

**NEW HAMPSHIRE DRAFTING AND PROCEDURE MANUAL**  
**Chapter 3 Rulemaking Procedure**

**SUMMARY OF PROCEDURE FOR ADOPTION OF REGULAR RULES**  
(See RSA 541-A:5 through RSA 541-A:14)

**FIRST STAGE:**  
(RSA 541-A:5 through  
RSA 541-A:12)

**NOTE:** Days are calendar days unless otherwise shown. Also, OLS Director may waive deadlines or extend time periods imposed by RSA 541-A in First and Second Stages pursuant to RSA 541-A:40, IV. See 1.9 in Chapter 3.

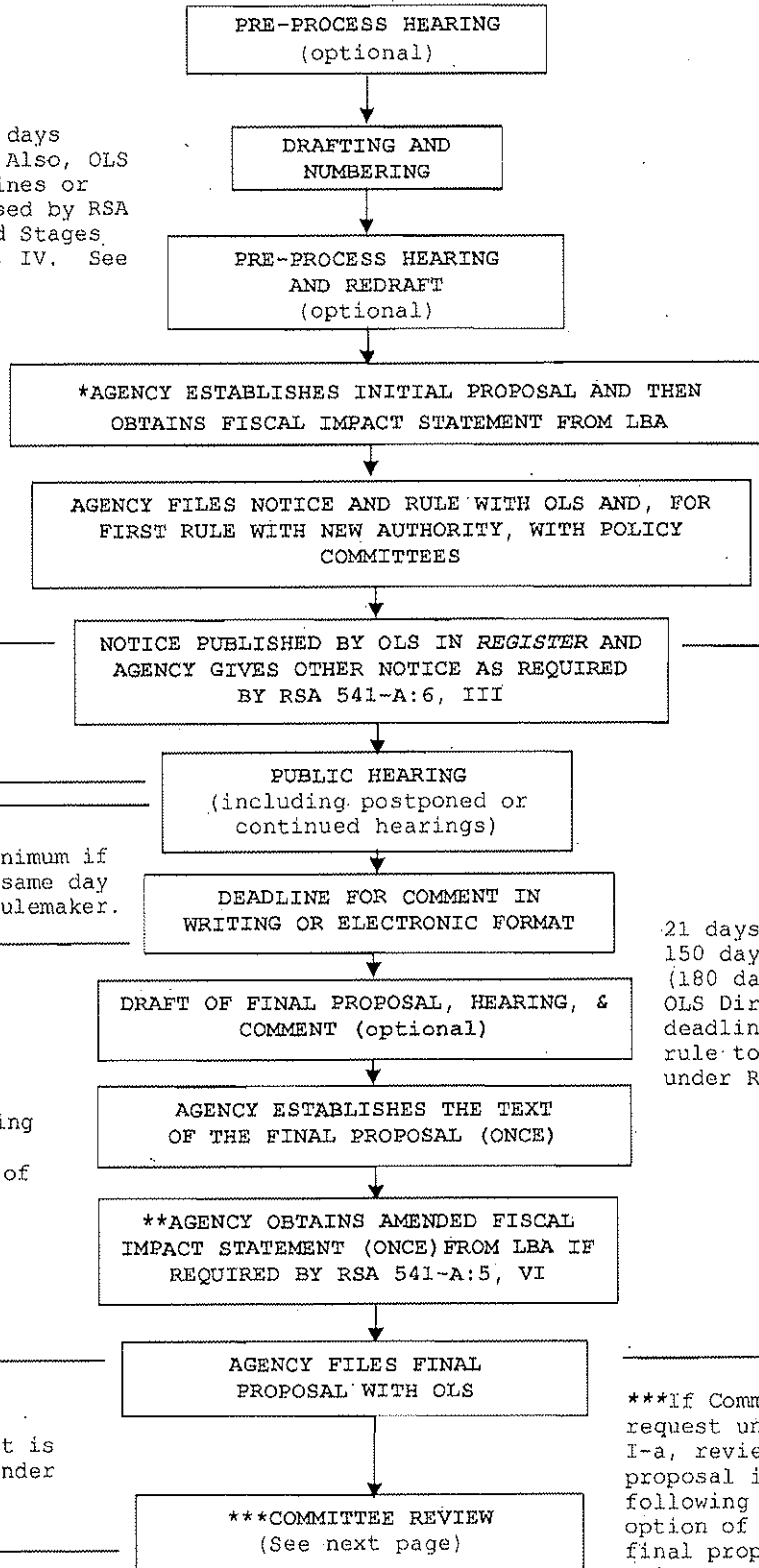
\*Allow 10 working days (after receipt by LBA of agency request) for LBA to complete the FIS.

20 days minimum

5 business days minimum if single rulemaker; same day minimum if group rulemaker.

\*\*Allow 5 working days (after receipt by LBA of agency request) for LBA to complete the amended FIS.

45 days max. but 60 days max. if request is made to Committee under RSA 541-A:12, I-a.



21 days minimum;  
150 days maximum  
(180 days maximum if  
OLS Director extends  
deadline by requiring  
rule to be rewritten  
under RSA 541-A:8).

\*\*\*If Committee approves request under RSA 541-A:12, I-a, review of the final proposal is postponed to the following meeting. Agency has option of filing an amended final proposal at least 7 days prior to that meeting. See 2.12-2.14 in Chapter 3.

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**SECOND STAGE:**  
(RSA 541-A:13 through  
RSA 541-A:14)

\*Committee meets at least once a month on the 3<sup>rd</sup> Friday (usu. Jan.-June) or the 3<sup>rd</sup> Thursday (usu. July-Dec.) of the month.

