The Rule-Drafting Template is designed to be used in tandem with the Rule-Writing Style Guide and the Rules Management System (RMS) filing form. If your rule making presents a unique situation not covered by these instructions or you require assistance in using this template, please call the Administrative Code Office.

1. Open the Rule-Drafting Template from the Administrative Rules Tool Kit web page https://www.legis.iowa.gov/law/administrativeRules/ruleWriterInfo on the Iowa Administrative Rules web page:

2.

(You may save a local copy of the Template document to your files, or work from the document opened from the Web site.)

3. Select the "Add-Ins" tab to locate the Template tools:
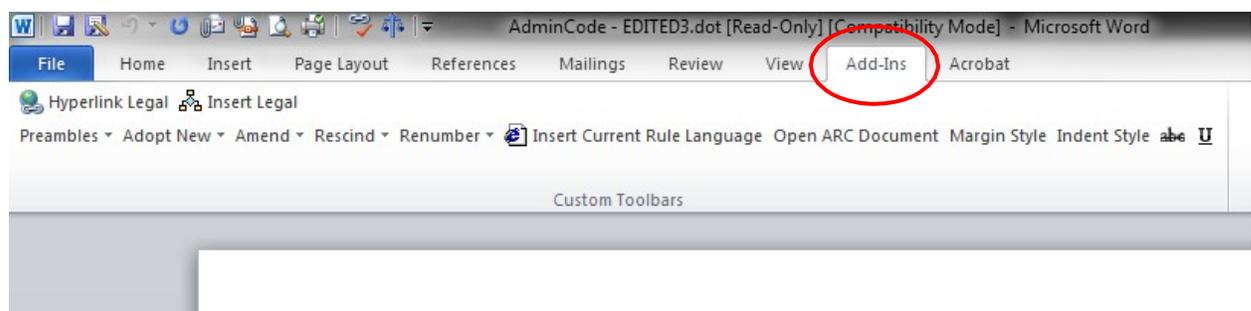
4. First, build the rule making's Preamble:
   From the Preamble menu button, select the appropriate preamble for the rule-making type:
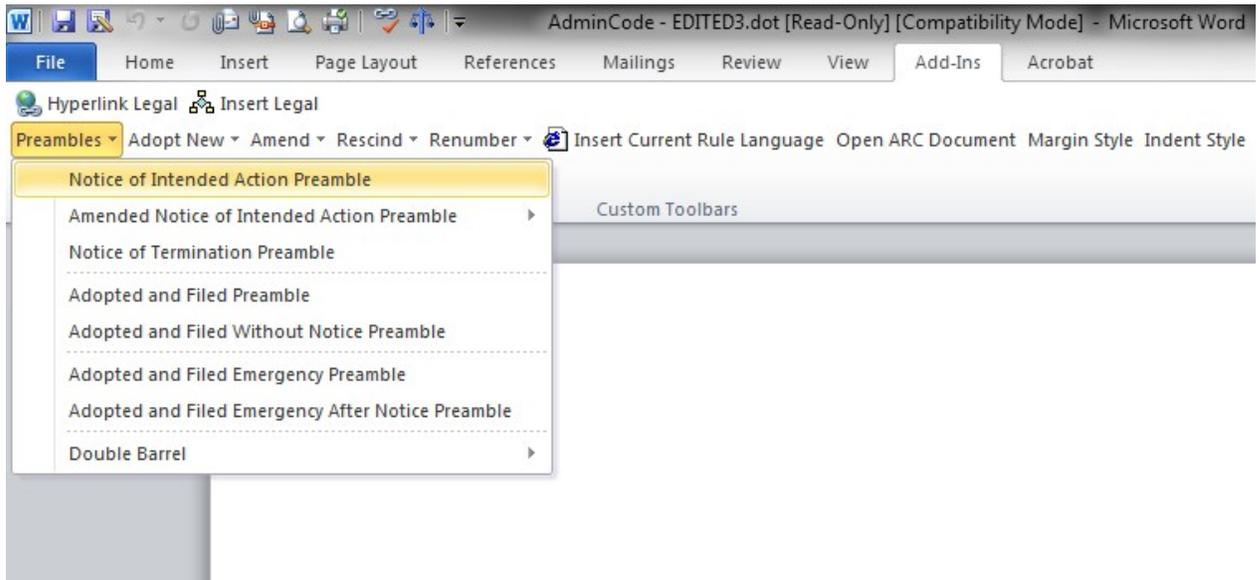
Click in the yellow macrobuttons and replace the text as applicable for the rule making:

{AGENCY NAME}[{AGENCY ID NUMBER}]

Notice of Intended Action

The {agency or rule-making body} hereby proposes to {amend/adopt/rescind} {number and title of each chapter to be amended, adopted or rescinded}, Iowa Administrative Code.

