

WEST VIRGINIA
SECRETARY OF STATE
KEN HECHLER
ADMINISTRATIVE LAW DIVISION

Form #3

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JUL 27 1 08 PM '95

OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

**NOTICE OF AGENCY APPROVAL OF A PROPOSED RULE
AND
FILING WITH THE LEGISLATIVE RULE-MAKING REVIEW COMMITTEE**

AGENCY: Secretary of State TITLE NUMBER: 153

CITE AUTHORITY §§29A-2-6(c) & 29A-2-7(i)

AMENDMENT TO AN EXISTING RULE: YES NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: 6

TITLE OF RULE BEING AMENDED: Standard Size & Format for Rules &
Procedure for Publication of the State Register or Parts of
the State Register

IF NO, SERIES NUMBER OF NEW RULE BEING PROPOSED: _____

TITLE OF RULE BEING PROPOSED: _____

THE ABOVE PROPOSED LEGISLATIVE RULE HAVING GONE TO A PUBLIC HEARING OR A PUBLIC COMMENT PERIOD IS HEREBY APPROVED BY THE PROMULGATING AGENCY FOR FILING WITH THE SECRETARY OF STATE AND THE LEGISLATIVE RULE MAKING REVIEW COMMITTEE FOR THEIR REVIEW.

Ken Hechler

RECEIVED

JUL 27 1995

Legislative Rule Making
Review Committee

9.00



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(Plus all the volunteer
help we can get!)

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STATE OF WEST VIRGINIA

SECRETARY OF STATE

Building 1, Suite 157-K
1900 Kanawha Blvd., East
Charleston, WV 25305-0770

This legislative rule establishes standard size and format for filing of legislative, procedural and interpretive rules and other documents in the State Register.

Statement of Circumstances Which Require this Rule:

The legislature changed several areas of rule making, and this is to bring this rule up-to-date with the West Virginia Code. Also there are several technical changes which should make more clear the way to file rules.

APPENDIX B

FISCAL NOTE FOR PROPOSED RULES

Rule Title: Standard Size & Format for Rules & Procedures for Publication of the State Register or Parts of the State Register

Type of Rule: XX Legislative Interpretive Procedural

Agency Secretary of State

Address Administrative Law Division

Room 157-K, State Capitol

Charleston, WV 25305

Phone # 558-6000

1. Effect of Proposed Rule

	ANNUAL FISCAL YEAR				
	INCREASE	DECREASE	CURRENT	NEXT	THEREAFTER
<u>ESTIMATED TOTAL COST</u>	\$ n/a	n/a	\$	\$	\$
PERSONAL SERVICES	n/a	n/a			
CURRENT EXPENSE	n/a	n/a			
REPAIRS & ALTERATIONS	n/a	n/a			
EQUIPMENT	n/a	n/a			
OTHER	n/a	n/a			

2. Explanation of above estimates: There will be no fiscal impact by this rule. This just brings the rule into conformance with new legislation that has been passed.

3. Objectives of these rules: Bring into conformance the rule with new legislation that has been passed and to make technical changes.

Rule Title: Standard Size & Format for Rules & Procedures for
Publication of the State Register or Parts of the
State Register

4. Explanation of Overall Economic Impact of Proposed Rule.

A. Economic Impact on State Government.

None

B. Economic Impact on Political Subdivisions; Specific
Industries; Specific groups of Citizens.

None

C. Economic Impact on Citizens/Public at Large.

None

Date: June 27, 1995

Signature of Agency Head or Authorized Representative

Judy Cooper

DATE: July 27, 1995

TO: LEGISLATIVE RULE-MAKING REVIEW COMMITTEE

FROM: Judy Cooper, Ad Law Div, Secretary of State's Office

LEGISLATIVE RULE TITLE: Standard Size & Format for Rules & Procedure for
Publication of the State Register or Parts of the State Register

1. Authorizing statute(s) citation §§29A-2-6(c); 29A-2-7(i)

2. a. Date filed in State Register with Notice of Hearing

June 27, 1995

b. What other notice, including advertising, did you give
of the hearing?

None

c. Date of Hearing(s) July 27, 1995

d. Attach list of persons who appeared at hearing,
comments received, amendments, reasons for amendments.

