

Texas Register

Liaison Center Training

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Texas Register Liaison Center Training

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*To view a particular topic,
click on the associated page
number to be diverted
directly to the topic.*

[Contact Us](#)

Who to contact?

Liaison Help

- Adding/Removing Liaisons
- Forgot a password
- Trouble navigating Liaison Center

Main
512.463.5561
register@sos.texas.gov

Submission Help

- Errors, troubleshooting
- Acknowledgement of Receipt
- Deleting Open Meetings

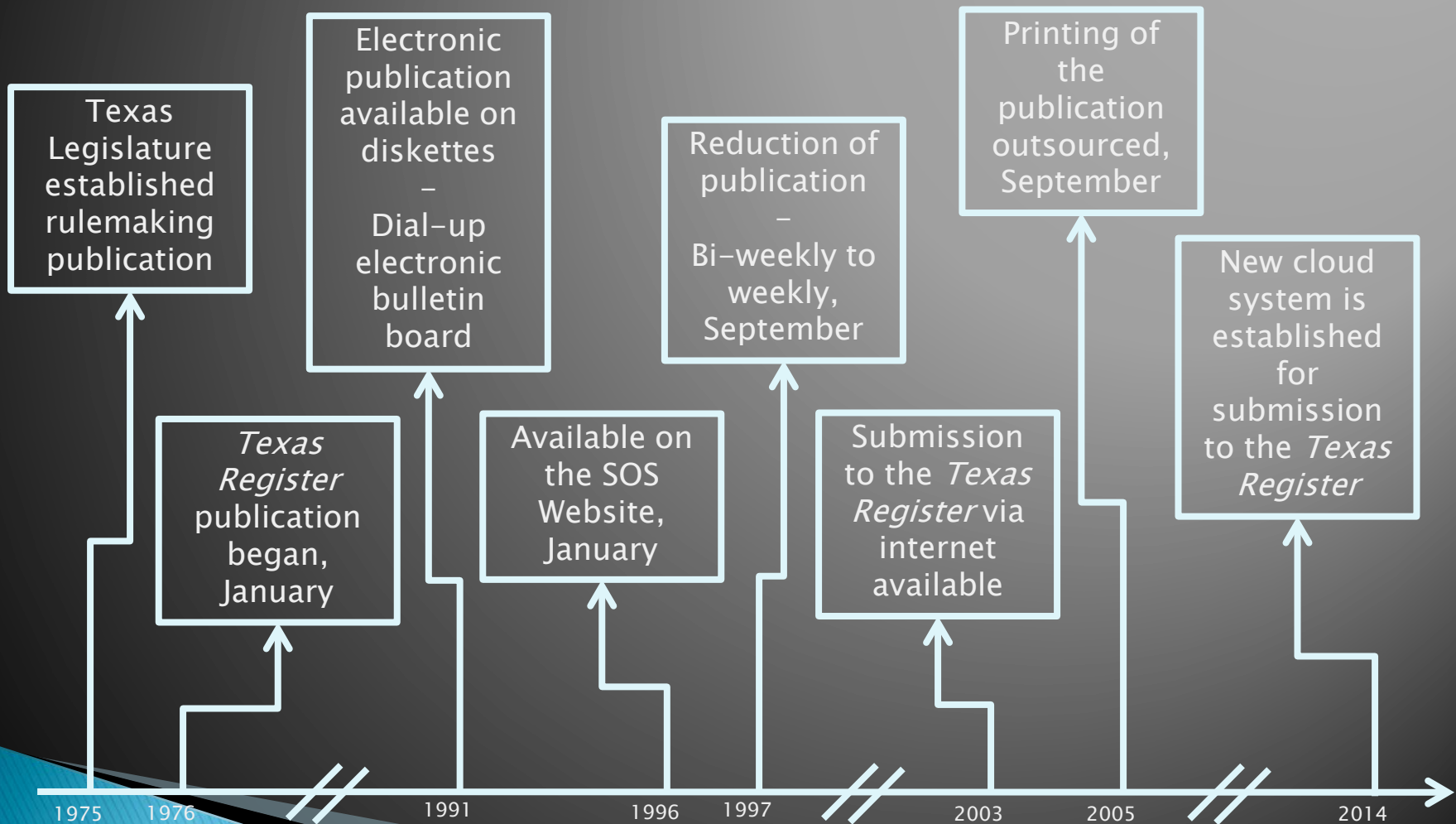
Main
512.463.5561
register@sos.texas.gov

Editor Help

- Formatting documents
- Errors in publication

Editors OR Main
512.463.5561
register@sos.texas.gov

Texas Register History: Moving forward with technology



Texas Register Publication

- ▶ Journal of state agency rulemaking for Texas
 - Publishes proposed, adopted, withdrawn and emergency rule actions
 - Publishes rule review, governor's appointments, attorney general opinions and miscellaneous documents
 - After adoption, rulemaking actions are codified into the Texas Administrative Code (TAC)
 - TAC is updated regularly;
 - TAC online (and available for download) are the rules currently in effect

- ▶ Posted every Friday;
 - Available no later than 5:00 p.m.
 - Deadlines depend on the document submitted
 - Publication is generally two weeks behind deadline
 - Current issue and up to 12 months of previous issues are posted on the SOS website
 - Issues older than 12 months are available in the archive link through the University of North Texas

Liaison Center Basics

- » Access
- » Navigate
- » Downloading
- » Account

Liaison Center Basics

- » Access
- » Navigate
- » Downloading
- » Account

Accessing the Liaison Center

www.sos.texas.gov

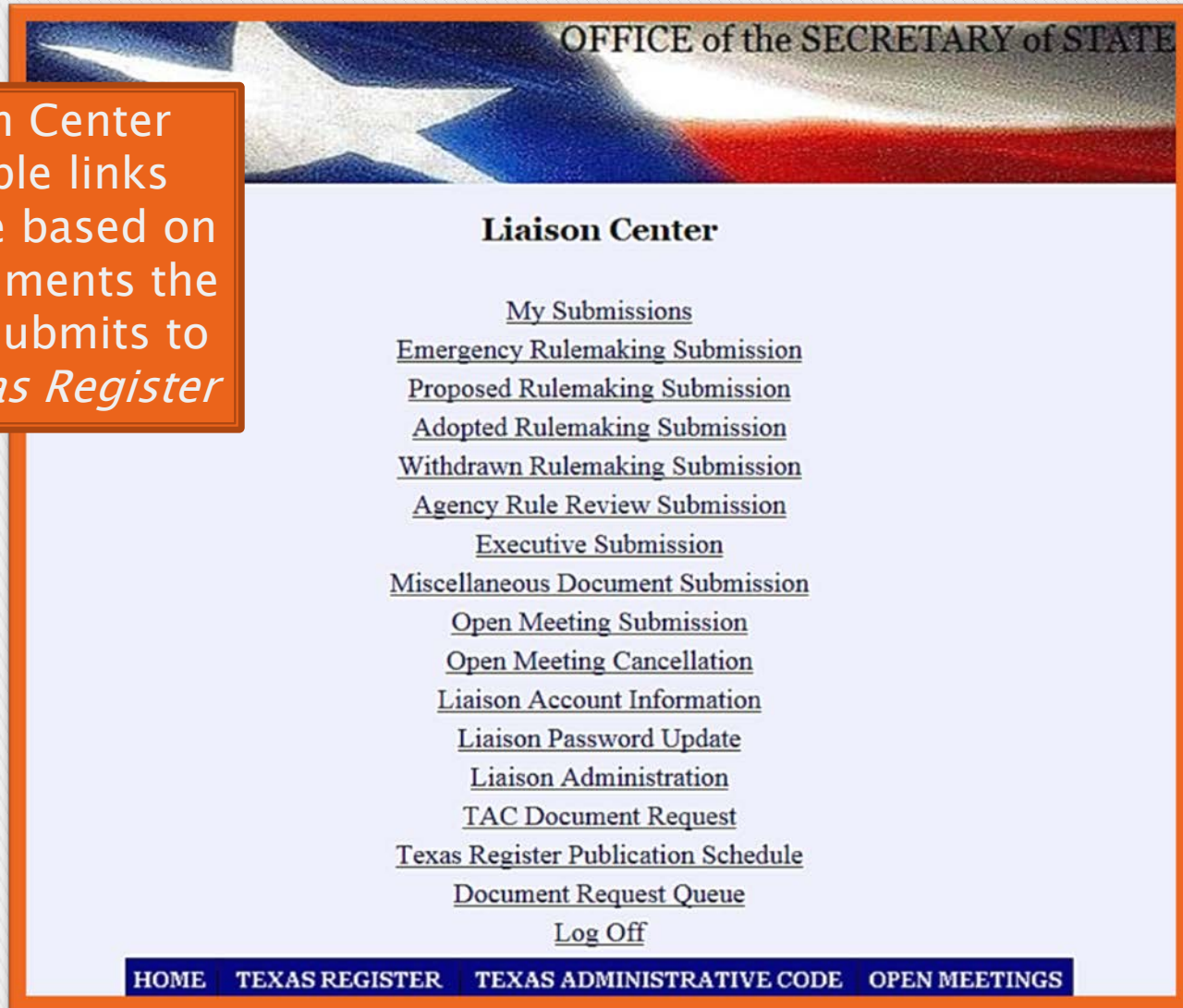
State Rules and Open Meetings

Liaison Login

The screenshot shows the Texas Secretary of State website. At the top, there is a navigation bar with the following links: About the Office, Election Information, Business Filings, Notary Public & Statutory, State Rules & Open Meetings, Uniform Commercial Code, and Border & International. Below this, there is a search bar and social media icons. The main content area features a 'Points of Interest' section with links to 'Press Release: Texas' new...' and 'Press Release: Texas has... for Nov. 4 Election'. A large, semi-transparent navigation menu is overlaid on the right side of the page, listing the following items: State Rules & Open Meetings, Uniform Commercial Code, About the Texas Register Section, Texas Register, Texas Administrative Code, Open Meetings, Subscription Services, Agency Review Plans, Rule Transfers and Agency Name Changes, Liaison General Info, Liaison Login, Other Resources, Frequently Asked Questions (FAQs), and Contact Us. An orange arrow points from the 'Liaison Login' button in the top navigation bar to the 'Liaison Login' item in the overlay menu. Another orange arrow points from the 'State Rules and Open Meetings' button in the top navigation bar to the 'State Rules & Open Meetings' item in the overlay menu. A large orange arrow points from the top navigation bar towards the right side of the page.

Accessing the Liaison Center

Liaison Center available links populate based on the documents the liaison submits to the *Texas Register*



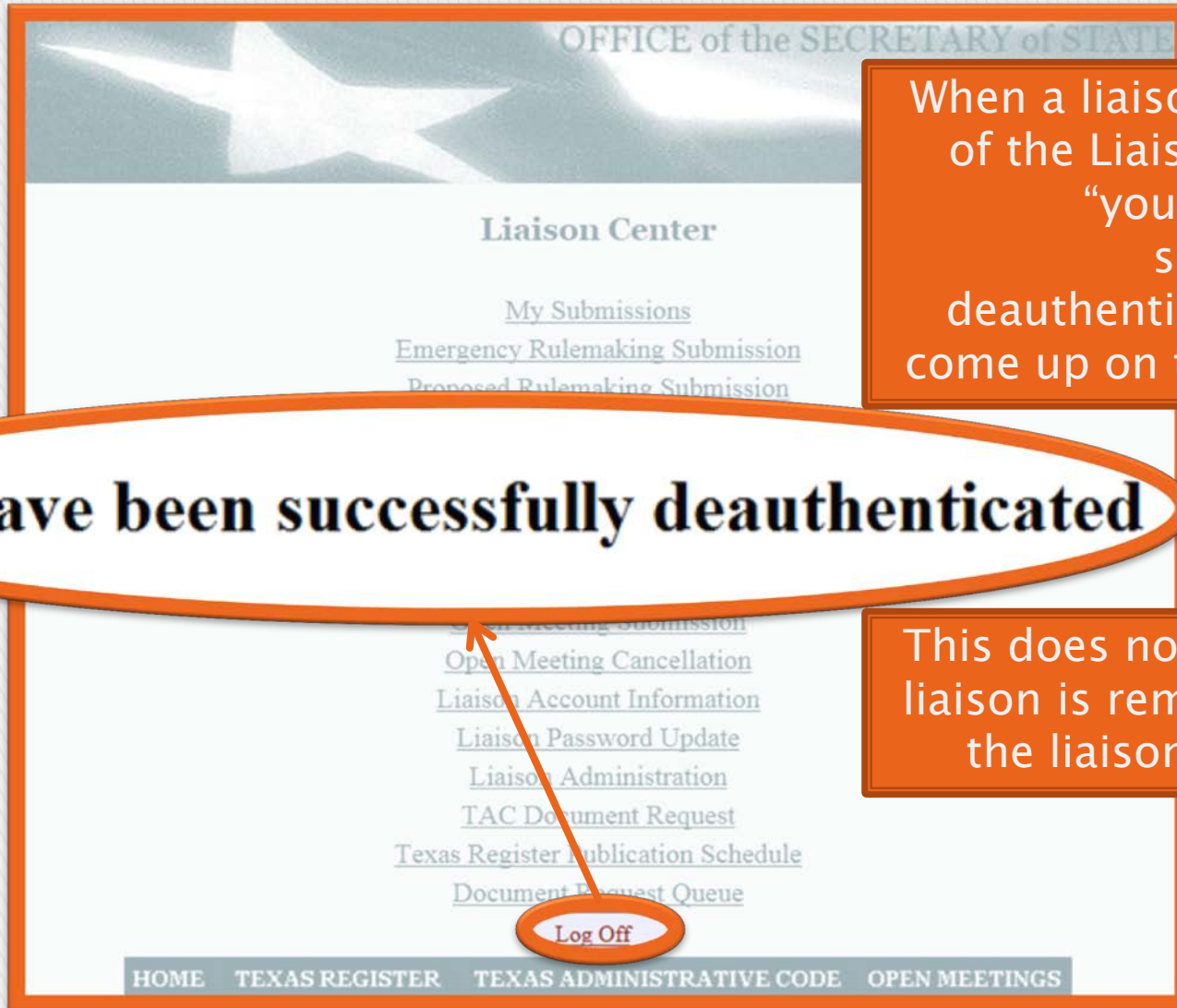
OFFICE of the SECRETARY of STATE

Liaison Center

- [My Submissions](#)
 - [Emergency Rulemaking Submission](#)
 - [Proposed Rulemaking Submission](#)
 - [Adopted Rulemaking Submission](#)
 - [Withdrawn Rulemaking Submission](#)
 - [Agency Rule Review Submission](#)
 - [Executive Submission](#)
- [Miscellaneous Document Submission](#)
 - [Open Meeting Submission](#)
 - [Open Meeting Cancellation](#)
- [Liaison Account Information](#)
 - [Liaison Password Update](#)
 - [Liaison Administration](#)
 - [TAC Document Request](#)
- [Texas Register Publication Schedule](#)
- [Document Request Queue](#)
- [Log Off](#)

