example: "misc1graphic.pdf"

Miscellaneous Documents

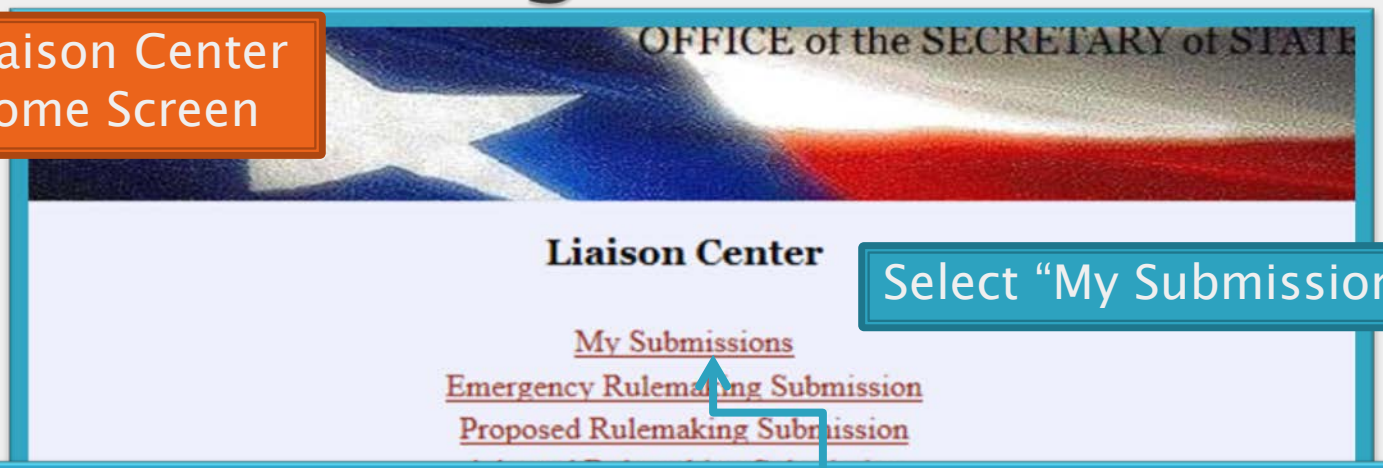
Confirming Submission Status

Liaison Center Home Screen

1. Select **"My Submissions"**
   A. Review up to six months of documents submitted to the *Texas Register* under the logged-in Liaison ID, including the number of files uploaded with each submission form.
   B. Check the **"Status"** of documents:
      i. *"Pending"* – The submission document has not been received by the *Texas Register* staff
      ii. *"Accepted"* – The submission document has been received by the *Texas Register* staff and has been assigned an issue date for publication
      iii. *"Rejected"*
         a. the submission document has been rejected by the *Texas Register* staff;
            1) the *Texas Register* staff will contact the liaison for further information
         b. the liaison requested the document to be voided due to errors

Confirming Submissions

Liaison Center Home Screen



Select "My Submissions"

The queue includes documents submitted within the last six months

Acknowledgment of Receipt

TEXAS REGISTER ACKNOWLEDGMENT OF RECEIPT

Texas Register <TexReg@sos.texas.gov>

This item will expire in 29 days. To keep this item longer apply a different Retention Policy.

Sent: Fri 10/3/2014 3:27 PM
To: Michelle Miner
Retention Policy: Inbox - 30 Day Delete (30 days) Expires: 11/2/2014

ACKNOWLEDGMENT OF RECEIPT

Please note that this email acknowledges receipt of your filing only.
If we find that the document or submission form does not conform to statutory filing requirements or our administrative rules, we may refuse to accept it for filing and publication.
If we refuse your filing, we will notify you.

Document Number: 201406822
For Issue of: 10/17/2014

Submission Date: 2014-10-03 16:18 PM
Receipt Date: 2014-10-03 16:26 PM

Agency Rule Review Submission

Agency Name: Office of the Secretary of State
Agency Code: 0004
Liaison: Michelle Miner
Title of Document:

File Name: 1-4-92PRR.docx

Review Type: Proposed Review

Regarding Chapters: 92

Once the *Texas Register* staff has accepted a submission, the Liaison will receive an Acknowledgment of Receipt via email