Attached No comments received X

e. Date you filed in State Register the agency approved
proposed Legislative Rule following public hearing:
(be exact)

July 27, 1995

f. Name and phone number(s) of agency person(s) to
contact for additional information:

Judy Cooper 558-6000

FILED

TITLE 153
LEGISLATIVE RULES
SECRETARY OF STATE

JUN 27 3 55 PM '95

SERIES 6
STANDARD SIZE AND FORMAT FOR RULES AND PROCEDURES FOR PUBLICATION
OF THE STATE REGISTER OR PARTS OF THE STATE REGISTER

OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

§153-6-1. General.

1.1. Scope. -- This legislative rule establishes the standard size and format for legislative, procedural and interpretive rules and related documents filed in the Secretary of State's office and procedures for publication of documents from the State Register.

1.2. Authority. -- W. Va. Code §§29A-2-6(c) and 29A-2-7(i)

1.3. Filing Date. -- ~~April 1, 1988~~

1.4. Effective Date. -- ~~April 1, 1988~~

~~1.5. Repeal of former rule. This legislative rule repeals and replaces WV 153CSR6 "Standard Size and Format for Rules and Related Documents Filed in the Secretary of State's Office" filed April 15, 1986 and effective April 15, 1986.~~

§153-6-2. Standard Size Of Rules And Related Documents.

2.1. All rules and related documents shall be typed on white 8 1/2 inch by 11 inch paper, single spaced and either on one (1) side or double sided, but not a combination of both, only unless specifically exempted by these this rules.

2.2. All rules shall have at least 1/2 inch on the left, right, top and bottom margins surrounding the text unless specifically exempted by these this rules.

§153-6-3. Forms.

The following forms are to be included when an agency files a rule with the Secretary of State, unless specifically exempted by another section of this rule. (All forms are at the end of this rule.)

3.1. When an agency files a legislative, procedural or interpretive rule for public hearing or public comment period, the following documents must be included:

3.1.a. Form 1 -- Notice of public hearing on a proposed rule. This form is used if the agency wants to hold a public hearing or if the agency wants to hold a public hearing and comment period.

3.1.b. Form 2 -- Notice of comment period on a proposed rule. This form may be used if the agency wants to only have a public comment period.

3.1.c. Brief summary of the rule;

3.1.d. Statement of circumstances which requires the proposed rule;

3.1.e. Appendix B -- Fiscal note and

3.1.f. Either the signature of the cabinet secretary or the department head (of those agencies not covered by a cabinet secretary) on the notice of public hearing or comment period or a letter authorizing this filing.

3.2. When an agency files a legislative rule as an agency approved rule, the following documents must be included:

3.2.a. Form 3 -- Notice of agency approval of proposed rule and filing with the Legislative Rule Making Review Committee (LRMRC);

3.2.b. Brief summary of the rule;

3.2.c. Statement of circumstances which requires the proposed rule;

3.2.d. Appendix B -- Fiscal note;

3.2.e. LRMRC questionnaire signed and with contact person's name, address and telephone number clearly typed or printed;

3.2.f. Either the signature of the cabinet secretary or the department head (of those agencies not covered by a cabinet secretary) on the notice of agency approval or a letter authorizing this filing.

3.2.g. The entire rule;

3.2.h. Transcript of hearing, if applicable, and a copy of all written comments and

3.2.i. Response to the comments.

3.3. When an agency files a modified rule following review by LRMRC, the following documents must be included:

3.3.a. Form 4 -- Notice of rule modification of a proposed rule;

3.3.b. Either the signature of the cabinet secretary or the department head (of those agencies not covered by a cabinet secretary) on the notice of rule modification or a letter authorizing this filing and

3.3.c. The rule as approved by LRMRC.

3.4. When an agency files a agency adoption of a procedural or interpretive rule, the following documents must be included:

3.4.a. Form 5 -- Notice of agency adoption of a procedural or interpretive rule or a legislative rule exempt from legislative review;

3.4.b. Either the signature of the cabinet secretary or the department head (of those agencies not covered by a cabinet secretary) on the notice of agency adoption or a letter authorizing this filing;

3.4.c. If changes were made because of the comments received, the entire rule;

3.4.d. Transcript of hearing, if applicable, and a copy of all written comments;

3.4.e. Response to the comments, and

3.4.f. Electronic filing of the rule. (See section 13 of this rule.)