HOME TEXAS REGISTER TEXAS ADMINISTRATIVE CODE OPEN MEETINGS

Accessing the Liaison Center



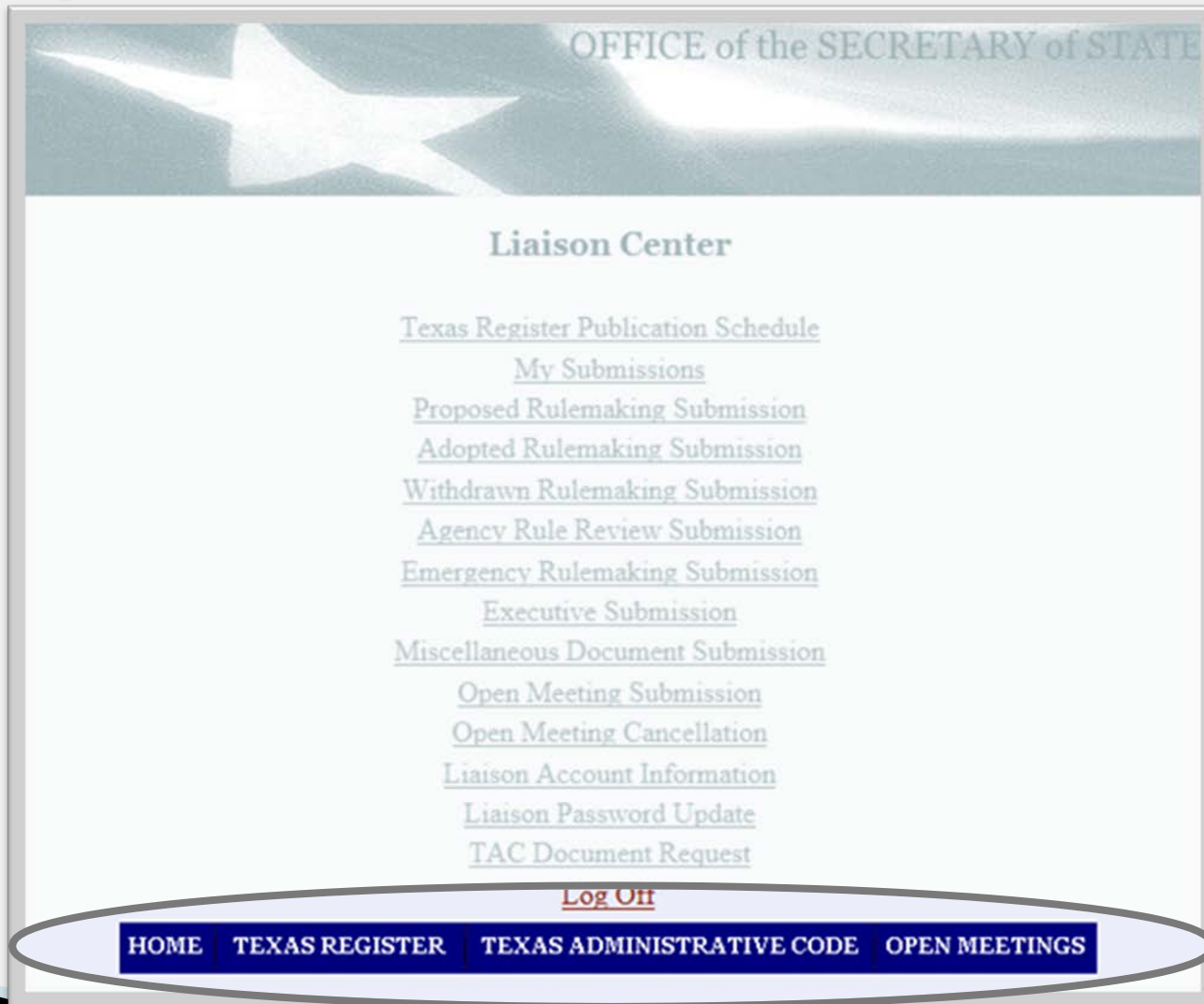
When a liaison logs out of the Liaison Center, “you have been successfully deauthenticated,” will come up on the screen.

This does not mean the liaison is removed from the liaison database.

Liaison Center Basics

- » Access
- » Navigate
- » Downloading
- » Account

Navigation Bar



OFFICE of the SECRETARY of STATE

Liaison Center

[Texas Register Publication Schedule](#)

[My Submissions](#)

[Proposed Rulemaking Submission](#)

[Adopted Rulemaking Submission](#)

[Withdrawn Rulemaking Submission](#)

[Agency Rule Review Submission](#)

[Emergency Rulemaking Submission](#)

[Executive Submission](#)

[Miscellaneous Document Submission](#)

[Open Meeting Submission](#)

[Open Meeting Cancellation](#)

[Liaison Account Information](#)

[Liaison Password Update](#)

[TAC Document Request](#)

[Log Off](#)

HOME **TEXAS REGISTER** **TEXAS ADMINISTRATIVE CODE** **OPEN MEETINGS**

Navigation Bar

OFFICE of the SECRETARY of STATE

Liaison Center

- [Texas Register Publication Schedule](#)
- [My Submissions](#)
- [Proposed Rulemaking Submission](#)
- [Adopted Rulemaking Submission](#)
- [Withdrawn Rulemaking Submission](#)
- [Agency Rule Review Submission](#)
- [Emergency Rulemaking Submission](#)
- [Executive Submission](#)
- [Miscellaneous Document Submission](#)
- [Open Meeting Submission](#)
- [Open Meeting Cancellation](#)
- [Liaison Account Information](#)
- [Liaison Password Update](#)
- [TAC Document Request](#)
- [Log Off](#)

HOME | TEXAS REGISTER | TEXAS ADMINISTRATIVE CODE | OPEN MEETINGS

HOME | TEXAS REGISTER | TEXAS ADMINISTRATIVE CODE | OPEN MEETINGS

The image shows a screenshot of the Liaison Center website. A callout box with a grey border and a white background is overlaid on the page. The callout box contains a list of navigation links, each underlined. At the bottom of the callout box is a dark blue navigation bar with white text. A white arrow points from the callout box to the 'HOME' link in the navigation bar. The 'HOME' link is circled in white. The background of the callout box is a light blue gradient with a large white star on the left side.

Navigation Bar

The screenshot shows the Texas Secretary of State website. At the top, it says "TEXAS SECRETARY OF STATE" and "NANDITA BERRY". There is a search bar and social media icons for Twitter and RSS. Below this is a red navigation bar with links: "About the Office", "Election Information", "Business Filings", "Notary Public & Statutory", "State Rules & Open Meetings", "Uniform Commercial Code", and "Border & International".

The main content area is titled "State Rules and Open Meetings". It features the "Texas Register" logo and a sidebar with links: "About the Texas Register Section", "Texas Register", "Texas Administrative Code", "Open Meetings", "Subscription Services", "Agency Review Plans", "Rule Transfers and Agency Name Changes", "Liaison General Info", "Liaison Login", "Other Resources", "Frequently Asked Questions (FAQs)", and "Contact Us".

The main text describes the Texas Register as a weekly publication and provides information on how to access it, including a link to the University of North Texas back issue archive. It also mentions that CD's (subject to availability) or photocopies of older issues may be purchased from this office.

On the right side, there is a "Points of Interest" section with links for "All Texas Register issues now available electronically", "Current Issue (September 5, 2014)", "Previous Issues", "Search the Texas Register", "Guidelines for searching", "University of North Texas Libraries Back Issue Archive", "Indexes", "RSS Feeds", and "Office of Consumer Credit Commissioner Interest Rates".

At the bottom, there is a blue footer with links: "SOS Home | Texas.gov | Trail | Texas Homeland Security | Where the Money Goes | Fraud Reporting | Texas Veterans Portal", "Compact With Texans | Open Records Policy | Privacy Policy | Accessibility Policy | Link Policy | Disclaimer", and "Send comments and questions about the web site to: webmaster@sos.texas.gov".

This close-up shows a portion of the navigation bar. The "Log Off" link is at the top. Below it, the navigation bar contains the following items: "HOME", "TEXAS REGISTER" (highlighted with a blue oval), "ADMINISTRATIVE CODE", and "OPEN MEETINGS". An arrow points from the "Log Off" link down to the "TEXAS REGISTER" link.

Navigation Bar

The screenshot shows the top portion of the Texas Secretary of State website. At the top, it reads "TEXAS SECRETARY OF STATE" and "NANDITA BERRY". To the right is a search bar and social media icons for Twitter and RSS. Below this is a red navigation bar with the following links: "About the Office", "Election Information", "Business Filings", "Notary Public & Statutory", "State Rules & Open Meetings", "Uniform Commercial Code", and "Border & International".

The main content area features the "Texas Register" logo on the left and a "Welcome to the Texas Administrative Code" section. The welcome text states: "The Secretary of State does not interpret or enforce the Texas Administrative Code. If you need interpretation of a current rule, please contact the agency that promulgated the rule." It also explains that the TAC is a compilation of all state agency rules in Texas, created in 1977, and that it is available electronically through the website.

On the right side of the main content area, there is a "Points of Interest" sidebar with links for "All Texas Register issues now available electronically", "View the current Texas Administrative Code", "Search the Texas Administrative Code", and "Guidelines for viewing/searching".

At the bottom of the page, there is a blue footer with navigation links: "SOS Home | Texas.gov | Trail | Texas Homeland Security | Where the Money Goes | Fraud Reporting | Texas Veterans Portal", "Compact With Texans | Open Records Policy | Privacy Policy | Accessibility Policy | Link Policy | Disclaimer", and "Send comments and questions about the web site to: webmaster@sos.texas.gov".

This close-up view shows a portion of the navigation bar. It includes a "TAG Document Request" link, a "Log Off" link, and a navigation menu with the following items: "HOME", "TEXAS REGISTER", "TEXAS ADMINISTRATIVE CODE", and "OPEN MEETINGS". The "Log Off" link and the "TEXAS ADMINISTRATIVE CODE" menu item are circled in red, with an arrow pointing from the "Log Off" link to the "TAG Document Request" link.

Navigation Bar

The screenshot shows the Texas Secretary of State website. At the top, there is a blue header with the text "TEXAS SECRETARY OF STATE" and "NANDITA BERRY". To the right of the header is a search bar and social media icons for Twitter and RSS. Below the header is a red navigation bar with several menu items: "About the Office", "Election Information", "Business Filings", "Notary Public & Statutory", "State Rules & Open Meetings", "Uniform Commercial Code", and "Border & International".

The main content area is titled "Welcome to Open Meetings". It contains several paragraphs of text, including a "Points of Interest" sidebar with links like "View Current Open Meetings", "View Past Open Meetings", "Meetings for Legislature", "UNT UNT Alternate Open Meetings Site", "How to Use the Viewer", "Meeting Accessibility", and "Office of the Attorney General, Open Government Information".

At the bottom of the page, there is a blue footer with links: "SOS Home | Texas.gov | Trail | Texas Homeland Security | Where the Money Goes | Fraud Reporting | Texas Veterans Portal". Below this is a white bar with links: "Compact With Texans | Open Records Policy | Privacy Policy | Accessibility Policy | Link Policy | Disclaimer". At the very bottom, there is a white bar with the text "Send comments and questions about the web site to: webmaster@sos.texas.gov".

HOME

TEXAS REGISTER

TEXAS ADMINISTRATIVE CODE

OPEN MEETINGS

Navigation Bar

TEXAS SECRETARY OF STATE
NANDITA BERRY

About the Office | Election Information | Business Filings | Notary Public & Statutory | State Rules & Open Meetings | Uniform Commercial Code | Border & International

TEXAS REGISTER

Welcome to Open Meetings

Both state and regional agencies file open meetings notices electronically through a secure internet site and are immediately available for viewing by the public.

What if we are off-line?

IMPORTANT: Please make a note or save the following information. In the event of a scheduled maintenance or unexpected service problems, you can still view a meeting notices that we have received at approximately the same time. This site serves as a temporary alternative if this site is off line. Register Archive open meetings"

<http://texinfo.library.unt.edu/texasregister/openmeetings>

The Open Meetings Act (Government Code, Chapter 551) provides that meetings of governmental bodies must be open to the public (except for expressly authorized executive sessions). Both state and regional agencies file notices of open meetings with the Secretary of State's office. State agencies are governmental bodies with statewide jurisdiction. Regional agencies are agencies with jurisdiction of four or more counties.

Originally, these notices of open meetings were published in the print version of the *Texas Register*. In November, 1998, these notices were removed from the print *Texas Register* and published through the Secretary of State's web site only. Agencies now submit their notices of open meetings to the Secretary of State's office through a secure internet site. These notices are added to the Secretary of State's web site within five minutes of filing.

Access to this site is free and available to the general public 24 hours a day, seven days a week. A computer terminal is available at the Secretary of State's office during normal business hours for public use to view open meetings as well.

The Secretary of State is not responsible for the information or content that is contained in open meeting notices. Nor does the SOS make any representations as to sufficiency or accuracy of the posted information. The postings contained in the *Texas Register* are submitted electronically by parties outside the control of the SOS and any questions about a particular posting should be directed to that entity. Contact information is included in each posted document.

