

The Rule-Drafting Template is designed to be used in tandem with the Rule-Writing Style Guide. 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 [Rule Writer Information](#) page on the Iowa Administrative Rules webpage:

Rule Writer Information

Schedule for Rule Making [2013](#) | [2014](#)

Download Rule Drafting Template [Word](#) | [Zip File](#)

[Instructions](#) (updated on 11/7/2013)

**When downloading Word template through Internet Explorer, change the document extension from .doc to .dot.*

Parts of Rule

[Download Edited and Published Rule-Making Documents](#) - for use by rule writers to prepare an already-published Notice of Intended Action for submission as an Adopted and Filed or Adopted and Filed Emergency After Notice rule making

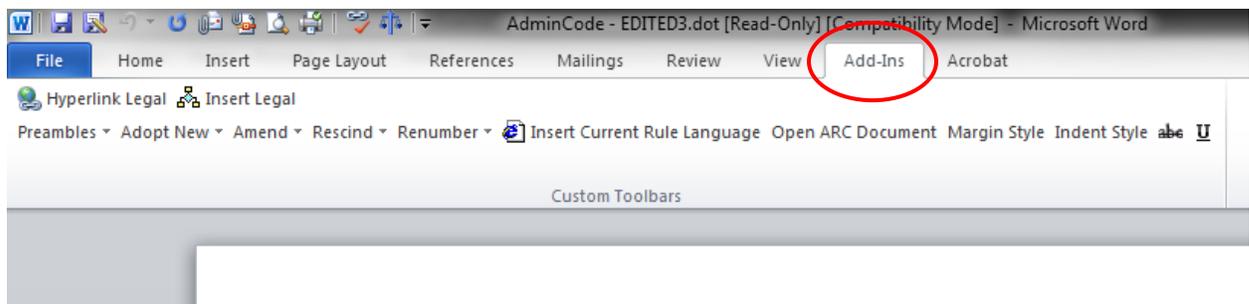
Rule-Writing Style Guide

Uniform Rules on Agency Procedure [PDF](#) | [RTF](#) - agency procedures include Petitions for Rule Making, Declaratory Orders, Agency Procedure for Rule Making, Fair Information Practices, and Contested Cases

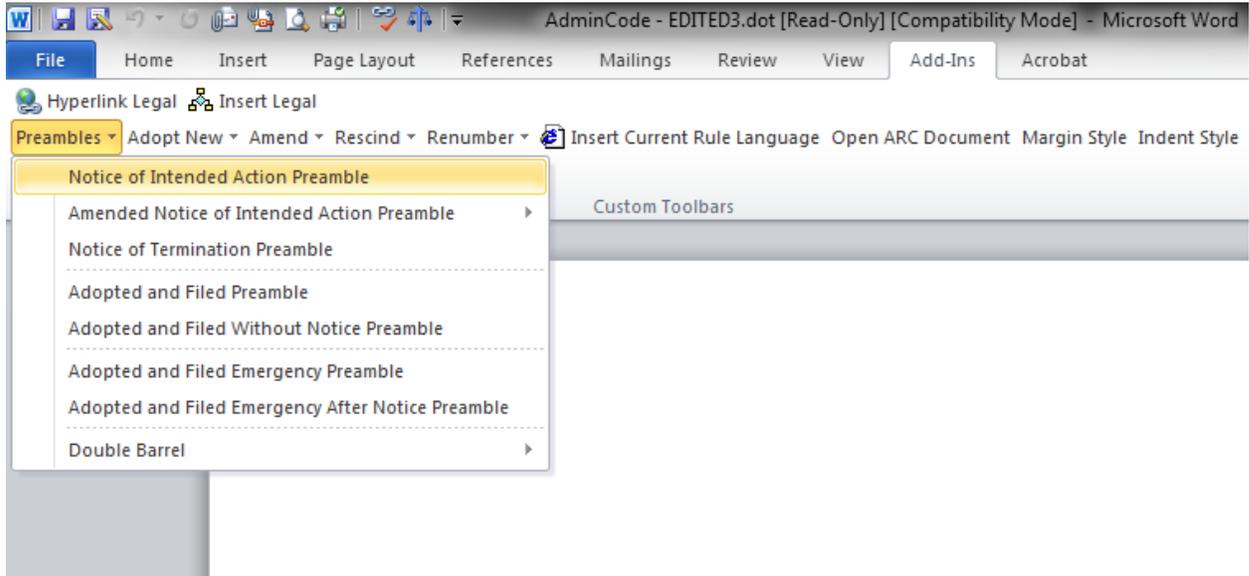
[Iowa Administrative Procedure Act](#) (Iowa Code Chapter 17A)