3.5. When an agency files a legislative exempt rule, the following documents must be included:

3.5.a. Form 5 -- Notice of agency adoption of a procedural or interpretive rule or a legislative rule exempt from legislative review;

3.5.b. Brief summary of the rule;

3.5.c. Statement of circumstances which required the proposed rule;

3.5.d. Appendix B -- Fiscal note;

3.5.e. Either the signature of the cabinet secretary or the department head (of those agencies not covered by a cabinet secretary) on the notice of agency adoption or a letter authorizing this filing and

3.5.f. Electronic filing of this rule. (See section 13 of this rule.)

3.6. When an agency final files a legislative rule following approval by the Legislature, the following documents must be included:

3.6.a. Form 6 -- Notice of final filing and adoption of a legislative rule authorized by the West Virginia Legislature;

3.6.b. Promulgation history;

3.6.c. Either the signature of the cabinet secretary or the department head (of those agencies not covered by a cabinet secretary) on the notice of agency adoption or a letter authorizing this filing and

3.6.d. Electronic filing of the rule. (See section 13 of this rule.)

3.7. When an agency files a rule as an emergency rule or an emergency amendment, the following documents must be included:

3.7.a. Form 7 -- Notice of an emergency rule, or

3.7.b. Form 8 -- Notice of an emergency amendment to an emergency rule;

3.7.c. Brief summary of the rule;

3.7.d. Specific statement of circumstances which requires the rule to be filed as an emergency;

3.7.e. Appendix B -- Fiscal note;

3.7.f. LRMRC questionnaire signed and with contact person's name, address and telephone number clearly typed or printed and

3.7.f. Either the signature of the cabinet secretary or the department head (of those agencies not covered by a cabinet secretary) on the notice of emergency rule or emergency amendment or a letter authorizing this filing.

~~§153-6-3~~ §153-6-4. Numbering And Indentation.

~~3-1~~ 4.1. All agencies shall have a title number assigned by the Secretary of State.

~~3-2~~ 4.2. All rules of an agency shall have a series number assigned by the Secretary of State.

~~3-3~~ 4.3. Text breakdowns shall be found in Table 153-6A at the end of this ~~regulation rule~~. All new series rules and repealed and replaced rules shall follow this breakdown. When filing amendments to existing series, the agency may retype the entire series and utilize this breakdown if desired. This office encourages this practice when time and resources allows this to be done.

~~3-4~~ 4.4. Section headings shall contain the title number, series number, section number and name of the section. (Example: ~~§153-6-3~~ §153-6-4. Numbering and indentation.)

~~3-5~~ 4.5. Subsections shall contain the section number and subsection number. (Example ~~3-5~~ 4.5 or ~~3-6~~ 4.6 etc.)

~~3-6~~ 4.6. Breakdowns below the subsection level shall contain only the number or letter for the appropriate level as ~~directed~~ required by subsection ~~3-3~~ 4.3 of this rule.

~~3-7~~ 4.7. Each breakdown shall be indented from the preceding level on the first line, but shall be carried back to the left margin for the second and succeeding lines of text.

~~§153-6-4~~ §153-6-5. Underlining, Strike-Throughs And Capitalization.

~~4-1~~ 5.1. There shall be no underlining of text except to indicate new language to be added to an existing series.

~~4-2~~ 5.2. Underlining shall indicate language to be added to a rule.

~~4-3~~ 5.3. Strike-throughs shall indicate language to be deleted from a rule.

~~4-4~~ 5.4. There shall be no capitalization except for proper names; the first word in a sentence or abbreviations which are routinely capitalized. When ~~in there is a doubt, do not~~ words should not be capitalized. Do not capitalize for emphasis.

~~§153-6-5~~ §153-6-6. Repeal And Replacement.

~~5-1~~ 6.1. When an agency is proposing major changes to an existing rule ~~where it involves~~ involving the majority of sections, the agency may wish to repeal the existing rule in its entirety and replace the rule as a new rule. In this case the agency shall file the proposed rule without underlining and strike-throughs, if the agency includes in the general section a repealer clause.