SOS Home | Texas.gov | Trail | Texas Homeland Security | Where the Money Goes | Fraud Reporting | Texas Veterans Portal

Compact With Texans | Open Records Policy | Privacy Policy | Accessibility Policy | Link Policy | Disclaimer

Send comments and questions about the web site to: webmaster@sos.texas.gov

Points of Interest

- View Current Open Meetings
- View Past Open Meetings
- Meetings for Legislature
- UNT** UNT Alternate Open Meetings Site
- How to Use the Viewer
- Meeting Accessibility
- Office of the Attorney General, Open Government Information

Where liaisons may find open meeting postings as seen by the public

OPEN MEETINGS

Liaison Center Basics

- » Access
- » Navigate
- » Downloading
- » Account

Liaison Center Home Screen

1. Select **"TAC Document Request"**
2. Select **"Agency"** to view Titles and TAC Chapters you can access for that agency
3. Select **"Chapters"** of the appropriate Part number
 - A. If you are downloading the entire chapter, select **"Chapter Request"** of the appropriate Chapter
 - B. If you are downloading a specific subchapter, select **"Subchapters"** of the appropriate Chapter
 - i. Select **"Subchapter Request"** of the appropriate Subchapter
4. Complete your **"Chapter Request"** or **"Subchapter Request"**
 - A. Review the populated fields to confirm they are correct for the document(s) you want to request: **"Title," "Agency," "Name," "Chapter,"** and **"Subchapter Name"** (if downloading a Subchapter)
 - B. **Doc Type** – Select the desired format for the document to download (.txt, .pdf, .doc)
 - i. If you select .doc you can edit the document directly to submit to the *Texas Register*
 - C. **Email** – Enter a valid email address
5. Select **"Submit Document Request"** when you are ready to complete the submission process
 - A. Select **"Clear Form"** to empty the fields and restart the submission process

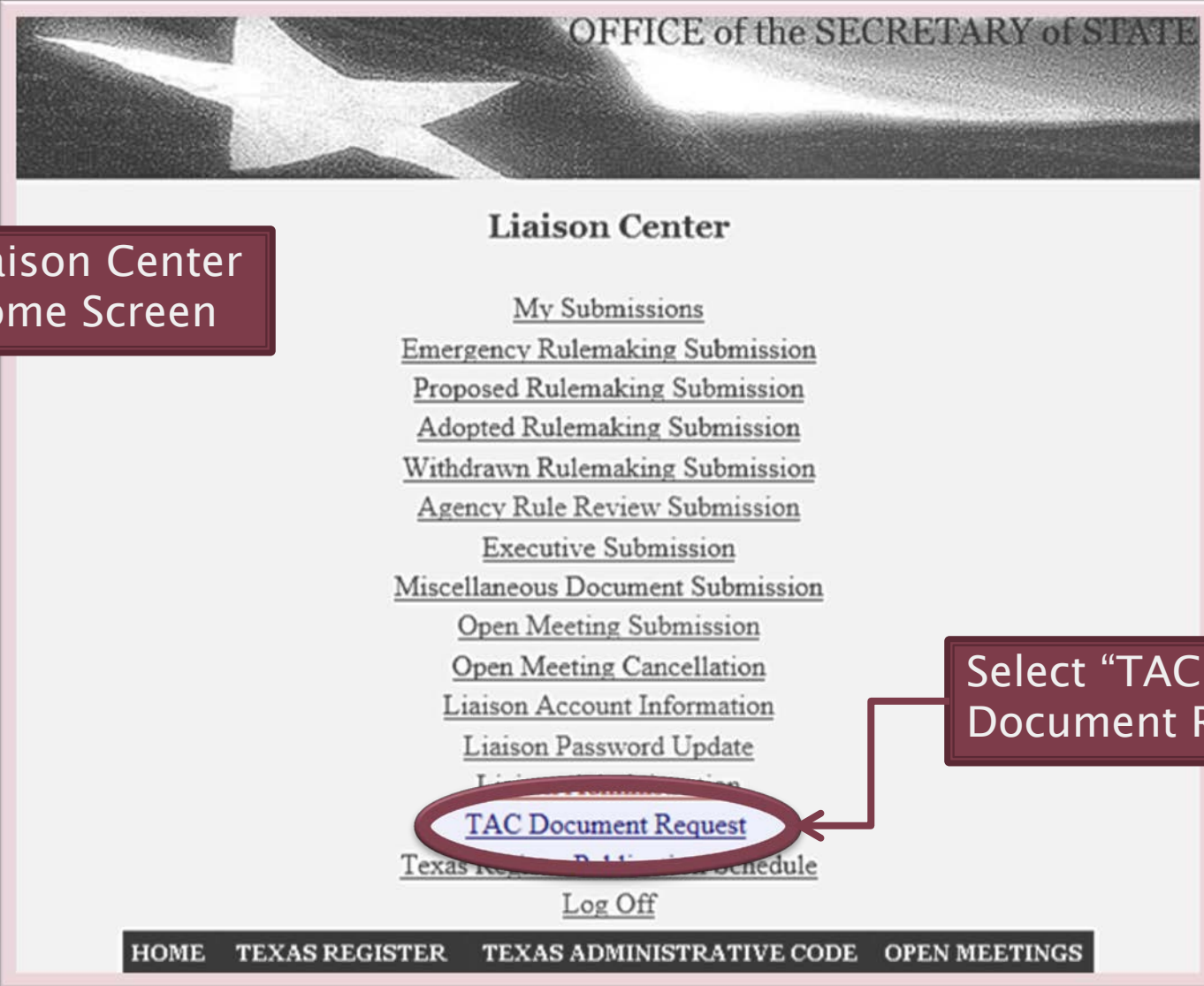
Liaison Center Home Screen

1. Successfully complete a **"TAC Document Request"**
2. Return to your *Liaison Center Home Screen*
 - A. Select **"Document Request Queue"**
 - B. Select the document you want to download
 - C. A pop-up box will appear
 - i. Choose to either:
 - 1) **"Open"**
 - 2) **"Save"**
 - 3) **"Save As"**

Downloading TAC rules in .doc format makes it easier to quickly edit and use the amended documents in submissions to the Texas Register. All submissions must be in .doc or .docx format.

Selecting Rules for Download

Liaison Center
Home Screen



OFFICE of the SECRETARY of STATE

Liaison Center

My Submissions

- Emergency Rulemaking Submission
- Proposed Rulemaking Submission
- Adopted Rulemaking Submission
- Withdrawn Rulemaking Submission
- Agency Rule Review Submission
- Executive Submission
- Miscellaneous Document Submission
- Open Meeting Submission
- Open Meeting Cancellation
- Liaison Account Information
- Liaison Password Update
- Liaison Account Information
- TAC Document Request
- Texas Register Publication Schedule
- Log Off

HOME TEXAS REGISTER TEXAS ADMINISTRATIVE CODE OPEN MEETINGS

Select "TAC
Document Request"

Selecting Rules for Download

Document Request

The document request screen will allow you to select an individual chapter or subchapter for downloading to your computer. After you select a chapter or subchapter, you will be prompted to select a document format and enter your email address. Please select an agency to continue.

Title	Title Name	Agency
1	ADMINISTRATION	Agency
4	AGRICULTURE	Agency
7	BANKING AND SECURITIES	Agency
10	COMMUNITY DEVELOPMENT	Agency
13	CULTURAL RESOURCES	Agency
16	ECONOMIC REGULATION	Agency
19	EDUCATION	Agency
22	EXAMINING BOARDS	Agency
25	HEALTH SERVICES	Agency
28	INSURANCE	Agency
30	ENVIRONMENTAL QUALITY	Agency
31	NATURAL RESOURCES AND CONSERVATION	Agency
34	PUBLIC FINANCE	Agency
37	PUBLIC SAFETY AND CORRECTIONS	Agency
40	SOCIAL SERVICES AND ASSISTANCE	Agency
43	TRANSPORTATION	Agency

Records 1 to 16 of 16

Select "Agency" for the appropriate Title Number and Title Name

Selecting Rules for Download

Agency

Select a Chapters link to view Chapters for this Agency

Agency Name	Title	Part	Chapters
Office of the Governor	1	1	Chapters
Texas Ethics Commission	1	2	Chapters
Office of the Attorney General	1	3	Chapters
Office of the Secretary of State	1	4	Chapters
Texas Facilities Commission	1	5	Chapters
State Office of Administrative Hearings	1	7	Chapters
Texas Judicial Council	1	8	Chapters
State Aircraft Pooling Board	1	9	Chapters
Department of Information Resources	1	10	Chapters
State Ethics Advisory Commission	1	11	Chapters
Commission on State Emergency Communications	1	12	Chapters
Texas Incentive and Productivity Commission	1	13	Chapters
Texas National Research Laboratory Commission	1	14	Chapters
Texas Health and Human Services Commission	1	15	Chapters
State Council on Competitive Government	1	16	Chapters
Texas Office of State-Federal Relations	1	17	Chapters
Telecommunications Infrastructure Fund Board	1	18	Chapters

Select "Chapters" of the appropriate Agency Name and Part Number

Records 1 to 17 of 17

Selecting Rules for Download

Chapters

Select "Chapter Request" to download Chapter, select the Subchapter link to view Subchapters for this Chapter.

Chapter	Description	Chapter Request	Subchapters
71	GENERAL POLICIES AND PROCEDURES	Chapter Request	Subchapters
72	STATE SEAL	Chapter Request	Subchapters
73	STATUTORY DOCUMENTS	Chapter Request	Subchapters
74	CREDIT SERVICES ORGANIZATIONS	Chapter Request	Subchapters
75	AUTOMOBILE CLUB	Chapter Request	Subchapters
76	USE OF A DECEASED INDIVIDUAL'S NAME, VOICE, SIGNATURE, PHOTOGRAPH, OR LIKENESS	Chapter Request	Subchapters
78	ATHLETE AGENTS	Chapter Request	Subchapters
79	BUSINESS ENTITY FILINGS	Chapter Request	Subchapters
80	UNINCORPORATED BUSINESS ENTITIES	Chapter Request	Subchapters
81	ELECTIONS	Chapter Request	Subchapters
83	LIMITED PARTNERSHIPS	Chapter Request	Subchapters
87	NOTARY PUBLIC	Chapter Request	Subchapters
91	TEXAS REGISTER	Chapter Request	Subchapters
93	TRADEMARKS	Chapter Request	Subchapters
95	UNIFORM COMMERCIAL CODE	Chapter Request	Subchapters
96	ELECTRIC UTILITY TRANSITION PROPERTY NOTICE FILINGS	Chapter Request	Subchapters
97	BUSINESS OPPORTUNITY	Chapter Request	Subchapters
99	STANDARDS OF CONDUCT OF STATE OFFICERS AND EMPLOYEES	Chapter Request	Subchapters
101	PRACTICE AND PROCEDURE BEFORE THE OFFICE OF THE SECRETARY OF STATE	Chapter Request	Subchapters
102	HEALTH SPAS	Chapter Request	Subchapters

Records 1 to 20 of 23

[Next](#) [Last](#)

Downloading the entire chapter?

Select "Chapter Request"

OR

Downloading the specific subchapters?

Select "Subchapters" of the appropriate Chapter Number

Selecting Rules for Download

Subchapters

Select a Subchapter to create the document.

Subchapter	Description	Subchapter Request
A	PRACTICE AND PROCEDURE	Subchapter Request
B	SERVICE OF PROCESS	Subchapter Request
C	PURCHASING PROCEDURES	Subchapter Request
D	MANAGEMENT OF VEHICLES	Subchapter Request
E	NEGOTIATION AND MEDIATION OF CERTAIN CONTRACT DISPUTES	Subchapter Request

“Chapter Request” follows the same format

Subchapter Request

Enter Email Address and Select Desired Document Format

The formats available are Adobe Acrobat (.pdf), Microsoft Word (.doc) and Text (.txt)

After the document is created, the document will be available for download from the document request queue.

You may then download the document to your computer by opening the link in your browser. If the email does not match your email listed in the system a message will be generated with a link to the new document for the email recipient.

Enter values for new Subchapter Request record

Title: ADMINISTRATION
Agency Name: OFFICE OF THE SECRETARY OF STATE
Chapter: GENERAL POLICIES AND PROCEDURES
Subchapter Name: PRACTICE AND PROCEDURE
Doc Type:
Effective Dt:
Email:

Select desired format for download

Enter a valid email address in the email field

Select “Submit Document Request”

Selecting Rules for Download

Subchapter Request

The document you have requested will be available to you in the document request queue when it is complete.

[Request New Document](#)

Title:	ADMINISTRATION
Agency Name:	OFFICE OF THE SECRETARY OF STATE
Chapter:	GENERAL POLICIES AND PROCEDURES
Subchapter Name:	PRACTICE AND PROCEDURE
Doc Type:	Microsoft Word (.doc)
Effective Dt:	10/27/2014
Email:	mminer@sos.texas.gov
Create Dt:	10/27/2014

[Back](#)

You will receive an email when your document is prepared for download.

More Subchapters/ Chapters to download?
Select "Request New Document"

Finished?
Select "Back" to return to the Liaison Center Home Screen.

Downloading Selected Rules

Liaison Center
Home Screen

Liaison Center

My Submissions

Emergency Rulemaking Submission

Proposed Rulemaking Submission

Adopted Rulemaking Submission

Withdrawn Rulemaking Submission

Agency Rule Review Submission

Executive Submission

Miscellaneous Document Submission

Open Meeting Submission

Open Meeting Cancellation

Liaison Account Information

Liaison Password Update

Liaison Administration

TAC Document Request

Texas Register Publication Schedule

Document Request Queue

HOME TEXAS REGISTER TEXAS ADMINISTRATIVE CODE OPEN MEETINGS

Select "Document Request Queue"

Downloading Selected Rules

Document Request Queue

Doc Request No	Doc Type	Title	Part	Chapter	Subchapter	Create Dt	File Name	Complete Dt	Email	Download
843	DOC	1	4	71	A	10/27/2014 00:00:00	TxReg_DR843.doc	10/27/2014 17:09	mminer@sos.texas.gov	Download

Record 1

Document Request Queue

Chapter	Subchapter	Create Dt	File Name	Compl
71	A	10/27/2014 00:00:00	TxReg_DR843.doc	10/27/2

Windows Internet Explorer

What do you want to do with TxReg_DR843.doc?

Size: 41.5 KB
From: 107.21.41.254

- Open
The file won't be saved automatically.
- Save
- Save as

Cancel

Chose applicable option

Edit as needed

Liaison Center Basics

- » Access
- » Navigate
- » Downloading
- » Account

Account

- »» Updating Contact Information
- Changing Password
- Administrative Liaison
 - Adding New Liaison
 - Removing Liaison

Available Access Levels

▶ Three access levels

1. Open Meetings

- Ability to post and cancel open meetings

2. Open Meetings and Register

- Ability to post and cancel open meetings
- Ability to post miscellaneous documents to the Texas Register
 - If appropriate, ability to post rulemaking documents to the Texas Register (for state-wide rulemaking agencies)

3. Open Meetings, Register and Administrative

- Ability to post and cancel open meetings
- Ability to post miscellaneous (and rulemaking) documents to the Texas Register
- Ability to add and remove liaisons within their agency
 - Limited number of available administrative liaisons

Account

- »» Updating Contact Information
- Changing Password
- Administrative Liaison
 - Adding New Liaison
 - Removing Liaison

Liaison Center Home Screen

1. Select **"Liaison Account Information"**
 - A. Change applicable information
 - i. **"Job Title"** – the job title of the liaison submitting documents
 - ii. **"Email"** – the email of the liaison submitting documents
 - iii. **"Phone"** – the phone number of the liaison submitting documents
 - iv. **"Fax"** – the fax number of the liaison submitting documents
2. Select **"Update Profile"**
 - A. If successful it will give you a message stating: "Rows updated: 1"
*****This message is the same regardless of the number of fields altered*****
3. If you need to change your name, please contact the *Texas Register* staff at register@sos.texas.gov

Updating Liaison Contact Information

Liaison Center Home Screen

1. Select **"Liaison Password Update"**
 - A. Change password
2. Select **"Update"**
 - A. If successful it will state "Successful: password update complete"

Updating Liaison Password

If you need further assistance, please contact us.

Update Your Contact Information

- ▶ What can I change?
 - Job title; E-mail; Phone

The screenshot shows the 'Liaison Center Home Menu' with a list of links. A callout box labeled 'Liaison Center Home Menu' points to the top of the page. Another callout box labeled 'Select "Liaison Account Information"' has an arrow pointing to the 'Liaison Account Information' link, which is circled in red. The page header includes 'OFFICE of the SECRETARY of STATE' and the footer includes 'HOME TEXAS REGISTER TEXAS ADMINISTRATIVE CODE OPEN MEETINGS'.