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

2. Select the “Add-Ins” tab to locate the Template tools:



- 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

Pursuant to the authority of {Iowa Code or Iowa Acts citation of rule-making authority}, the **{agency}** hereby gives Notice of Intended Action to **{amend/adopt/rescind}** **{number and title of each chapter to be amended, adopted or rescinded}**, Iowa Administrative Code.

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

{deadline for public comments (not less than 20 days after publication)}

{name/address/telephone/e-mail of agency contact person}

{date/time/location of public hearing, if held (not less than 20 days after Notice pub. date)}

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

{as applicable, statement of waiver provisions [pursuant to Iowa Code §17A.4(2)]}

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

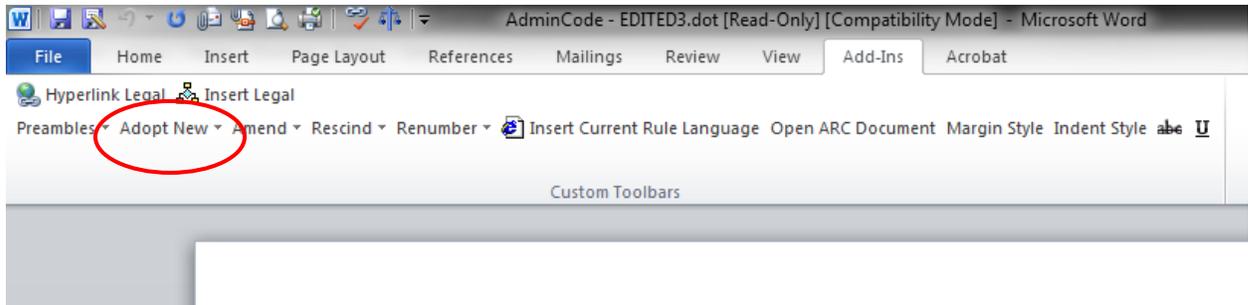
{This amendment/rule is OR These amendments/rules are} intended to implement **{citation to statute(s) being implemented}**.

The following **{amendment/rule is OR amendments/rules are}** proposed.

- 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).)

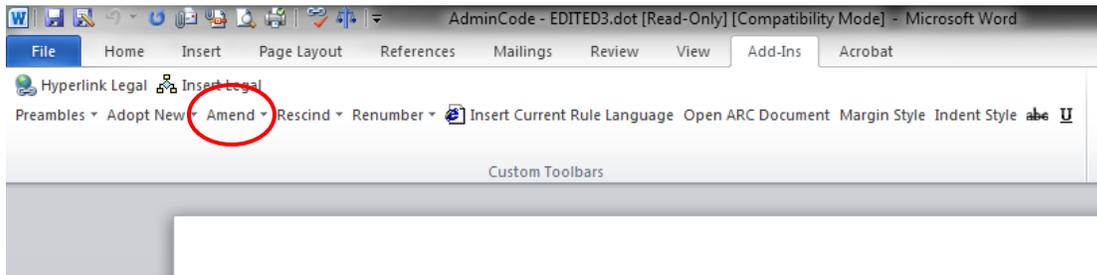


Click in the yellow macrobuttons in the Item statement to insert the Item number and, for purposes of this example, the new rule number. Use the generated framework to number and draft the new rule. Because the rule is new, there is no need to underscore the text. Copy the formatting to expand any paragraph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