~~5-1.1.~~ ~~The agency shall also file a copy of the rule being repealed.~~

~~5-2~~ 6.2. The repealer clause shall be in the general section. It shall state that the prior rule is to be repealed and replaced. It shall state the rule to be repealed by its citation, name, filing date and effective date. ~~Refer to subsection 1.5 of this rule for an example of a repealer clause.~~

6.2.a. Example: -- 1.5. Repeal of former rule. -- This legislative rule repeals and replaces WV 153CSR6 "Standard Size and Format for Rules and Related Documents Filed in the Secretary of State's Office" filed April 1, 1988 and effective April 1, 1988.

~~5-3~~ 6.3. If the agency does not include a repealer cause, then the agency shall include underlining and strike-throughs to indicate language changes.

~~5-4~~ 6.4. The procedure and format for filing a repealed and replaced rule shall be the same as those for a new series rule ~~in~~

~~§153-6-8~~ as required under section 9 of this rule.

~~§153-6-6~~ §153-6-7. Incorporation By Reference.

~~6.1~~ 7.1. Documents incorporated by reference shall be filed at the time the proposed rule is filed.

~~6.2~~ 7.2. When incorporating by reference, ~~identify~~ the document shall be identified ~~the~~ its proper title, proper citation, date and any other information needed to clearly identify the document to be incorporated.

~~6.3.~~ ~~If the document is less than twenty (20) pages, it must be set out in the rule and not incorporated by reference.~~

~~6.4~~ 7.3. It is not necessary to file the following documents when they are incorporated by reference:

~~6.4.1.~~ ~~United States Code~~

~~6.4.2~~ 7.3.a. West Virginia Code; and

~~6.4.3.~~ ~~Code of Federal Regulations~~

~~6.4.4.~~ ~~Federal Register~~

~~6.4.5~~ 7.3.b. West Virginia Code of State Rules

~~6.4.6.~~ ~~Supreme Court decisions (Federal or State)~~

~~§153-6-7~~ §153-6-8. Filing Proposed Amendments To An Existing Series.

~~7.1~~ 8.1. Filing for public hearing or comment period.

~~7.1.1~~ 8.1.a. The agency shall file with the Secretary of State the entire existing rule series regardless of the amount of proposed changes. The notice for public hearing or comment period must be attached.

~~7.1.2~~ 8.1.b. All language to be deleted shall be stricken through, but clearly legible. All the language to be added shall be underlined.

~~7.1.3~~ 8.1.c. Amendments shall not change the series number of the existing rule unless ~~such~~ the change has been approved by the Secretary of State.

~~7.2~~ 8.2. Filing of agency approved legislative rules following a public hearing or comment period.

8.2.a. An agency must file an agency approved rule with both the Secretary of State and LRMRC within ninety (90) days following public hearing or comment period.

~~7.2.1~~ 8.2.b. If no change has been made to the rule filed

for a public hearing or comment period, the agency shall only file with the Secretary of State the notice of agency approval or agency adoption, as the case may be, a copy of the entire proposed rule with changes underlined and struck-through, a copy of all comments received and a response to all of the comments, with the secretary of state. When several comments are of a similar nature, one response to the comments is sufficient. The entire rule series with all attachments shall be filed with the Legislative Rule Making Review Committee (LRMRC), as well as a response to all comments. When several comments are of a similar nature, one response to such comments will suffice.

~~7.2.2~~ 8.2.c. If changes have been made, the agency shall file with the Secretary of State the notice of agency approval, include these the changes and refile the entire proposed series with changes underlined and struck-through, as if the previous filing had not occurred. The agency shall also file as a separate document a summary of changes made as a result of the public hearing, a copy of all comments received, as well as and a brief response to all comments. When several comments are of a similar nature, one response to such the comments will suffice is sufficient. The entire rule series with all attachments shall be filed with LRMRC.

~~7.3~~ 8.3. Filing legislative exempt, procedural and interpretive agency adopted rules following public hearing or comment period.