Liaison Center Home Menu

OFFICE of the SECRETARY of STATE

Liaison Center

My Submissions

Emergency Rulemaking Submission

Proposed Rulemaking Submission

Adopted Rulemaking Submission

Withdrawn Rulemaking Submission

Agency Rule Review Submission

Executive Submission

Miscellaneous Document Submission

Open Meeting Submission

Open Meeting Cancellation

Liaison Account Information

Liaison Password Update

Liaison Administration

TAC Document Request

Texas Register Publication Schedule

Log Off

Select "Liaison Account Information"

HOME TEXAS REGISTER TEXAS ADMINISTRATIVE CODE OPEN MEETINGS

Update Your Contact Information

Change applicable information

OFFICE of the SECRETARY of STATE

Liaison Account Information

Liaison Name: Michelle Miner
Liaison Id: 9
Liaison Login: LIA00049

Job Title:
Email:
Phone:
Fax:
Agency Code: 0004
Agency Name: Office of the Secretary of State

HOME TEXAS REGISTER TEXAS ADMINISTRATIVE CODE OPEN MEETINGS

Select "Update Profile"

Update Your Contact Information

Successful

OFFICE of the SECRETARY of STATE

Liaison Account Information

Rows updated: 1

Liaison Name: Michelle Miner
Liaison Id: 9
Liaison Login: LIA00049
Job Title:
Email:
Phone:
Fax:
Agency Code: 0004
Agency Name: Office of the Secretary of State

[HOME](#) [TEXAS REGISTER](#) [TEXAS ADMINISTRATIVE CODE](#) [OPEN MEETINGS](#)

"Rows updated: 1"

Change Password

Liaison Center
Home Menu

OFFICE of the SECRETARY of STATE

Liaison Center

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HOME TEXAS REGISTER TEXAS ADMINISTRATIVE CODE OPEN MEETINGS

Select "Liaison
Password
Update"

Change Password

Enter a new password

OFFICE of the SECRETARY of STATE

Liaison Password Update

Type new password. Click Update. You MUST close browser window to activate new password.

Liaison Name: Michelle Miner

Liaison Id: 9

Liaison Login: LIA00049

Password:

Select
"Update"

Update

Password Update is a secure transaction.

HOME

TEXAS REGISTER

TEXAS ADMINISTRATIVE CODE

OPEN MEETINGS

Change Password

Successful



OFFICE of the SECRETARY of STATE

Liaison Password Update

Type new password. Click Update. You MUST close browser window to activate new password.

Success: Password update complete

Liaison Name: Michelle Miner

Liaison Id: 9

Liaison Login: LIA00049

Password: ●●●●

Update

Password Update is a secure transaction.

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“Success: Password update complete”

Account

- »» Updating Contact Information
- Changing Password

Administrative Liaison

- Adding New Liaison
- Removing Liaison

Liaison Center Home Screen

1. Select **"Liaison Administration"**
 - A. Select **"Add Liaison"**
 - B. Enter the applicable information:
 - i. **"Liaison Name"** - the name of the liaison submitting documents
 - ii. **"Job Title"** - the job title of the liaison submitting documents
 - iii. **"Openmeeting?"** - check the box if the liaison will be submitting Open Meetings/Agenda postings
 - iv. **"Register?"** - check the box if the liaison will be submitting Miscellaneous and/or Rulemaking Documents
 - v. **"Email"** - the email of the liaison submitting documents
 - vi. **"Phone"** - the phone number of the liaison submitting documents
 - vii. **"Fax"** - the fax number of the liaison submitting documents
 - viii. **"Include Area Code in Fax"** - **Check the box if the area code is necessary for fax correspondence**
 - ix. **Start Date** - automatically populated based upon date of access
 - a. Select **"Calendar"** to choose a later starting date
 - x. **End Date** - leave blank unless there is a specific date when the liaison's access should be terminated
 - b. Select **"Calendar"** to choose an ending date
2. Select **"Submit Form"** when you are ready to complete the submission process
 - A. Select **"Clear Form"** if you want to empty the fields and restart the submission process
3. If successful, it will return to the "Liaison Administration" page
 - A. If unsuccessful, it will populate an error message
 - i. Contact *Texas Register* for additional assistance

If you need further assistance, please contact us.

Adding a New Liaison

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HOME TEXAS REGISTER TEXAS ADMINISTRATIVE CODE OPEN MEETINGS

Select "Liaison Administration"

"Liaison Administration"

OFFICE of the SECRETARY of STATE

Liaison ADD / Purge Request

Liaison Name	Active	Email	Phone	Purge Request
Jill Ledbetter	Yes	jledbetter@sos.texas.gov	512-463-5561	No
Dana Blanton	Yes	DBlanton@sos.texas.gov	512-463-5565	No
Dan Procter	Yes	jledbetter@sos.texas.gov	512-463-5561	No
Mirand Zepeda	Yes	mzepeda@sos.texas.gov	512-463-6182	No
Michelle Miner	Yes	mminer@sos.texas.gov	512-463-5561	No

Records 1 to 5

[Add Liaison](#)

HOME TEXAS REGISTER TEXAS ADMINISTRATIVE CODE

Select "Add Liaison"

Adding a New Liaison

Enter the applicable information

OFFICE of the SECRETARY of STATE

Liaison ADD / Purge Request

Liaison Name:
Job Title:
Openmeeting?:
Register?:
Email:
Phone:
Fax:
Include Area Code in Fax:
Start Dt: [Calendar](#)
End Dt: [Calendar](#)

HOME TEXAS REGISTER TEXAS ADMINISTRATIVE CODE OPEN MEETING

Call or Email
Texas Register staff:
512-463-5561
register@sos.texas.gov

Select
"Submit Form"

OFFICE of the SECRETARY of STATE

Liaison ADD / Purge Request

Error!
Error: No more than 9 Liaisons can be accepted. If help is required, email our offices at SOS-Email or call (512)463-5561.

Liaison Name:
Job Title:
Openmeeting?:
Register?:
Email:
Phone:
Fax:
Include Area Code in Fax:
Start Dt: [Calendar](#)
End Dt: [Calendar](#)

HOME TEXAS REGISTER TEXAS ADMINISTRATIVE CODE OPEN MEETINGS

Error Message?

Liaison Center Home Screen

1. Select **"Liaison Administration"**
 - A. Select the name of the liaison to delete
 - i. Select **"Yes"** under "Purge Request"
 - B. Select **"Update"**
 - i. This will send the *Texas Register* a request to officially delete the liaison
 - ii. If successful, the liaison will no longer be listed on the "Liaison Administration" page

If you need further assistance, please contact us.

Removing Liaison Accounts

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HOME TEXAS REGISTER TEXAS ADMINISTRATIVE CODE OPEN MEETINGS

Select "Liaison Administration"

Select the Liaison to Remove

"Liaison Administration"

OFFICE of the SECRETARY of STATE

Liaison ADD / Purge Request

Liaison Name	Active	Email	Phone	Purge Request
Jeana Bores	Yes	jbores@sos.texas.gov	512-463-5565	No
Jill Ledbetter	Yes	jledbetter@sos.texas.gov	512-463-5561	No
Dana Blanton	Yes	DBlanton@sos.texas.gov	512-463-5565	No
Barbara Strickland	Yes	bstrickland@sos.texas.gov	512-463-5561	No
Sondra Hadley	Yes	shadley@sos.texas.gov	512-463-6182	No
Michelle Miner	Yes	mminer@sos.texas.gov	512-463-5561	No

Records 1 to 6

[Add Liaison](#)

HOME TEXAS REGISTER TEXAS ADMINISTRATIVE CODE OPEN MEETINGS

Removing Liaison Accounts

OFFICE of the SECRETARY of STATE

Liaison ADD / Purge Request

Liaison Name:	Jeana Bores
Job Title:	Editor
Active:	Yes
Openmeeting?:	Yes
Register?:	Yes
Email:	jbores@sos.texas.gov
Phone:	512-463-5565
Include Area Code in Fax:	Yes
Start Dt:	09/15/2014
Purge Request:	<input checked="" type="radio"/> Yes <input type="radio"/> No

HOME TEXAS REGISTER TEXAS REGISTER ACTIVE CODE OPEN MEETINGS

Check
"Purge Request: Yes"

The Liaison will no longer appear in the list of active liaisons.

Select
"Update"

This sends the Texas Register staff a request to remove the liaison.

Open Meetings

- » Guidelines
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Open Meetings

- » Guidelines
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Guidelines

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CHILD SUPPORT CONSUMER PROTECTION CRIME VICTIMS OPEN GOVERNMENT NEWS AROUND THE AGENCY

OPEN GOVERNMENT / OPEN GOVERNMENT PUBLICATIONS



Open Government & Related Publications

OPEN GOVERNMENT

OPEN RECORDS DIVISION

HOW TO REQUEST INFORMATION

OPEN RECORDS DECISIONS (ORDS)

OPEN RECORDS LETTER RULINGS

OPEN GOVERNMENT FAQ

CHARGES FOR PUBLIC INFORMATION

OPEN GOVERNMENT PUBLICATIONS

HIGH-VALUE DATA SETS

COMPLAINTS AND ENFORCEMENT

REQUESTED PROPRIETARY INFORMATION

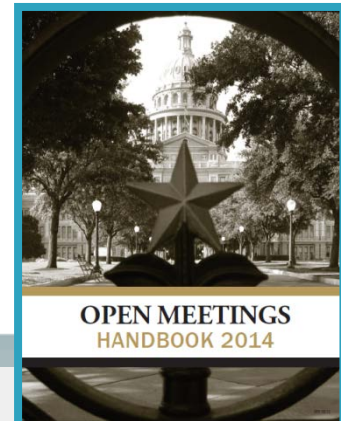
OFFICE OF GOVERNMENT TRAINING

SEARCH AND SEIZURE: CRIMINAL

	2014 Public Information Act Handbook PDF		2014 Open Meetings Act Handbook PDF
	2014 Administrative Law Handbook PDF		HB 3400 Small Business Impact Final Guidelines PDF
	PIA Sign		Spanish PDF

For further information, find their publication of the *Open Meetings Act Handbook* under the "Open Government" section on the Attorney General website

Office of the Attorney General oversees the guidelines regarding Open Meetings



Open Meeting Requirements

- ▶ Open Meetings Act – §551.041
 - “A governmental body shall give written notice of the date, hour, place, and subject of each meeting held by the governmental body”

Specific questions regarding Open Meetings:
Contact the Office of the Attorney General
512.478.6736

The following slides
are *OUR*
interpretation of the
rules regarding the
Open Meetings Act.

Agency Classification

- ▶ Jurisdiction of four or more counties

Regional Agencies

- ▶ Statewide jurisdiction

State Agencies

Open Meeting Requirements

72 hour Posting Requirement - Regional Agencies

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12		
15	16	17	18	19		
	Post by 2pm			2pm Open Meeting		
22	23	24	25	26		
	72	48	24			
29	30	31				

§551.043:
 “The notice of a meeting of a governmental body must be posted in a place readily accessible to the general public at all times for at least **72 hours before the scheduled time of the meeting**, except as provided by Sections 551.044–551.046.”

Specific questions regarding Open Meetings:
 Contact the Office of the Attorney General
 512.478.6736

Open Meeting Requirements

7 Day Posting Requirement - State Agencies

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11 Day of Posting	12	13	14
15	16	17	18	19 Day of Meeting	20	21
22	23	24	25	26		
29	30	31				

Specific questions regarding Open Meetings:
 Contact the Office of the Attorney General
 512.478.6736

§551.044:
 “The secretary of state must post notice on the Internet of a meeting of a state board, commission, department, or officer having statewide jurisdiction for at least seven days before the day of the meeting.”

- ▶ §551.045 Exception to General Rule: Notice of Emergency Meeting or Emergency Addition to Agenda.
 - (a) In an emergency or when there is an urgent public necessity, the notice of a meeting or the supplemental notice of a subject added as an item to the agenda for a meeting for which notice has been posted in accordance with this subchapter is sufficient if it is posted for at least two hours before the meeting is convened.
 - (b) An emergency or an urgent public necessity exists only if immediate action is required of a governmental body because of:
 - (1) an imminent threat to public health and safety; or
 - (2) a reasonably unforeseeable situation.
 - (c) The governmental body shall clearly identify the emergency or urgent public necessity in the notice or supplemental notice under this section.

****Must be posted “two (2) hours before the meeting is convened”****

Open Meetings Requirement Exceptions

Responsibility

The Secretary of State is not responsible for the information or content that is contained in open meeting notices. Nor does the SOS make any representations as to sufficiency or accuracy of the posted information. The postings contained in the Texas Register are submitted electronically by parties outside the control of the SOS and any questions about a particular posting should be directed to that entity. Contact information is included in each posted document.

Open Meetings

- » Guidelines
- Submitting
- Correcting

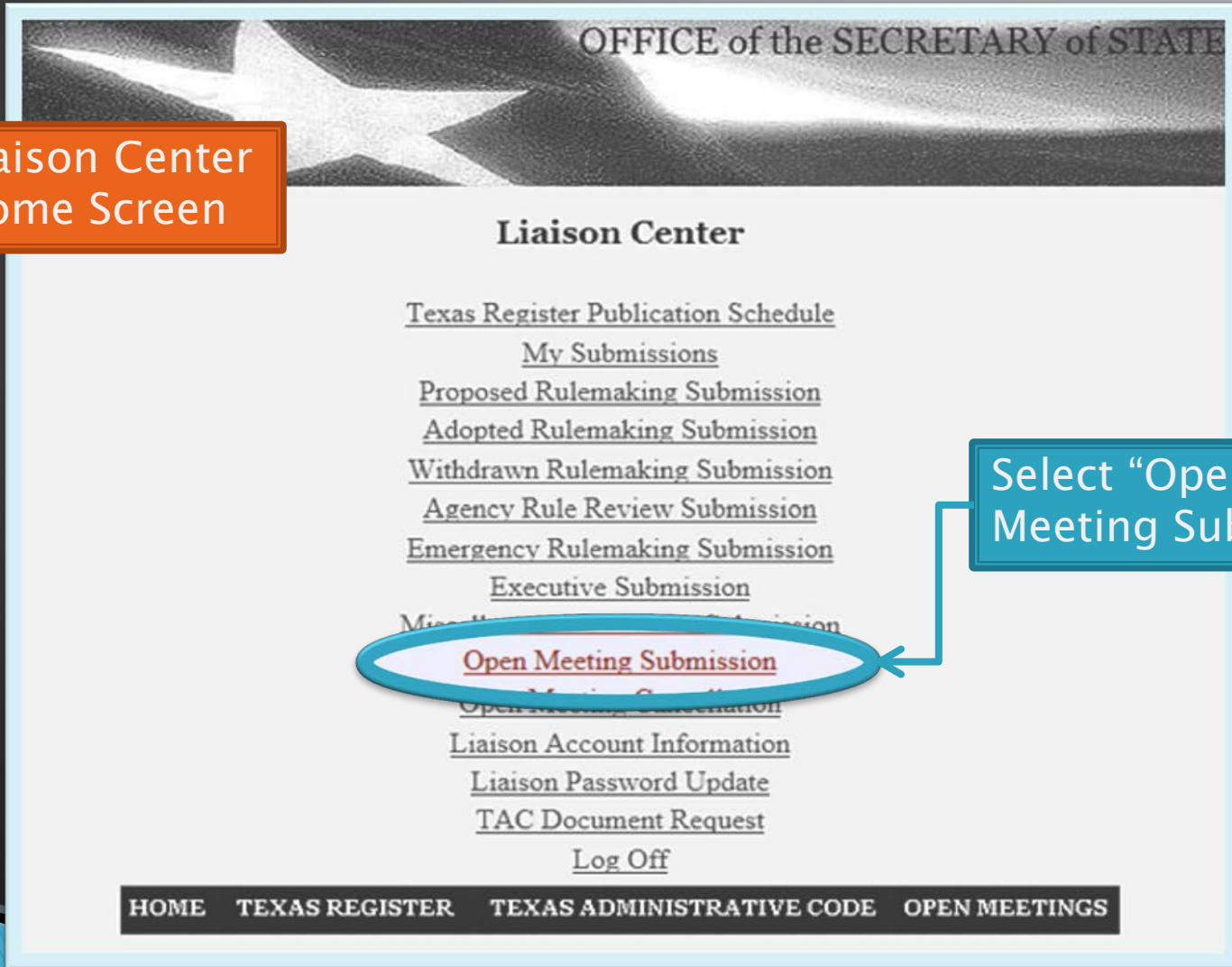
*Liaison Center Home Screen***1. Select "Open Meeting Submission"****A. Complete the applicable fields:**