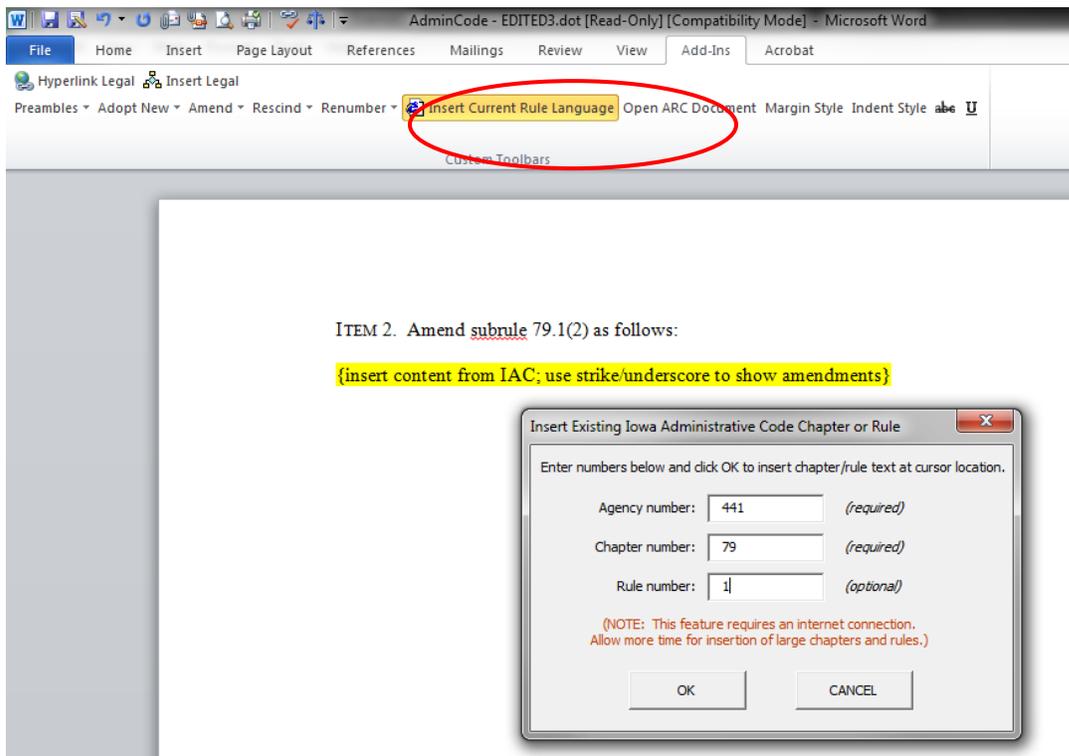
Click in the yellow macrobuttons in the Item statement to insert the Item number and, for purposes of this example, the subrule number.

ITEM {item number}. Amend subrule {chapter number}. {rule number}

{subrule number} as follows:

{insert content from IAC; use strike/underscore to show amendments}

To create the amendment, use the “Insert Existing Chapter or Rule” menu button to retrieve the applicable chapter or rule from the IAC:

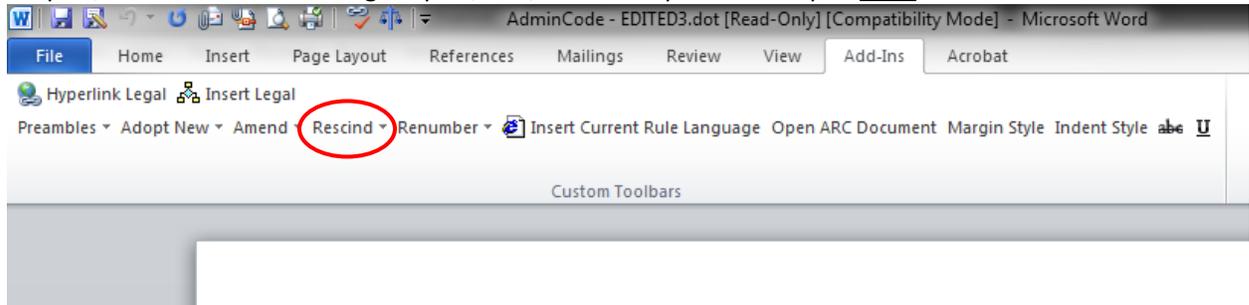


Fill in the fields of the dialog box, and click OK to insert the text from the IAC. Except when amending an entire chapter, use the rule as the basis for the amendment. If the amendment applies only to a rule subpart, such as a subrule in the case of this example, retain the subpart to be amended and delete the rest of the rule.

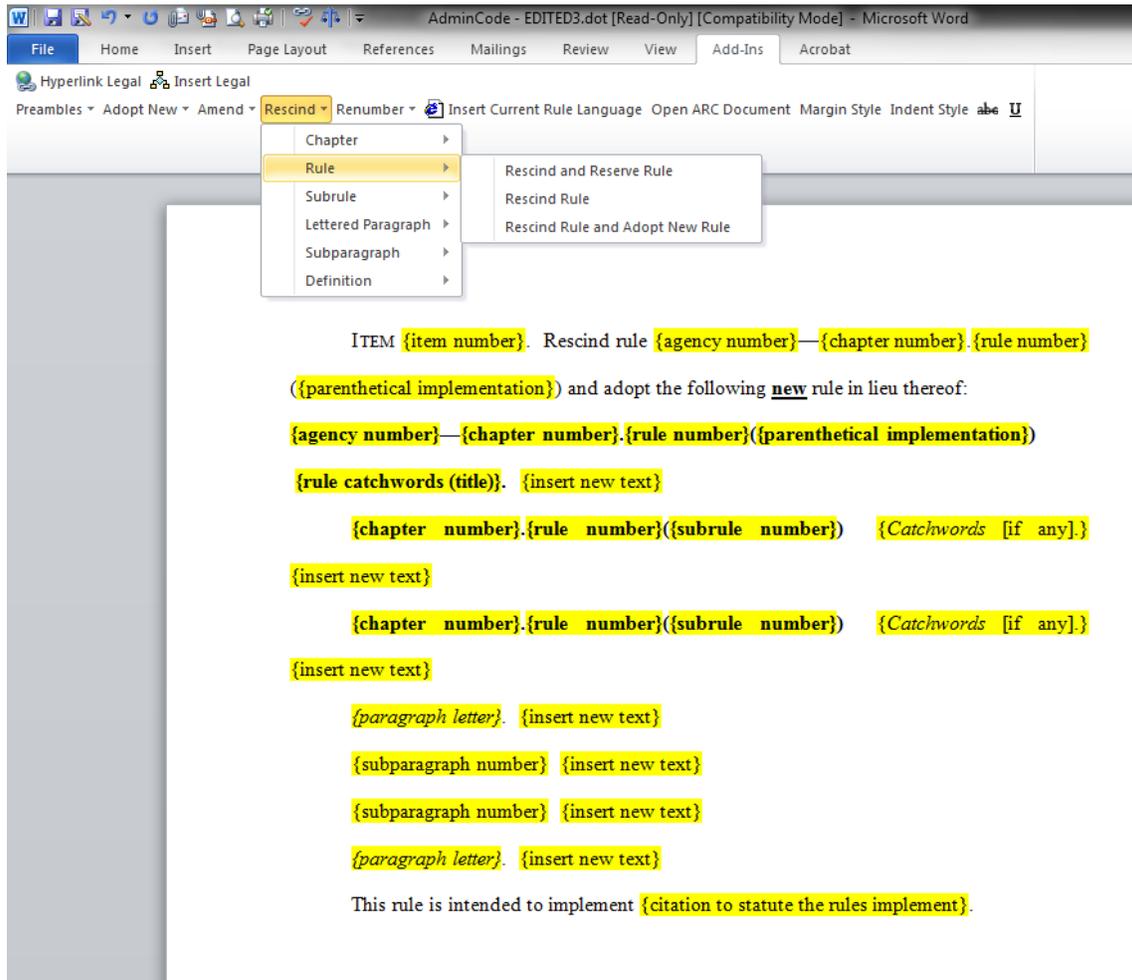
Use the underline and ~~striethrough~~ formatting tools (do **not** use Track Changes) to amend the text as needed.