~~7.3.1~~ 8.3.a. For those procedural or interpretive rules filed as agency adopted rules when no change has been made to the rule filed for public hearing or comment period, the agency shall file with the Secretary of State only a notice of agency adoption, a promulgation history, a copy of all comments, and a response to all comments and a copy of the rule electronically. (See section 13 of this rule.) When several comments are of a similar nature, one response to the comments is sufficient.

~~7.3.2~~ 8.3.b. If changes have been made, the agency shall file with the Secretary of State a notice of agency adoption, include these the changes and refile the entire proposed changes with underlining and strike-throughs as if the previous filing had not occurred. The agency shall also file a summary of changes made as a result of the public hearing, a copy of all comments received, as well as a brief response to all comments and a copy of the rule electronically. (See section 13 of this rule.) When several comments are of a similar nature, one response to such comments will suffice.

~~7.3.3~~ 8.3.c. For those agencies or rules exempt from the Administrative Procedures Act (\$29A-1-3) and whose filing with the Secretary of State of an agency adopted rule represents the first and only filing of changes to an existing series, the agency shall include all necessary underlining and strike-throughs to indicate language to be deleted and language to be added. The agency shall also file the rule electronically. (See section 13 of this rule.)

~~7.4~~ 8.4. Filing of modifications to legislative rules due to LRMRC objections.

~~7.4.1~~ 8.4.a. The agency shall refile with the Secretary of State and LRMRC the entire series rule with the modifications included.

~~7.4.2~~ 8.4.b. This filing shall be within ten (10) days of the date of the LRMRC meeting of which the modifications were approved.

~~7.5~~ 8.5. Final filing of legislative rules authorized by the legislature.

~~7.5.1~~ 8.5.a. The agency shall ~~only~~ file the ~~proper notice-~~notice of agency adoption, a promulgation history and also file the rule electronically. (See section 13 of this rule.) The Secretary of State shall produce the final rule from the last filing, with underlinings and strike-throughs, and any legislative amendments within the enrolled bill of authorization.

~~7.5.2~~ 8.5.b. The final rule as produced by the Secretary of State shall be sent to the agency for review and proofing. The agency ~~may have up~~ has to ten (10) working days to review the final rule and return any corrections or a statement ~~of confirmation-~~ confirming the accuracy of the final rule.

~~7.5.3~~ 8.5.c. Following confirmation or corrections, as the case may be, the Secretary of State shall final file the proposed rule and include it in the official West Virginia Code of State Rules.

~~7.5.4~~ 8.5.d. The official rule ~~shall be~~ is the rule authorized by the Legislature, produced by the Secretary of State, confirmed by the agency and filed in the West Virginia Code of State Rules.

~~§153-6-8~~ §153-6-9. Filing Of A Proposed New Series Rule.

~~8.1~~ 9.1. This section applies to an agency proposing an entirely new series rule which is not an amendment to an existing rule and which requires the assignment of a new series number.

~~8.2~~ 9.2. The proposed new series rule shall be designated as either a "legislative rule", "procedural rule" or "interpretive rule".

~~8.3~~ 9.3. All proposed new series shall contain a section one "General" which shall include the following subsections-- 1.1. Scope, 1.2. Authority, 1.3. Filing Date, and 1.4. Effective date. During the time the rule is proposed, the filing date and effective date shall be blank.

~~8.4~~ 9.4. Filing for public hearing or comment period.

9.4.a. The agency shall file with the Secretary of State

the entire proposed new series rule. There will, of course, be no strike-throughs or underlining. The proper notice for public hearing or comment period must shall be attached.

~~8.5. Filing agency adopted interpretive and procedural rules.~~

~~8.5.1. If no changes have been made to the rule filed for public hearing or comment period, the agency shall only file the notice of agency adoption.~~

~~8.5.2. If changes have been made, the agency shall include those changes and refile the entire rule with proper notice.~~

~~8.5.3. If the agency or rule to be adopted is exempt from the Administrative Procedure Act and this filing represents the first and only filing of a new series rule, the agency shall file the entire rule with proper notice.~~

~~8.6~~ 9.5. Filing of an agency approved legislative rule following public hearing or comment period.