- i. **Board** – the name of the Board holding the meeting
 - a. *Leave blank if non-applicable*
- ii. **Committee** – the name of the Committee holding the meeting
 - a. *Leave blank if non-applicable*
- iii. **Date of Meeting** – the current or future date of the meeting
 - a. Select "**Calendar**" to populate. **Must be current/future date* or you will receive "Error Message: Meeting date may not be prior to today"*
- iv. **Time of Meeting** – the time of the meeting formatted as HH:MM AM/PM (e.g., 06:15 PM)
- v. **Street Location** – the full specific, physical location where the meeting is being held including room number/description
 - a. *Incorrect Example: Rudder Building, Capitol Complex*
 - b. *Correct Example: 1019 Brazos Street, Austin, TX 78701, James E. Rudder Building, Conference Room 503*
- vi. **City** – the city where the meeting will be held
- vii. **State** – automatically populates Texas, but available for other locations
- viii. **Emergency Meeting**
 - a. Select "**Emergency Meeting**" only if it is an emergency meeting
 - b. Leave "**Reason**" blank if it is not an emergency meeting. *Do not enter "N/A."*
- ix. **Original Meeting TRD Number** – only used when revising/rescheduling meetings
 - a. *Review section on Revising/Rescheduling Meetings for more information*

- x. **Additional Information Obtained From** – the full contact details of the agency representative whom the public can contact with questions regarding the meeting, including but not limited to obtaining material from or about the meeting, directions, clarifications
 - xi. **Agenda** – This may be copy/pasted from a Word document
 - a. Do not use tables, bullet points, or columns—they will not format online
 - b. If the agenda exceeds 10 pages:
 - 1) type **"Continued"** at the bottom of the agenda;
 - 2) create a new **"Open Meeting Submission;"**
 - 3) reference the first 10–pages within the continuation of the agenda
 - I. Example "Agenda continuation TRD 2014006594"
2. Select **"Clear Form"** to clear your entries and restart the submission process
 3. Select **"Submit Form"** when complete
 - A. Populates a **Summary** page with the Texas Register Docket (TRD) number
 - B. Populates an **Acknowledgement of Receipt** email with the open meeting listing information

Open Meetings

Liaison Center
Home Screen



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HOME TEXAS REGISTER TEXAS ADMINISTRATIVE CODE OPEN MEETINGS

Select "Open Meeting Submission"

Submitting Open Meetings

Enter the applicable information

OFFICE of the SECRETARY of STATE

Open Meeting Submission

Board:

Committee:

Date of Meeting: [Calendar](#)

Time of Meeting: (##:## AM Local Time)

Street Location: Physical address with room number

City:

State: TX

If Emergency Meeting, Reason: Leave blank unless meeting qualifies under §551.045 of the Open Meetings Act

Original Meeting TRD Number:

Additional Information Obtained From:

Agenda: Agendas can be copied directly from Word up to 10 pages
Do not use Table formatting

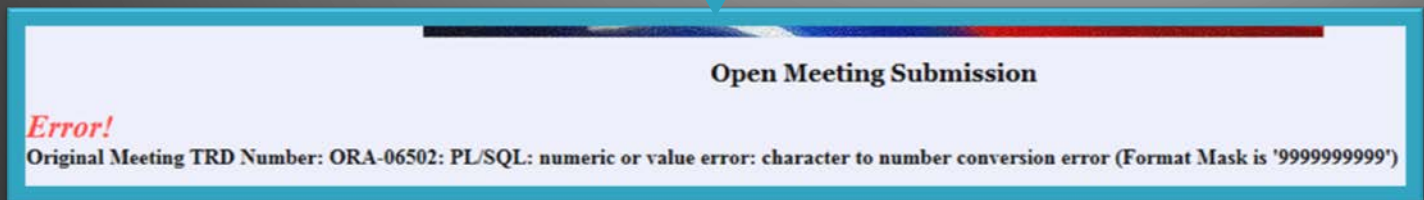
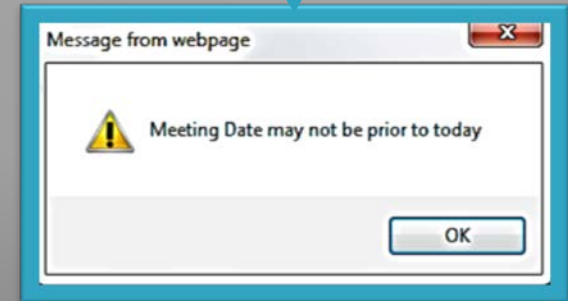
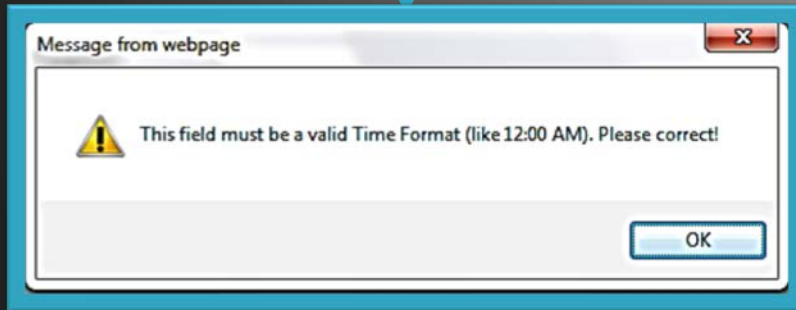
TEXAS REGISTER TEXAS ADMINISTRATIVE CODE OPEN MEETINGS

When complete, select "Submit Form"

Submitting Open Meetings

Unsuccessful

Error Message Examples



Contact the *Texas Register* staff if you need additional support: 512.463.5561

Submitting Open Meetings

Successful

Open Meeting Submission

TRD: 2014000784
Date Posted: 09/11/2014
Status: Accepted
Agency Id: 0004
Date of Submission: 09/11/2014
Agency Name: Office of the Secretary of State
Board: Board of Questions
Committee: Whimsical Learnings
Date of Meeting: 09/18/2014
Time of Meeting: 11:30 AM (###:## AM Local Time)
Street Location: 1019 Brazos
City: Austin
State: TX
If Emergency Meeting, Reason: N/A
Liaison Name: Dan Procter
Liaison Id: 6
Additional Information Obtained From: MM 512.463.5561
Agenda: To discuss to the whims of the Board of Questions

New Submission

Acknowledgment of Receipt

Agency: Office of the Secretary of State

Liaison: Michelle Miner

The Office of the Secretary of State has posted
notice of the following meeting:

Board:

Committee:

Date: 10/24/2014 11:00 AM "TRD# 2014001148"

Notice posted: 10/22/14 12:28 PM

Proofread your current open meeting notice at:

[http://107.21.41.254/public/pub_om_lookup\\$.startup?Z_TRD=2014001148](http://107.21.41.254/public/pub_om_lookup$.startup?Z_TRD=2014001148)

Receive an
Acknowledgment of
Receipt via email

If you are not receiving an emailed acknowledgment of receipt, please verify your email address on the liaison account information; then double check your email permissions as it might be going directly to junk mail folders. If you continue to have concerns – contact us.

Open Meetings

- » Guidelines
- » Submitting
- » Correcting

Liaison Center Home Screen

1. Select **"Open Meeting Submission"**
 - A. Complete the information as you would a new open meeting submission—make all necessary corrections
 - B. Complete the field **"Original TRD Number,"** reference the TRD number provided on the **"Summary"** and **"Acknowledgement of Receipt"** email
2. Select **"Submit Form"**
 - A. Generates an updated Summary and Acknowledgement of Receipt
 - B. References the original TRD
 - i. The status of the original TRD will be altered from **"Accepted"** to **"Revised/Rescheduled"** in the public listings

Corrections must be made outside of the time requirements.

If corrections/revisions are made after the posting deadlines, the meeting could be considered invalid.

Regional Agencies

72 hours prior to meeting time

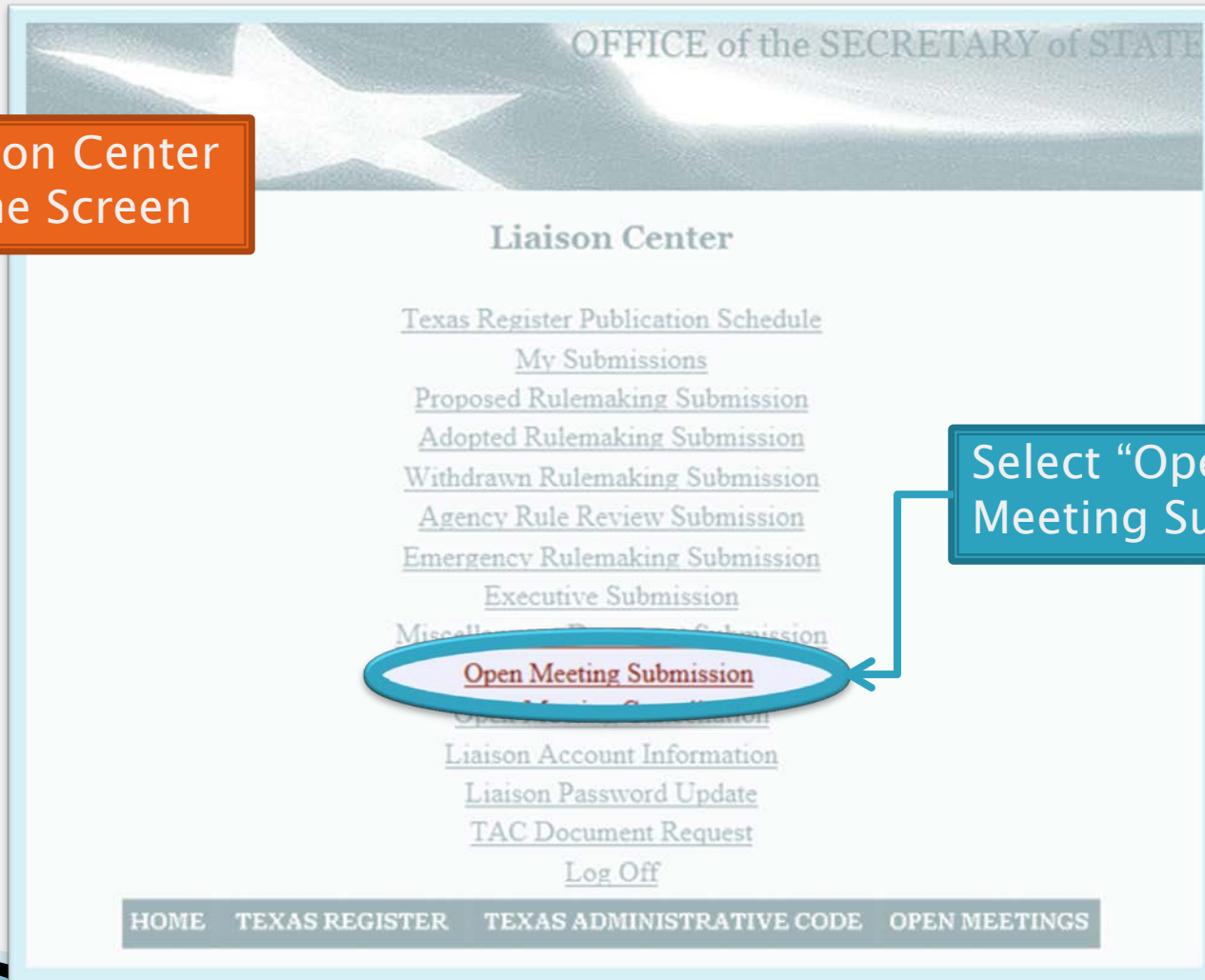
State Agencies

7 full days prior to meeting date

If you need further assistance, please contact us.

Revising/Rescheduling

Liaison Center
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HOME TEXAS REGISTER TEXAS ADMINISTRATIVE CODE OPEN MEETINGS

Select "Open Meeting Submission"

Revising / Rescheduling

Enter the applicable information with the necessary corrections

OFFICE of the SECRETARY of STATE

Open Meeting Submission

Board:

Committee:

Date of Meeting: [Calendar](#)

Time of Meeting: (##:## AM Local Time)

Street Location:

City:

State: TX

If Emergency Meeting, Reason:

Original Meeting TRD Number:

Additional Information Obtained From:

Agenda:

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Revising/Rescheduling

The screenshot displays the 'Open Meeting Submission' form on the Texas Register website. A summary window titled 'Open Meeting Submission' is overlaid on the right side of the form. The summary window contains the following information:

TRD:	2014000784
Date Posted:	09/17/2014
Status:	Accepted
Agency Id:	0004
Date of Submission:	09/17/2014
Agency Name:	Office of the Secretary of State
Board:	Board of Questions
Committee:	Whimsical Learnings
Date of Meeting:	09/18/2014
Time of Meeting:	11:30 AM (###:## AM Local Time)
Street Location:	1019 Brazos
City:	Austin
State:	TX
If Emergency Meeting, Reason:	N/A
Liaison Name:	Dan Procter
Liaison Id:	6
Additional Information Obtained From:	MM 512.463.5561
Agenda:	To discuss to the whims of the Board of Questions

The form on the left includes fields for Board, Committee, Date of Meeting, Time of Meeting, Street Location, City, State, and If Emergency Meeting, Reason. A blue oval highlights the 'Original Meeting TRD Number' field, which is linked to the TRD field in the summary window. An orange box contains the text: 'Reference the Original Meeting TRD Number from the summary or Acknowledgement of Receipt'. A blue box at the bottom right contains the text: 'When complete, select "Submit Form"'. A blue arrow points from the 'Submit Form' button to the blue box. The 'Original Summary' window has a button labeled 'New Submission' at the bottom right.

Revising/Rescheduling

The TRD listed in the summary becomes the new "Accepted" status meeting

The Original Meeting TRD Number status is altered from "Accepted" to "Revised/Rescheduled"

Open Meeting Submission

TRD:	2014000786
Date Posted:	09/11/2014
Status:	Accepted
Agency Id:	0004
Date of Submission:	09/11/2014
Agency Name:	Office of the Secretary of State
Board:	Board of Questions
Committee:	Whimsical Learnings
Date of Meeting:	09/19/2014
Time of Meeting:	11:30 AM (##:## AM Local Time)
Street Location:	1019 Brazos
City:	Austin
State:	TX
If Emergency Meeting Reason:	n/a
Original Meeting TRD Number:	2014000784
Liaison Name:	Dan Procter
Liaison Id:	6
Additional Information Obtained From:	mm 512.463.5561
Agenda:	Discuss the whims of the Board of Questions.