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.



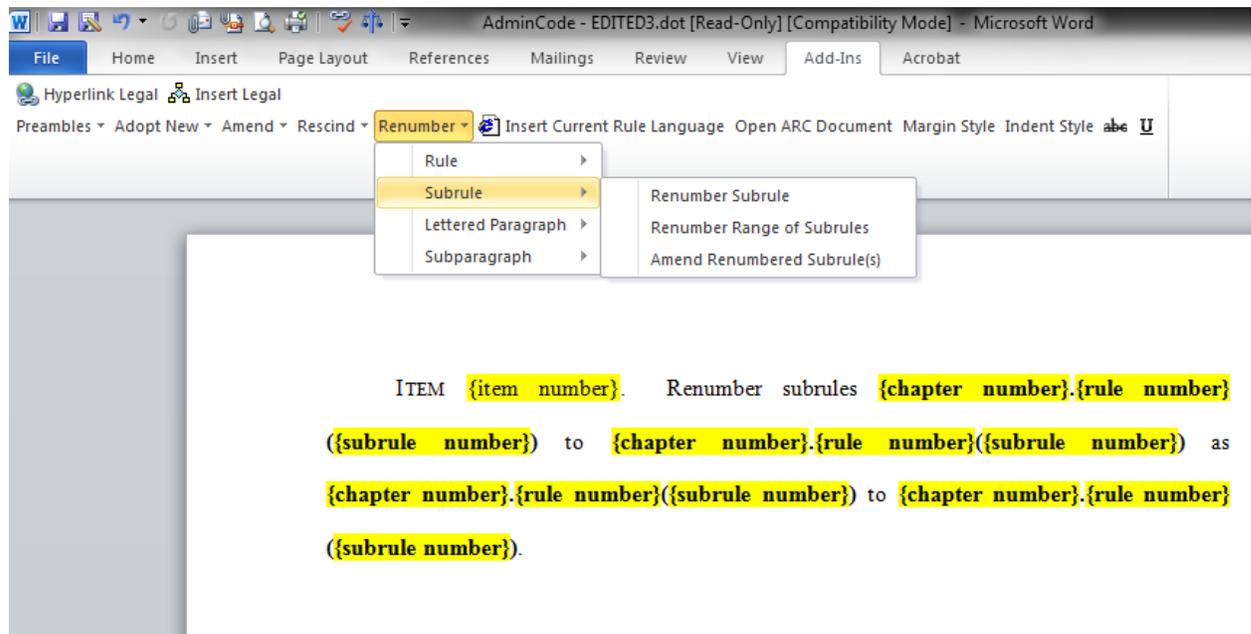
Click in the Item statement to insert the Item number and, for purposes of this example, the rule number. For a “rescind and adopt new” Item, use the generated framework to number and draft the new chapter, rule or rule subpart.



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.



5. 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.
6. After the document is complete, review its content and format to ensure that:
 - The dates in the preamble (e.g., date of hearing, effective date) are correct 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.
7. Save your document in an editable format (i.e., .rtf, .doc or .docx) and submit it to the ART site. Do not submit a PDF.

If you have questions or need assistance, please do not hesitate to call the Administrative Code Office.