Legal Authority for Rule Making

This rule making is proposed under the authority provided in {Iowa Code or Iowa Acts citation(s) of rule-making authority}.

State or Federal Law Implemented

This rule making implements, in whole or in part, {citation to statute(s) being implemented}.

Purpose and Summary

{summary of subject matter and reasons for the rule making}

Fiscal Impact

{as applicable, fiscal impact statement pursuant to Iowa Code §17A.4(4)}

This rule making has {no/a} fiscal impact to the state of Iowa. {explanation, as applicable}

Jobs Impact

{use boilerplate, as applicable, or insert explanatory statement}

{If no anticipated jobs impact:}After analysis and review of this rule making, no impact on jobs has been found.

{If there is anticipated jobs impact:}

{insert Jobs Impact Statement, pursuant to Executive Order 71 (3/7/2011)}.

5. Next, create the Item statements and amendments. Use the Adopt New, Amend, Rescind or Renumber menu button, as applicable, to create each Item statement. *For Adopted and Filed or Adopted and Filed Emergency After Notice rule makings, please see paragraph "5" below.

Adopt New
Use the "Adopt New" button to create an Item statement to adopt a **new** chapter, rule or subpart of a rule. (If replacing an existing chapter, rule, or subpart of a rule with a new one, use the "rescind and adopt new" statements under the Rescind button instead (see instruction below).)
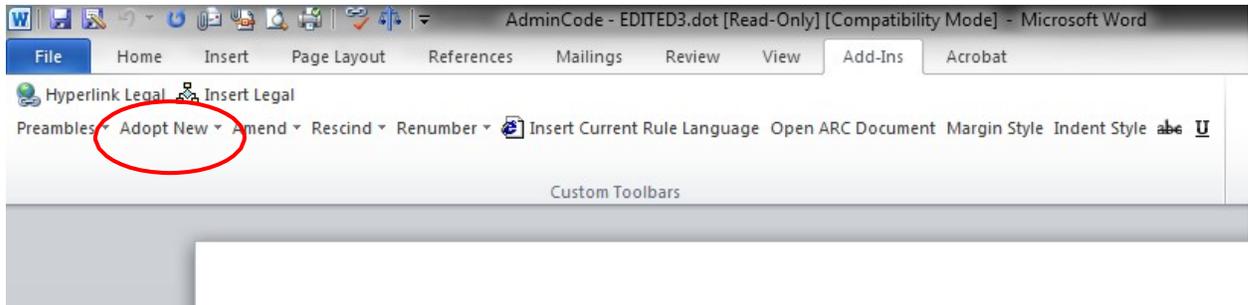

 Click in the yellow macrobuttons in the Item statement to insert the Item number and, for purposes of this example, the new rule number.   Use the generated framework to number and draft the new rule. Because the entire rule is new, there is no need to underscore the text. Copy the formatting to expand any paragraph fields as necessary. Delete any extraneous fields.

ITEM {item number}.   Adopt the following **new** rule(s) {agency number}—{chapter number}.{rule number}({parenthetical implementation}):

{agency number}—{chapter number}.{rule number}({parenthetical implementation}) {rule catchwords (title)}.   {insert new text}

   {chapter number}.{rule number}({subrule number}) {Catchwords [if any].} {insert new text}

   {chapter number}.{rule number}({subrule number}) {Catchwords [if any].} {insert new text}

   {paragraph letter}.   {insert new text}

   ({subparagraph number}) {insert new text}

   ({subparagraph number}) {insert new text}

   {paragraph letter}.   {insert new text}

   This rule is intended to implement {citation to statute the rules implement}.