[New Submission](#)

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Successful

Canceling Open Meetings

Liaison Center Home Screen

1. Select **"Open Meeting Cancellation"**
2. Select the **TRD** of the open meeting to be canceled
 - A. Change the drop-down status from **"Accepted"** to **"Canceled"**
*****Only meetings available to be canceled are listed*****
3. Select **"Cancel This Meeting"**
 - A. You will not receive confirmation of cancellation;
 - B. The status of the original TRD will be altered from **"Accepted"** to **"Canceled"** in the public listings

*You may confirm that your Open Meeting has been canceled by returning to the Liaison Center Home Screen and selecting **"Open Meeting Cancellation."** The canceled meeting will not be listed.*

Deleting Open Meetings

Liaison Center Home Screen

1. Verify the **TRD number** of the Open Meeting you want to Delete
 - A. The TRD can be found on the **Summary** page generated after submission and on the emailed **Acknowledgement of Receipt**
2. Send an email to register@sos.texas.gov requesting to delete the open meeting
 - A. Reference the TRD number
 - B. Reference the reason for the deletion

*Deleting an Open Meeting removes the public record and should be used sparingly.
Note that the record is still available for public inspection if requested.*

Canceling Open Meetings

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HOME TEXAS REGISTER TEXAS ADMINISTRATIVE CODE OPEN MEETINGS

Select "Open Meeting
Cancellation"

Canceling Open Meetings



Open Meeting Cancellation

TRD	Status	Liaison Name	Date of Meeting	Time of Meeting	Board	Committee
2014000784	Accepted	Dan Procter	09/18/2014	11:30 AM	Board of Questions	Whimsical Learnings
2014000766	Accepted	Dan Procter	09/05/2014	09:30 AM	Texas Register	

Records 1 to 2

Query

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Only meetings with an "Accepted" status will be available to Cancel

Canceling Open Meetings

Select the TRD of the meeting to cancel

TRD	Status	L
2014000784	Accepted	D
2014000766	Accepted	D

HOME



Open Meeting Cancellation

TRD: 2014000766
Status:
Submission Date: 08/22/2014
Liaison Name: Dan Procter
Agency Name: Office of the Secretary of State
Agency Id: 0004
Date of Meeting: 09/05/2014
Time of Meeting: 09:30 AM
Street Location: sdfsd
City Location: sdfsd
State Location: AZ
Board: Texas Register

[Cancel This Meeting](#)

If you click on "Cancel This Meeting", your meeting will display on the open meeting website as cancelled. If you need to delete a meeting, please contact the Texas Register staff at 512-463-5561 or texreg@sos.texas.gov.

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Canceling Open Meetings

OFFICE of the SECRETARY of STATE

Open Meeting Cancellation

No rows updated

TRD: 2014000766

Status: Accepted

Submission Date: Accepted
Rescheduled / Revised

Liaison Name: Canceled

Agency Name: Delete

Agency Id: 0004

Date of Meeting: 09/05/2014

Time of Meeting: 09:30 AM

Street Location: sdfsdf

City Location: sdfsdf

State Location: AZ

Board: Texas Register

Cancel This Meeting

Open Meeting Cancellation

TRD: 2014000766

Status: Accepted

Submission Date: 08/22/2014

Liaison Name: Dan Procter

Agency Name: Office of the Secretary of State

Agency Id: 0004

Date of Meeting: 09/05/2014

Time of Meeting: 09:30 AM

Street Location: sdfsdf

City Location: sdfsdf

State Location: AZ

Board: Texas Register

Cancel This Meeting

Meeting", your meeting will display on the open meeting website as cancelled.
If you need to delete a meeting, please contact the Texas Register staff at 512-463-5561 or texreg@sos.texas.gov.

HOME TEXAS REGISTER TEXAS ADMINISTRATIVE CODE OPEN MEETINGS

Alter the Status from "Accepted" to "Canceled" using the drop down menu

Canceling Open Meetings

Open Meeting Cancellation

No rows updated

TRD: 2014000766
Status: Accepted
Submission Date: Accepted
Liaison Name: Rescheduled
Agency Name: Canceled
Agency Id: 0004
Date of Meeting: 09/05/2014
Time of Meeting: 09:30 AM
Street Location: sdfsd
City Location: sdfsd
State Location: AZ
Board: Texas Register

Cancel This Meeting

Open Meeting Cancellation

No rows updated

TRD: 2014000766
Status: Canceled
Submission Date: 08/22/2014
Liaison Name: Dan Procter
Agency Name: Office of the Secretary of State
Agency Id: 0004
Date of Meeting: 09/05/2014
Time of Meeting: 09:30 AM
Street Location: sdfsd
City Location: sdfsd
State Location: AZ
Board: Texas Register

Cancel This Meeting

If you click on "Cancel This Meeting", your meeting will display on the open meeting page as canceled. If you need to delete a meeting, please contact the Texas Register staff at 512-463-5111.

HOME TEXAS REGISTER TEXAS ADMINISTRATIVE CODE OPEN MEETINGS

Select "Cancel This Meeting" to finalize cancellation

Confirming Cancellation

The screenshot shows the Liaison Center website interface. At the top, it says "OFFICE of the SECRETARY of STATE". Below that is the "Liaison Center" header. A list of menu items includes: [Texas Register Publication Schedule](#), [My Submissions](#), [Proposed Rulemaking Submission](#), [Adopted Rulemaking Submission](#), [Withdrawn Rulemaking Submission](#), [Agency Rule Review Submission](#), [Emergency Rulemaking Submission](#), [Executive Submission](#), [Miscellaneous Document Submission](#), [Open Meeting Submission](#), [Open Meeting Cancellation](#), [Liaison Account Information](#), [Liaison Password Update](#), [TAC Document Request](#), and [Log Off](#). The "Open Meeting Cancellation" link is circled in orange. At the bottom, there is a navigation bar with "HOME", "TEXAS REGISTER", "TEXAS ADMINISTRATIVE CODE", and "OPEN MEETINGS".

You will not receive a confirmation of cancellation. If you wish to confirm:

Return to the Liaison Center Home Screen

Select "Open Meeting Cancellation"

Confirming Cancellation

Only meetings with an "Accepted" status will be available to Cancel



Open Meeting Cancellation

TRD	Status	Liaison Name	Date of Meeting	Time of Meeting	Board	Committee
2014000784	Accepted	Dan Procter	09/18/2014	11:30 AM	Board of Questions	Whimsical Learnings

Record 1

Query

[HOME](#) [TEXAS REGISTER](#) [TEXAS ADMINISTRATIVE CODE](#) [OPEN MEE](#)

If the TRD canceled is not listed, it has been altered publicly as a "Canceled" meeting

Delete Open Meetings

Liaison Center

Texas Register Publication Schedule

My Submissions

Open Meeting Cancellation

Withdrawn Rules and Submission

Agency Rule Renewal Submission

Emergency Rule Making Submission

Executive

Miscellaneous Documents

Open Meetings

Open Meeting

Liaison Access

Liaison Password

TAC Documents

Open Meeting Cancellation

TRD	Status	Liaison Name	Date of Meeting	Time of Meeting	Board	Committee
2014				11:30 AM	Board of Questions	Whimsical Learnings

Record 1

Query

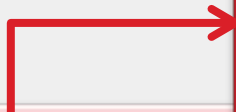
TEXAS ADMINISTRATIVE CODE OPEN MEETINGS

Open Meeting Cancellation

TRD: 2014000786
Status:
Submission Date:
Liaison Name:
Agency Name:
Agency Id: 0004
Date of Meeting: 09/19/2014

If you attempt to Delete an Open Meeting through the "Open Meeting Cancellation" function:

Delete Open Meetings




Open Meeting Cancellation

TRD: 2014000786
Status:
Submission Date:
Liaison Name:
Agency Name:
Agency Id: 0004
Date of Meeting: 09/19/2014

Open Meeting Cancellation

TRD: 2014000786
Status:
Submission Date: 09/11/2014
Liaison Name: Dan Procter
Agency Name: Office of the S
Agency Id: 0004
Date of Meeting: 09/19/2014
Time of Meeting: 11:30 AM
Street Location: 1019 Brazos

Message from webpage

 Please contact the Secretary of State to request a deletion of an openmeeting

on "Cancel This Meeting", your meeting will display on the open meeting website as delete a meeting, please contact the Texas Register staff at 512-463-5561 or texreg@s

[HOME](#) [TEXAS REGISTER](#) [TEXAS ADMINISTRATIVE CODE](#) [OPEN MEETINGS](#)

Multiple error messages will be visible, prompting the liaison to contact the Secretary of State

register@sos.texas.gov
512.463.5561

Delete Open Meetings

Open Meeting Cancellation

TRD: 2014000786
Status: Delete
Submission Date: 09/11/2014
Liaison Name: [redacted]
Agency: [redacted] of the Secretary of State

Request deletions sparingly

Only way to delete open meetings from public record is to contact *Texas Register* Staff

Your meeting will display on the open meeting website as [redacted]
Contact the Texas Register staff at 512-463-5561 or texreg@sos.texas.gov

OK

HOME TEXAS REGISTER TEXAS ADMINISTRATIVE CODE OPEN MEETINGS

Open Meeting Cancellation

TRD: 2014000786
Status: Delete
Submission Date: 09/11/2014
Liaison Name: [redacted]
Agency: [redacted] of the Secretary of State

Request deletions sparingly

Message from webpage

Warning: Cancellation is the only valid option

OK

on "Cancel This Meeting", your meeting will display on the open meeting website as [redacted]
delete a meeting, please contact the Texas Register staff at 512-463-5561 or texreg@sos.texas.gov

HOME TEXAS REGISTER TEXAS ADMINISTRATIVE CODE OPEN MEETINGS

register@sos.texas.gov
512.463.5561

In Addition Documents

- »» General Overview
- Formatting
- Submitting Miscellaneous
- Submitting Executive

In Addition Documents

- »» General Overview
 - Formatting
 - Submitting Miscellaneous
 - Submitting Executive

In Addition Documents

Deadline!!

Submission forms and corresponding files need to be submitted and received by

Wednesday at noon

We will notify you of holiday exceptions.

Still unsure? Wishing to plan?

Holiday?

Publication schedule can be found on the Liaison Center Home screen

[TAC Document Request](#)
[Texas Register Publication Schedule](#)
[Document Request Queue](#)

In Addition Documents

- »» General Overview
- Formatting
- Submitting Miscellaneous
- Submitting Executive

Formatting (Do's)

In Addition Documents

- ▶ Insert a section symbol, §
- ▶ Emphasize text with **bold**, *italics* or ALL CAPS
 - Continue the emphasis through the punctuation immediately following the emphasized text
- ▶ Use any justification, font or line spacing

Please view “Formatting the Word document” to properly structure the submission document.

Formatting (Don'ts)

In Addition Documents

- ▶ Utilize any automatic Word formatting
- ▶ Show emphasis using underline or ~~strikethrough~~ text
- ▶ Utilize hyperlinks within the file
- ▶ Utilize *n to create multiple documents within one file
- ▶ Include a space between a section symbol and rule number
 - Correct: §74.1, Incorrect: § 74.1

Please view “Formatting the Word document” to properly structure the submission document.

Saving the File

In Addition Documents

- ▶ Naming the file:
 - Under 15 characters
 - Numbers and words only
 - No special characters (periods, spaces, number symbols, dashes, etc.)
 - Examples: SEC101, TxRegSub15, AGOpinions, etc

- ▶ Referencing graphics:
 - Cite “figure” at the appropriate location within the file
 - Upload the graphics file as an additional document after the main Word document within the same submission form

- ▶ Submitting the file
 - Upload at the time of submission
 - You are not able to upload the file at any other time

Must be saved as a Word document: .doc or .docx

Documents submitted should be created using the following format settings.

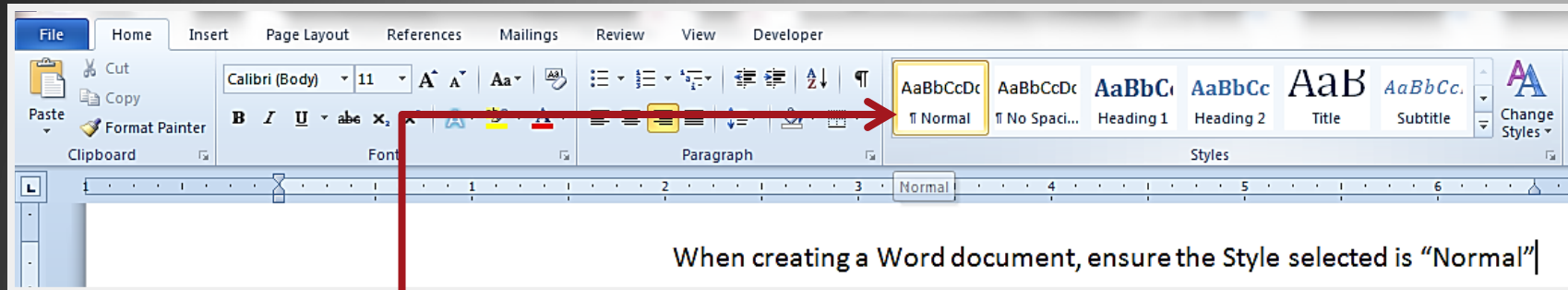
This allows the *Texas Register* staff to process the document. If the document is not created using the format settings, the document will not go through the *Texas Register* software appropriately.

- Setting the style format
- Removing numbered and bulleted lists
- Inserting bullets
- Inserting section symbols
- Utilizing paragraph viewer
- Saving the file

*The following instructions for Word are based on Word 2010. If you have another version of Word, please seek assistance through Word help or your IT department.

Formatting the Word document

Setting the style format



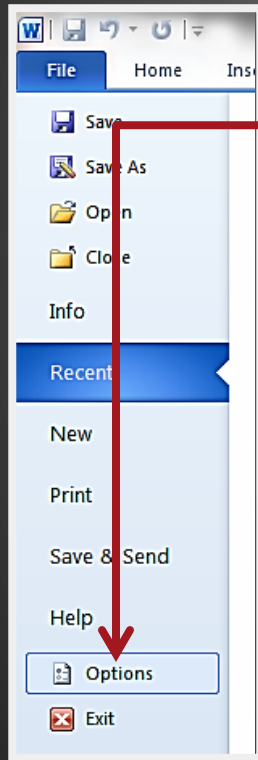
When creating a Word document, ensure the Style selected is "Normal"

- From the "Home" tab in Word,
- Under "Styles,"
- Select "¶ Normal"

This removes Headings, unusual spacing and additional formatting Texas Register software will not be able to read.

Formatting the Word document Removing numbered & bulleted lists

Word automatically creates numbered and bulleted lists based on previous formatting preferences. Texas Register software does not process these as numbers or bullets, but as images. It is necessary to manually input these in order for the Texas Register staff to process the document effectively.