9.5.a. An agency must file with the Secretary of State and with LRMRC an agency approved rule within ninety (90) days following public hearing or comment period.

~~8.6.1.~~ 9.5.b. If no changes have been made to the rule filed for public hearing or comment period, the agency shall only file with the Secretary of State the proper notice of agency approval, a copy of the entire proposed rule with changes, a copy of all comments received and a response to all of the comments. with the secretary of state. When several comments are of a similar nature, one response to the comments is sufficient. The entire series with all attachments shall be filed with the LRMRC.

~~8.6.2.~~ 9.5.c If changes have been made to the rule, the agency shall file with the Secretary of State the notice of agency approval, and refile the entire proposed series with changes included, but without underlines and strike-throughs. The agency shall also file a summary of changes made as a result of the public hearing, a copy of all comments received and a brief response to all comments. When several comments are of a similar nature, one response to the comments is sufficient. The entire rule series with all attachments shall be filed with LRMRC. such changes shall be designated by strike throughs and underlining and filed with the proper notice.

9.6. Filing legislative exempt, procedural and interpretive agency adopted rules following public hearing or comment period.

9.6.a. For those procedural or interpretive rules filed as agency adopted rules when no change has been made to the rule filed for public hearing or comment period, the agency shall file with the Secretary of State a notice of agency adoption, a promulgation history, a copy of all comments, and a response to all comments and a copy of the rule electronically. (See section 13 of this rule.) When several comments are of a similar nature,

one response to the comments is sufficient.

9.6.b. If changes have been made, the agency shall file with the Secretary of State a notice of agency adoption and refile the entire proposed rule without underlining and strike-throughs as if the previous filing had not occurred. The agency shall also file a summary of changes made as a result of the public hearing, a copy of all comments received, as well as a brief response to all comments and a copy of the rule electronically. (See section 13 of this rule.) When several comments are of a similar nature, one response to such comments will suffice.

9.6.c. For those agencies or rules exempt from Administrative Procedures Act (§29A-1-3), and whose filing of an agency adopted rule represents the first and only filing, the agency shall file with the Secretary of State the entire series, without underlining and strike-throughs and a copy of the rule electronically. (See section 13 of this rule.)

~~8.7~~ 9.7. Filing of modification to legislative rules due to LRMRC objections.

~~8.7.1~~ 9.7.a. The agency shall refile the entire series rule with the Secretary of State and with LRMRC with the modifications included.

~~8.7.2~~ 9.7.b. This filing shall be within ten (10) days of the date of the LRMRC meeting at which the modifications were approved.

~~8.8~~ 9.8. Final filing of legislative rules authorized by the Legislature.

~~8.8.1~~ 9.8.a. The agency shall ~~only~~ file with the Secretary of State the ~~proper~~ notice of agency adoption, a promulgation history and a copy of the rule electronically. (See section 13 of this rule.) The Secretary of State shall produce the final rule from the last filing, with underlining and strike-throughs, and any legislative amendments within the enrolled bill of authorization.

~~8.8.2~~ 9.8.b. The final rule as produced by the Secretary of State shall be sent to the agency for review and proofing. The agency ~~may have~~ has up to ten (10) working days to review the final rule and return any corrections or a statement of confirmation.

~~8.8.3~~ 9.8.c. Following confirmation or corrections, as the case may be, the Secretary of State shall final file the proposed rule and include it in the official West Virginia Code of State Rules.

~~8.8.4~~ 9.8.d. The official rule shall be the rule authorized by the legislature, produced by the Secretary of State, confirmed by the agency and filed in the West Virginia Code of State Rules.

~~§153-6-9~~ §153-6-10. Filing Of Emergency Rules.

~~9.1~~ 10.1. Filing amendments to an existing series as an emergency rule.

~~9.1.1~~ 10.1.a. The agency shall utilize strike-throughs and underlining to indicate amendments.

~~9.1.2~~ 10.1.b. The agency shall attach the proper notice.

~~9.2~~ 10.2. Filing a new series rule as an emergency rule.

~~9.2.1~~ 10.2.a. The agency shall file the entire rule with proper notice.

~~9.3~~ 10.3. Filing of amendments to an emergency rule.