Amend

Use the "Amend" button to create an Item statement to amend an existing chapter, rule or rule subpart:
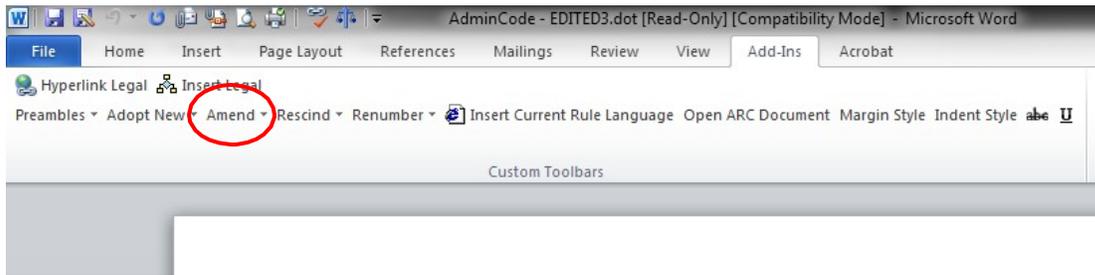
Click in the yellow macrobuttons in the Item statement to insert the Item number and, for purposes of this example, the subrule number.

To create the amendment, use the "Insert Current Rule Language" menu button to retrieve the applicable chapter or rule from the IAC:
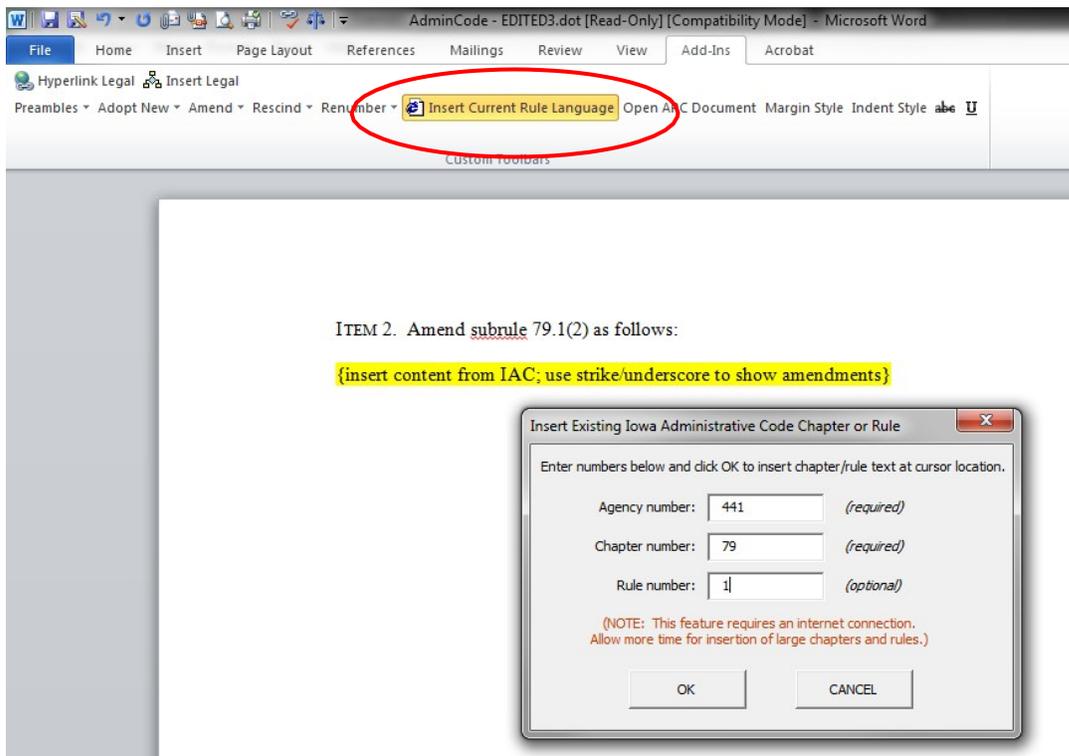
Fill in the fields of the dialog box, and click OK to insert the text from the IAC. Except when amending an entire chapter, use the rule as the basis for the amendment. If the amendment applies only to a rule subpart, such as a subrule in the case of this example, retain the subpart to be amended and delete the rest of the rule.

Use the underscore and ~~strikethrough~~ formatting tools (do **not** use Track Changes) to amend the text as needed.