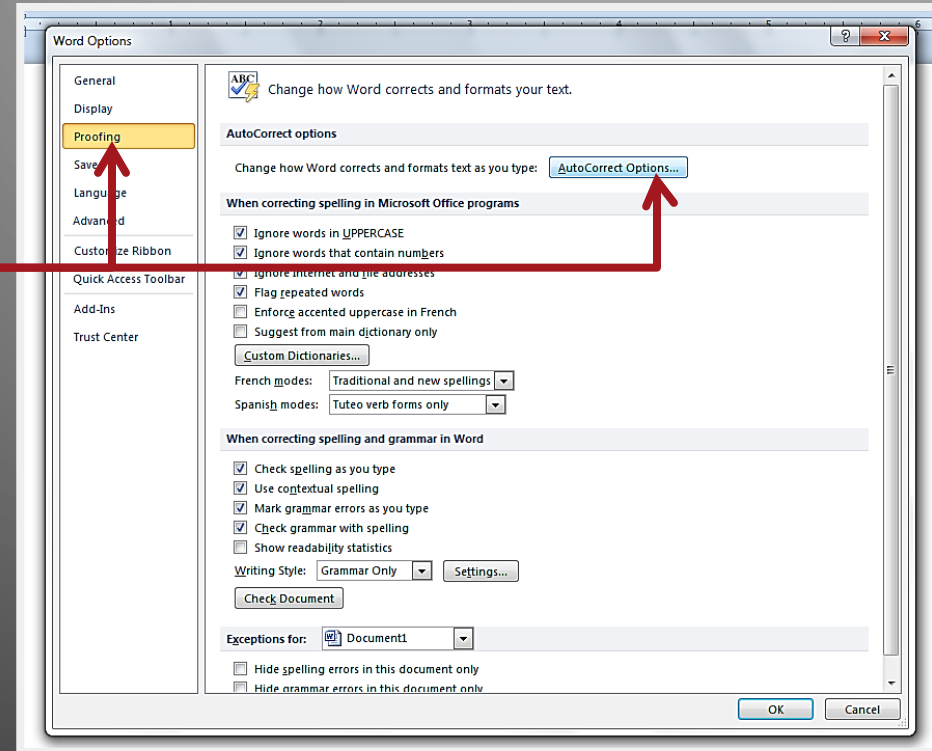


From the "File" tab in Word,

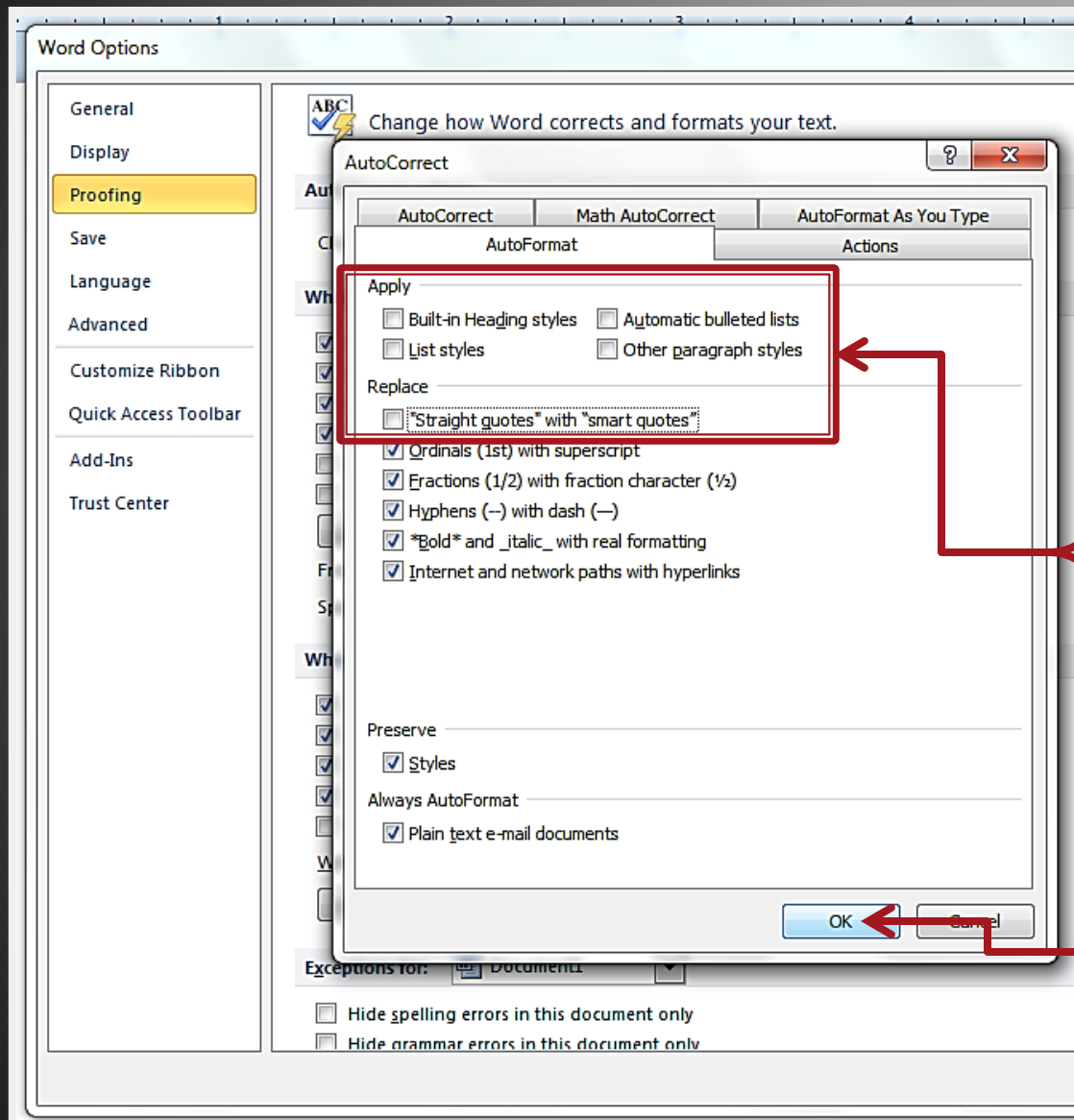
- Select "Options"

In the pop-up window,

- Select "Proofing,"
- Then select "AutoCorrect Options..."



Formatting the Word document Removing numbered & bulleted lists



In the AutoCorrect pop-up window,

Under the “AutoFormat” tab,

Under “Apply”
De-select the following options:

- “Built-in Heading styles,”
- “List styles,”
- “Automatic bulleted lists”
- “Other paragraph styles”

Under “Replace”

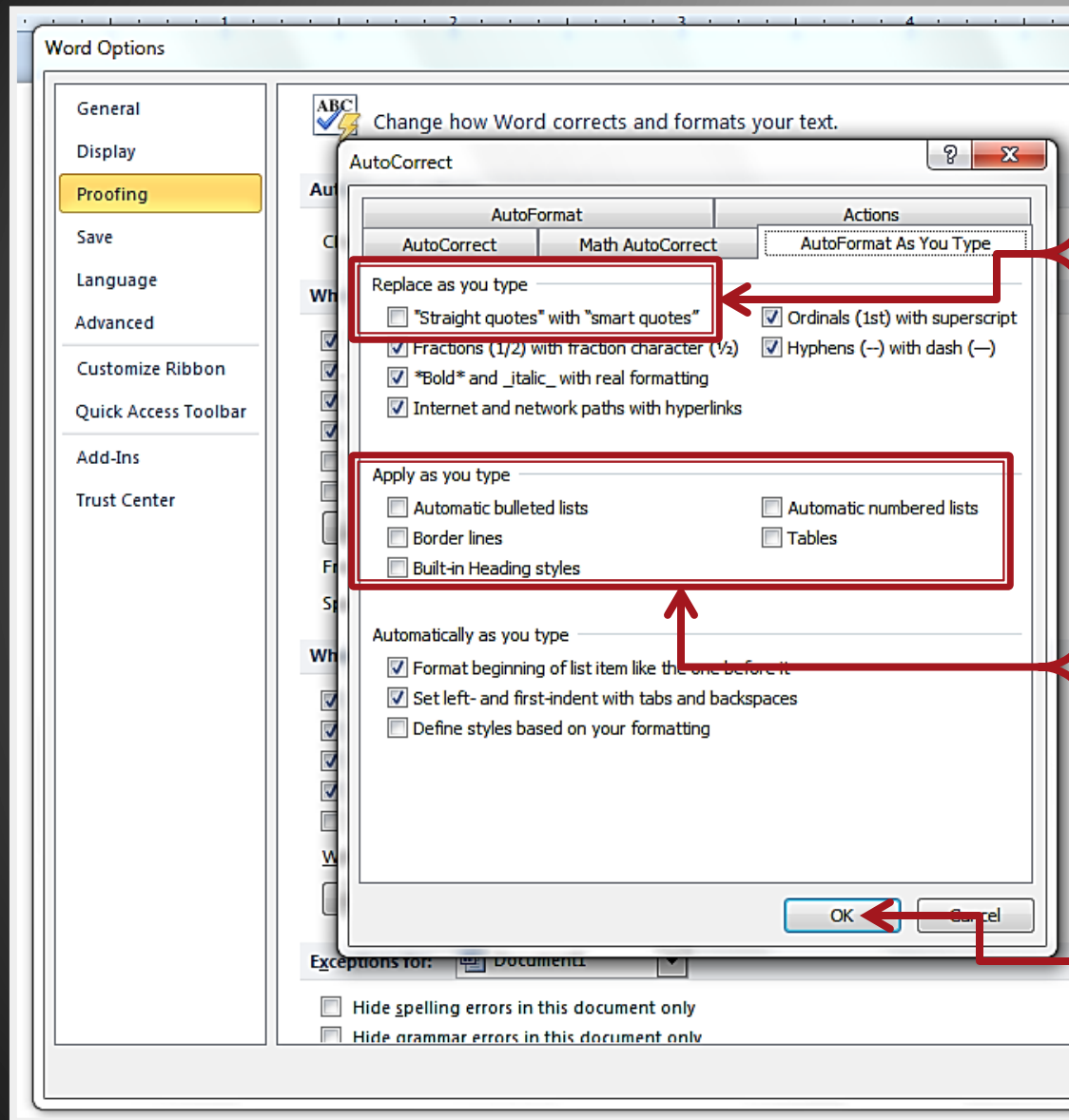
De-select

- “Straight quotes’ with ‘smart quotes”

Select “OK” in the AutoCorrect pop-up window

Then select the “AutoFormat As You Type” tab

Formatting the Word document Removing numbered & bulleted lists



Under the “AutoFormat As You Type” tab,

Under “Replace as you type,” de-select the following:

- “Straight quotes’ with ‘smart quotes”

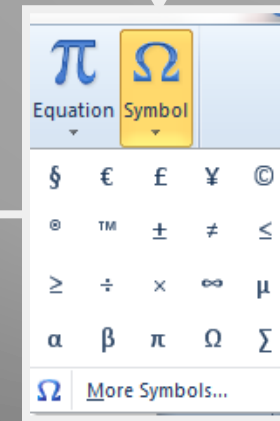
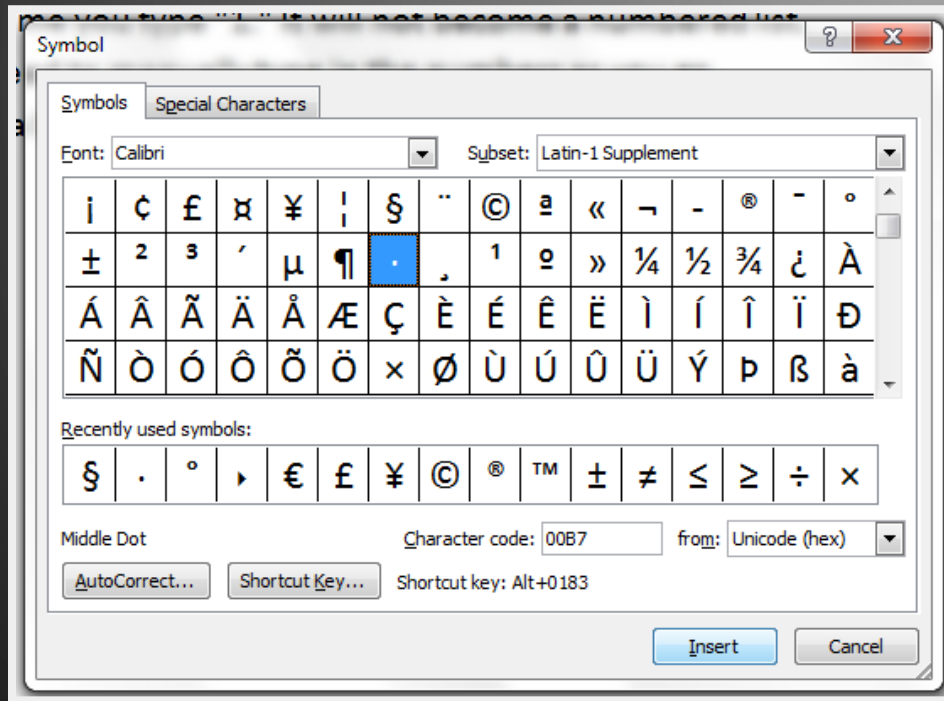
Under “Apply as you type,” de-select the following options:

- “Automatic bulleted lists”,
- “Automatic numbered lists”,
- “Border lines”,
- “Tables” and
- “Built-in Heading styles”

Select “OK” in the AutoCorrect pop-up window.

Select “OK” in the Word Options pop-up window.

Bulleted lists can still be used, when each bulleted is inserted using the symbol function within Word.

