We must file the notice for a rulemaking with Secretary of State no later than the 15th of the month to have the required notice published in the Oregon Bulletin on the 1st of the next month.

The schedule for this rulemaking calls for filing the notice on the 15th of MONTH.

The steps required to file the notice on time are:

* DATE (Filing-6 weeks) RULE WRITER NAME Completes draft rules in redline/strikeout
* DATE (filing-6 weeks) RULE WRITER NAME Completes Rulemaking Notice in redline/strikeout
* DATE (filing-5 weeks) PROGRAM MANAGER NAME completes review
* DATE (filing-4 weeks) RULE WRITER NAME finalizes draft rules by:
  + addressing and deleting all comments
  + rejecting all proposed edits that will not be kept in final draft rules
  + leaving untouched in redline/strikeout all proposed edits that will be kept in the final rules
  + IMPORTANT NOTE: In rejecting and accepting text to create a final version of the rules, you will still have redline/strikeout and blue underline text to indicate deletions and insertions. HOWEVER: you have to note the difference between text from the original rules that you are deleting versus newly inserted text that you are now deleting or don’t intend to keep. You must fully delete newly inserted text that you don’t intend to keep so that it does not appear in any form in the final rules. **Newly inserted text that you are deleting should not be red or strike through, it should be gone.** Red text/strikethrough is only for text from the original rule that you are deleting. The final version of the rules does not show all proposed edits that were considered. It only shows insertions and deletions that are being kept for the final version of the rules. To accomplish this, turn off track changes, delete newly inserted text you are not going to keep, then turn track changes back on
  + Review final appearance of rules by changing review status to display “no markup”; after review complete, change display status back to “all markup”
* DATE (filing-4 weeks) RULE WRITER NAME finalizes Rulemaking Notice by:
  + turn track changes off
  + addressing and deleting all comments
  + rejecting any edits that will not be kept in the final document
  + accepting all edits that will be kept in the final document
  + Results in clean copy of Rulemaking Notice with no redline/strikeout
  + turn track changes on
* DATE (filing-3 weeks) DA completes review
* DATE (filing-3 weeks) RULE WRITER NAME/UNIT MANAGER NAME address any DA comments or edits
* DATE (filing-2 weeks) RULE WRITER NAME AND UNIT MANAGER NAME review draft GovDelivery and Legislator email notices
* DATE (filing–2 weeks) RULE WRITER NAME AND UNIT MANAGER NAME review list of proposed GovDelivery topics/mailing lists
* DATE (filing-2 weeks) RULE WRITER NAME AND UNIT MANAGER NAME review draft news release
* DATE (filing-2 weeks) Communications completes review
* DATE (filing-2 weeks) Preview Period – Rules Group Lead emails information about the rulemaking to Leadership Team for 1 week review
* DATE Notice filing and Open Public Comment – Rules Group Lead:
  + files notice with Secretary of State
  + sends GovDelivery notice
  + opens public comment web page
  + has news release distributed
  + has facebook and twitter notices distributed
  + sends email to key legislators
* DATE Notice published in Oregon Bulletin
* DATE Public rulemaking hearing
* DATE Close public comment period