~~9.3.1~~ 10.3.a. When amending an emergency rule which was initially filed as amendments to an existing series as in subsection ~~9.1~~ 10.1, the agency shall include the new amendments and refile the entire proposal with underlining and strike-throughs, as if the previous filing had not occurred. This will not result in any added time to the lifespan of the initially filed emergency rule.

~~9.3.2~~ 10.3.b. When amending an emergency rule which was initially filed as a new series rule, the agency shall include the amendments with underlining and strike-throughs and refile the entire proposal, as if the previous filing had not occurred. This will not result in any additional time to the lifespan of the initially filed emergency rule.

~~§153-6-10~~ §153-6-11. Tables, Charts, Diagrams, Etc.

~~10.1~~ 11.1. When an agency needs to include charts, tables, diagrams or other information which is not in a typical narrative format, the agency shall refer to the table, chart, diagram, etc. within the text at the location the table, chart, diagram, etc. is to be located, but the actual table, chart, diagram, etc. will be attached to the back of the proposal. An example of this can be found in this rule in subsection ~~3.3~~ 4.4.

~~10.2~~ 11.2. Tables, charts, diagrams, etc. shall be named as "Table", "Chart", "Diagram", etc. followed by the title number and series number of the rule in which they are located and a letter beginning with "A" for the first table, chart, diagram, etc.; "B" for the second table, chart, diagram, etc. and so on.

~~10.3~~ 11.3. Exceptions may be made by the Secretary of State for tables, charts, diagrams, etc. which can be reproduced and fit into the double column format.

~~§153-6-11~~ §153-6-12. Effective Dates.

~~11.1~~ 12.1. The effective date of the series found in the general section shall be the date the rule was initially adopted

or the date of the last change to the series, whichever is latest. ~~After the effect date of this rule, the following procedure will be utilized.~~

~~11.1.1. The effective date of the general section shall remain unless the rule is repealed and replaced utilizing a repealer clause. In that case, the effective date in the general section shall be the date the replacement rule becomes effective.~~

~~11.1.2. Effective dates for amendments to sections of an existing rule shall be noted in parenthesis at the section heading of the section amended. This will allow the user to historically follow amendments to sections.~~

§153-6-13. Electronic Filing.

13.1. An agency must file the rule in an electronic format unless given specific written exemption from the Secretary of State.

13.1.a. If an agency subscribes to the Legislative Computer System (Edgar), the rule may be electronically transferred.

13.1.b. If an agency does not subscribe to Edgar, the rule must be filed on a double density diskette in a WordPerfect or WordPerfect compatible format.

13.1.b.1. The electronic copy must have all underlinings and stricken-through language removed.

13.1.b.2. The electronic copy must not have any headers or footers either set up through the format or typed on individual pages.

~~§153-6-12~~ §153-6-14. Publication Of Materials From The State Register.

~~12.1~~ 14.1. The State Register shall be established and maintained by the Administrative Law Division of the Secretary of State.

~~12.2~~ 14.2. The State Register shall consist of the following parts:

- ~~12.2.1~~ 14.2.a. The West Virginia Code of State Rules;
- 14.2.b. The West Virginia Register;
- 14.2.c. The Open Meeting File;
- 14.2.d. The Orders File;
- 14.2.e. Other Agency Action File; and
- 14.2.f. The Obsolete File

~~12.3~~ 14.3. The West Virginia Code of State Rules (WVCSR).

~~12.3.1~~ 14.3.a. The WVCSR shall ~~be~~ is the official compilation of state agency ~~regulations~~ rules currently in effect, excluding emergency rules.

~~12.3.2~~ 14.3.b. The WVCSR shall ~~be supplemented~~ Secretary of State shall supplement the WVCSR monthly with any changes to the current rules filed during the previous month. The full text of the particular series, whether new or amended, shall be sent to ~~these~~ subscribers of the WVCSR. Emergency rules shall be cited as being filed, but the text of emergency rules shall not be a part of the monthly supplement.

~~12.3.3~~ 14.3.c. The Secretary of State may contract for publication and maintenance of the WVCSR, or parts thereof, but the Secretary of State shall ~~be~~ is responsible for the codification and validity of all state agency regulations filed by state agencies for inclusion in the WVCSR.