Rescind

Use the "Rescind" button to create an Item statement to rescind; to rescind and reserve (to avoid the need for renumbering or relettering subsequent chapters, rules, paragraphs, etc.) an existing chapter, rule, or rule subpart; or to rescind an existing chapter, rule, or rule subpart and adopt a **new** one in lieu thereof.
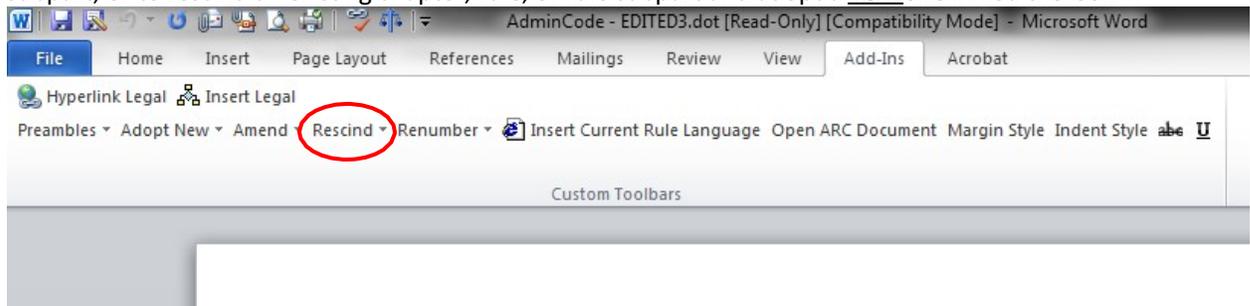

Click in the Item statement to insert the Item number and, for purposes of this example, the rule number. For a "rescind and adopt new" Item, use the generated framework to number and draft the new chapter, rule or rule subpart.
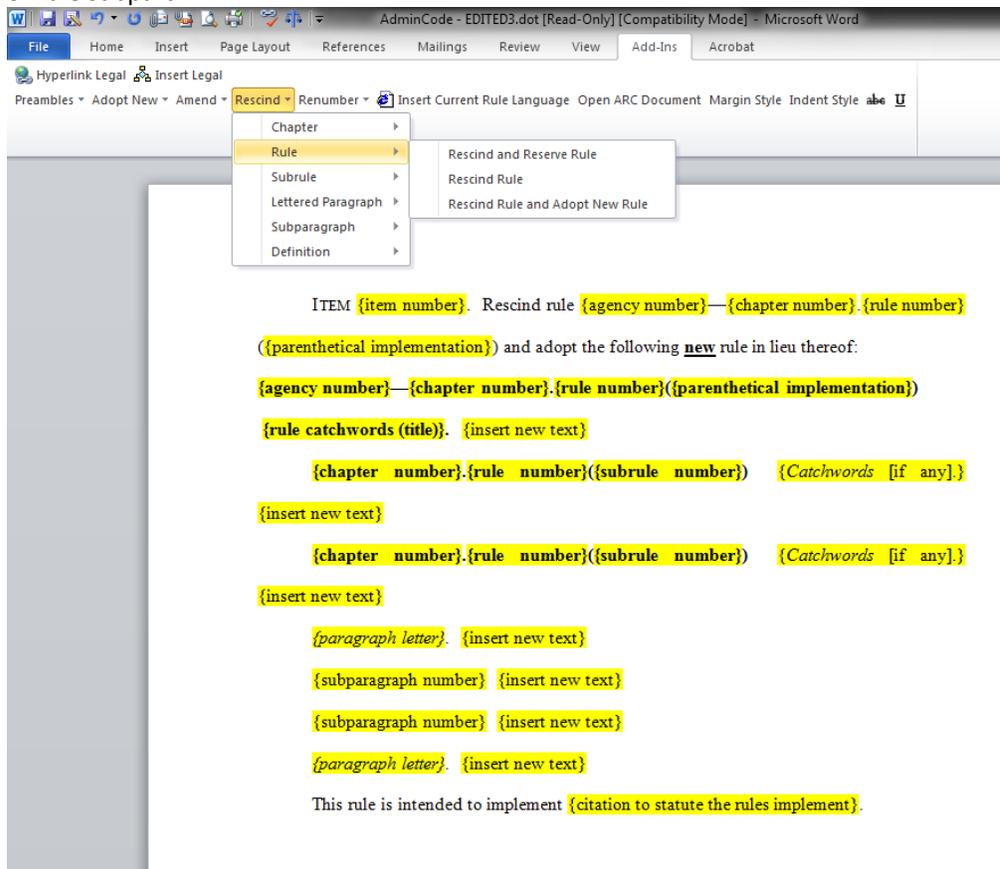
Renumber

Use the "Renumber" button to create an Item statement to renumber or reletter an existing rule or rule subpart. Renumbering an existing rule or rule subpart can allow space for new material to be inserted in sequence or to "close" space created as a result of rescission of material in a sequence.