~~12.3.4~~ 14.3.d. The Secretary of State may offer parts of the WVCSR with a supplement service.

~~12.3.5~~ 14.3.e. The WVCSR shall be a looseleaf publication available at a cost established by the Secretary of State to defray the expense of publication and ~~maintenance.~~ supplements.

~~12.3.6~~ 14.3.f. Parts of the WVCSR may be available through duplication or other means at a cost to defray the expense to the Secretary of State.

~~12.4~~ 14.4. The West Virginia Register (WVR).

~~12.4.1~~ 14.4.a. The WVR shall ~~be~~ is a weekly publication of notices and other announcements filed with the Secretary of State relating to rule-making, open meetings, orders and other actions by state agencies.

~~12.4.2~~ 14.4.b. The WVR shall be distributed by annual subscription at a cost established by the Secretary of State to defray the expense of production and delivery.

~~12.5~~ 14.5. The Open Meetings File (OMF).

~~12.5.1~~ 14.5.a. The OMF shall Open Meetings File consists of notices filed by agencies with the Secretary of State for open governmental proceedings under section nine (a), chapter six of the W. Va. Code, §6-9A-3.

~~12.5.2~~ 14.5.b. Notices which are filed and found to be in violation of the notice requirements of ~~article nine (a), chapter six of the West Virginia~~ W. Va. Code, §6-9A-3 shall be published, but shall indicate noncompliance. A copy of this finding and the reasons for noncompliance shall be sent to the agency affected.

~~12.6~~ 14.6. The Orders File (OF).

~~12.6.1~~ 14.6.a. The ~~OF shall~~ Orders File consists of Orders issued by state agencies following contested case hearings and required to be filed with the Secretary of State pursuant to ~~article nine, section two, chapter twenty nine (a) of the West Virginia Code~~ W. Va. Code, §29A-9-2.

~~12.6.2.~~ The secretary of state may amend these rules to establish a standard form, format and procedure for filing orders.

~~12.7~~ 14.7. Other Agency Action File (OAAF).

~~12.7.1~~ 14.7.a. The ~~OAAF shall~~ Other Agency Action File consists of all other information required to be filed with the Secretary of State by statute, rule or agency directive or practice. Notice of ~~such~~ the filings shall be included in the WVR.

~~12.7.2.~~ The secretary of state may require by amendment to these rules other filings of agency actions in the State Register.

~~12.8~~ 14.8. Obsolete File.

~~12.8.1~~ 14.8.a. The ~~OF~~ Obsolete File shall consist of obsolete rules of state agencies. The Secretary of State shall ~~be~~ is responsible for certifying the time period during which obsolete rules were in effect.

TABLE 153-6 A
TEXT BREAKDOWN

153 CSR	TITLE
153 CSR 6	SERIES
153 CSR 6-1.	SECTION
153 CSR 6-1.1.	SUBSECTION
153 CSR 6-1.1.a.	PARAGRAPH
153 CSR 6-1.1.a.A.	SUBPARAGRAPH
153 CSR 6-1.1.a.A. (a).	PART
153 CSR 6-1.1.a.A. (a) (A).	SUBPART
153 CSR 6-1.1.a.A. (a) (A) 1.	ITEM
<u>153 CSR 6-1.</u>	<u>SECTION</u>
<u>153 CSR 6-1.1.</u>	<u>SUBSECTION</u>
<u>153 CSR 6-1.1.a.</u>	<u>SUBDIVISION</u>
<u>153 CSR 6-1.1.a.1.</u>	<u>PARAGRAPH</u>
<u>153 CSR 6-1.1.a.1.A.</u>	<u>SUBPARAGRAPH</u>
<u>153 CSR 6-1.1.a.1.A.1.</u>	<u>PART</u>
<u>153 CSR 6-1.1.a.1.A.1. (a)</u>	<u>SUBPART</u>
<u>153 CSR 6-1.1.a.1.A.1. (a) (1)</u>	<u>ITEM</u>
<u>153 CSR 6-1.1.a.1.A.1. (a) (1) (A)</u>	<u>SUBITEM</u>



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July 27, 1995

No written comments were received, and no changes were made to this rule.