Click in the Item statement to insert the Item number and the rule or rule subpart(s) to be renumbered. Note that this menu may also be used to amend renumbered rules and rule subparts.
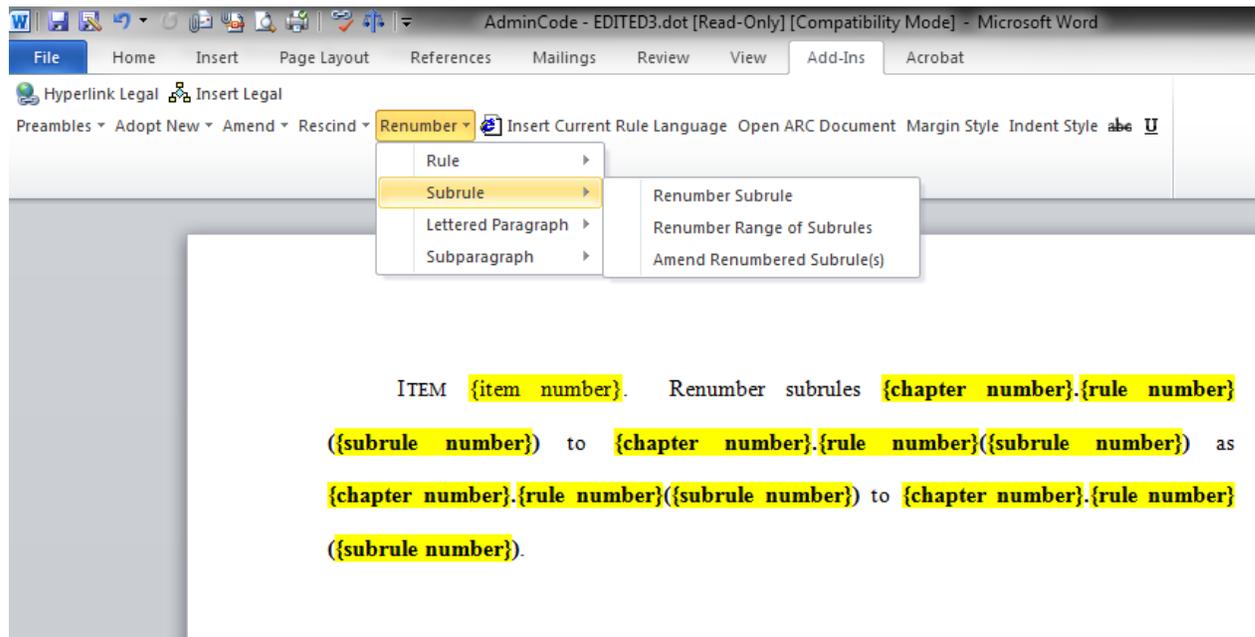
6. For an Adopted and Filed rule making, after you have created the preamble, select the "Open ARC Document" menu button and enter the ARC number of the related Notice of Intended Action. Then, rather than recreate the amendments, copy them from the edited and published Notice and paste them into the Adopted and Filed rule making. If there are changes from the Notice in response to public comment or agency review, make the necessary changes to the amendments and describe the changes in the preamble. You may also copy the preamble of the published Notice and tailor it to serve as the preamble of your Adopted and Filed rule making.

7. After the document is complete, carefully review its content and format to ensure that:
   - The dates (e.g., date of hearing, effective date) and citations in the preamble are accurate and consistent with statutory requirements.
   - Any amendment of text from the IAC has been made to the most recent version of that text (*be sure no amendments have been made to the affected text since the document was drafted*).
   - That striking and underscoring, not Track Changes, was used to amend existing text.
   - All paragraphs are double spaced and indented properly. To avoid problems with paragraph numbering and indentation, do not use Auto-numbering.

8. Save your document in an editable format (i.e., .rtf, .doc or .docx), and refer to the content in your document's preamble to fill in the required fields on the RMS filing form. The summary paragraphs in the preamble can be copied and pasted into the filing form. Submit your document through RMS. Do not submit a PDF.

If you have questions or need assistance, please feel free to call one of the editors in the Administrative Code Office.