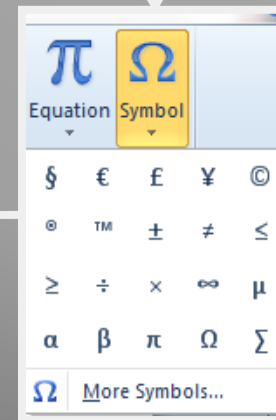
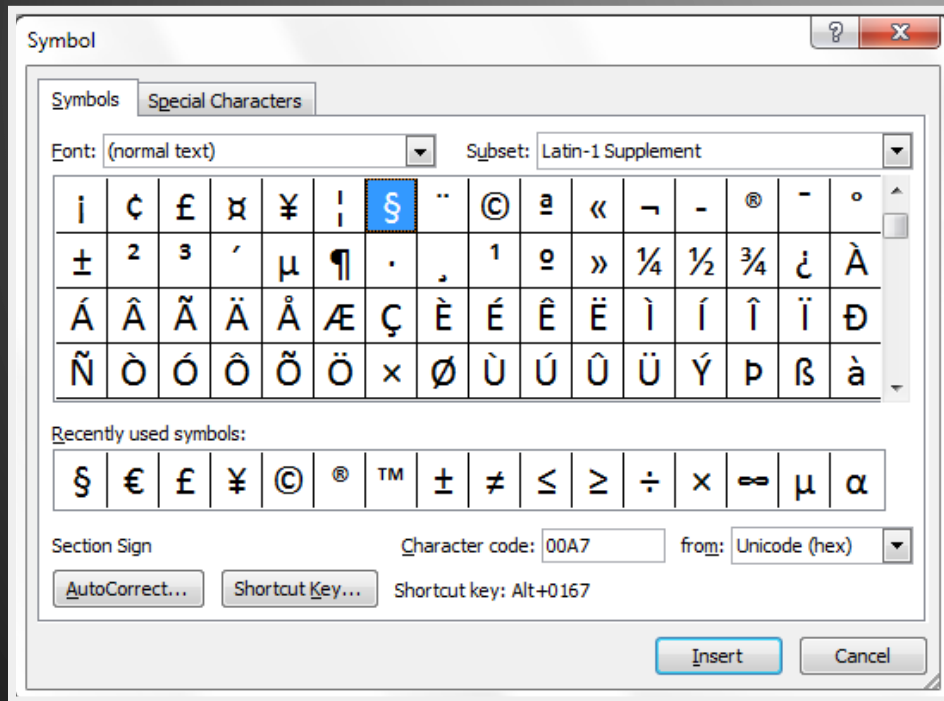
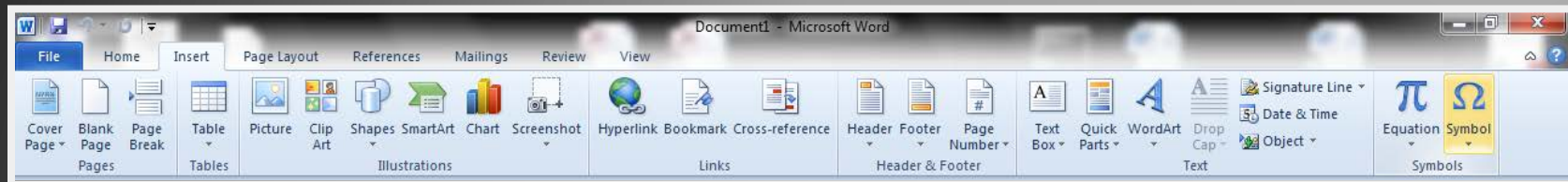


- From the "Insert" tab in Word,
 - Select "Symbol,"
 - Under "Subset:,"
 - Select "Latin-1 Supplement,"
 - Select "·"
 - Character code "00B7"

Formatting the Word document

Inserting section symbols

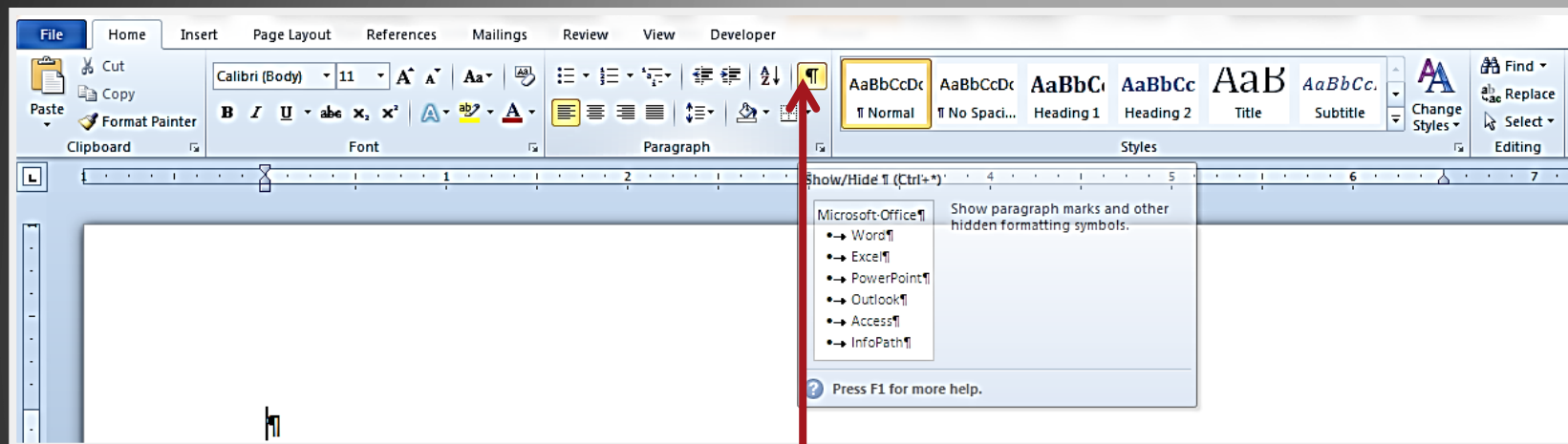
Section symbols should be used instead of the word "Section" when appropriate; example 1 TAC §91.75



- From the "Insert" tab in Word,
 - Select "Symbol,"
 - Under "Subset:,"
 - Select "Latin-1 Supplement,"
 - Select "§"
 - Character code "00A7"

Formatting the Word document Utilizing paragraph viewer

The paragraph function in Word allows users to view any additional or hidden formatting within the document



- From the “Home” tab in Word,
- Under “Paragraph”
 - Select “¶”

Formatting the Word document

Saving the file

Saving the file as a Word document, if not saved in the correct format, the document will not be processed by the software.

From the “File” tab in Word

- Select “Save As”
- Type the new file name
- Under “Save as type:” select:
 - “Word 97–2003 Document (*.doc) OR
 - “Word Document (*.docx)”

Must be saved as a “Word Document (.docx)” or “Word 97–2003 Document (*.doc)”*

Do not type “.doc” or “.docx” in the file name – Word will add the .doc or .docx extension once the type of document is selected and saved

In Addition Documents

- » General Overview
- » Formatting
- » Submitting Miscellaneous
- » Submitting Executive

Examples of Miscellaneous Documents

- ▶ Public Notice
- ▶ Request for Proposals
- ▶ Notice of Contract
- ▶ Notice of Contract Amendment

Miscellaneous Documents include information for the general public published in the “In Addition” section of the *Texas Register*.

- ▶ For a comprehensive listing, [Texas Government Code](#)

Miscellaneous Document Example

You may submit the file using any font, text size and justification; the *Texas Register* staff will alter the style to fit the standardized publication.

Texas Department of Transportation (*Agency Name*)

Public Notice – Aviation (*Document Title*)

Pursuant to Transportation Code; §21.111, and 43 Texas Administrative Code §30.209, the Texas Department of Transportation conducts public hearings to receive comments from interested parties concerning proposed approval of various aviation projects.

For information regarding actions and times for aviation public hearings, please go to the following website:

<http://www.dot.state.tx.us>

Click on Aviation, click on Aviation Public Hearing. Or, contact Karon Wiedemann, Aviation Division, 150 East Riverside, Austin, Texas 78704, (512) 416-4520 or 1-800-68 PILOT.

Liaison Center Home Screen

1. Select **"Miscellaneous Documents Submission"**

A. Complete all fields:

- i. **AgencyCode** – automatically populated based on Liaison login
- ii. **AgencyName** – automatically populated based on Liaison login
- iii. **Document Title** – the title you wish the document to be published as—must match the title in the .doc/.docx
- iv. **File Name** – enter the file name of the file you will upload with the submission form—these must be identical
- v. **Graphics Included** – Select appropriate response
 - a. If **"Yes,"** enter the file name of the graphic(s) in the **"Comments"** section
- vi. **Certifying Official** – the name of the official approving the document
- vii. **Certifying Official's Title** – the approving staff member's job title
- viii. **AgencyLiaison** – automatically populates based on Liaison login
- ix. **Phone Number** for public inquiries about submission – the phone number of the agency staff member who will be responding to the public
- x. **Comments** – additional information, Graphics file name, etc.

2. Select **"Clear Form"** to clear your entries and restart the submission process

3. Select **"Submit Form"** to complete the submission process

4. Review the populated summary:

- A. If there are errors select **"Upload Another Submission Form"**
- B. If the information is accurate select **"Continue to File Upload"**

****Must upload documents with the submission form. You are not able to return and upload files at another time.****

Submission Summary Form

1. Select **"Continue to File Upload"**
2. Select **"Browse"**
 - A. Select the appropriate computer file corresponding to the **"File Name"** field within the submission form
3. Select **"Upload Document"**
4. Repeat Steps 1–3 as needed to attached all associated files, for example:
 - A. Files indicated in the **"File Name"** field of the submission form
 - B. Graphics files named in the **"Comments"** field of the submission form
5. To finalize submission, select **"Submission Complete"**

Uploading Associated Documents

Submitting Miscellaneous Documents

Liaison Center
Home Screen

OFFICE of the SECRETARY of STATE

Liaison Center

My Submissions

- Emergency Rulemaking Submission
- Proposed Rulemaking Submission
- Adopted Rulemaking Submission
- Withdrawn Rulemaking Submission
- Agency Rule Review Submission
- Executive Submission
- Miscellaneous Document Submission**
- Open Meeting Submission
- Open Meeting Cancellation
- Liaison Account Information
- Liaison Password Update
- Liaison Administration
- TAC Document Request
- Texas Register Publication Schedule
- Document Request Queue
- Log Off

HOME TEXAS REGISTER TEXAS ADMINISTRATIVE CODE OPEN MEETINGS

Select "Miscellaneous
Document Submission"

Submitting Miscellaneous Documents

OFFICE of the SECRETARY of STATE

Miscellaneous Document Submission

Agency Code: 0004

Agency Name: Office of the Secretary of State

Document Title: Title as Published in the *Texas Register*

File Name: Miscfile2.doc

Graphics Included: Yes No

Certifying Official: _____

Certifying Official's Title: _____

Agency Liaison: Dan Procter

Phone number for public inquiries about submission: _____

Comments: Additional Information.
If graphics are included, identify the graphics file name here:
MiscfileGraphic.pdf

Note: After you submit this form, you will upload your file(s) on the next screen.

HOME TEXAS REGISTER TEXAS ADMINISTRATIVE CODE OPEN MEETINGS

Enter the applicable information

Name of the file to be uploaded on the next screen

Select "Submit Form" when prepared

Submitting Miscellaneous Documents

OFFICE of the SECRETAR

Submission Form Upload Complete. You may now upload any additional file(s) for this

[Continue to File Upload](#)

Agency Code: 0004
Agency Name: Office of the Secretary of State
Document Title: Public Notice of Network Change
File Name: PN-Network.docx
Graphics Included: Yes
Certifying Official: Dana Blanton
Certifying Official's Title: Team Lead
Agency Liaison: Michelle Miner
Phone number for public inquiries about submission: 512-463-6651
Comments: Graphics: PN-Network-Graphic1.pdf

[Upload Another Submission Form](#)

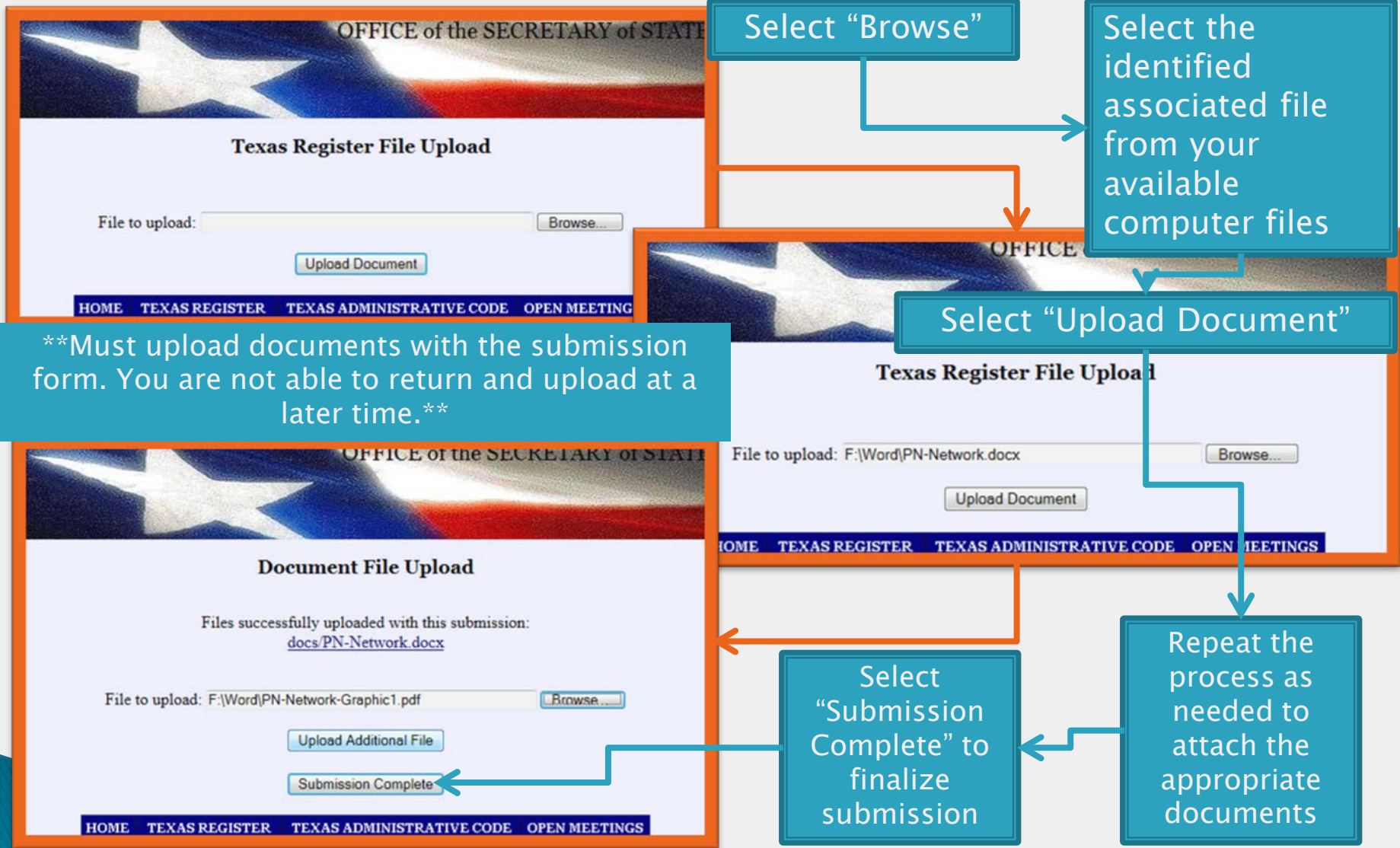
HOME TEXAS REGISTER TEXAS ADMINISTRATIVE CODE OPEN ME

Review the summary

If the summary is accurate, select "Continue to File Upload" to upload the files associated with the submission

If there are any ERRORS, select "Upload Another Submission Form" and send an email to register@sos.texas.gov

Submitting Miscellaneous Documents



In Addition Documents

- »» General Overview
- Formatting
- Submitting Miscellaneous
- Submitting Executive

Executive Submissions

Executive Submissions follow the same formatting guidelines as Miscellaneous Documents. For additional information on posting requirements, view the Texas Government Code.

- ▶ Filed by Executive State Agencies
- ▶ Governor Appointees
- ▶ Texas Ethics Opinions
- ▶ Executive Orders and Proclamations

Deadline:
Wednesday at Noon

Liaison Center Home Screen

1. Select **"Executive Submission"**
 - A. Complete all fields:
 - i. **AgencyCode** – automatically populated based on Liaison login
 - ii. **AgencyName** – automatically populated based on Liaison login
 - iii. **Document Title** – the title you wish the document to be published as—must match the title in the .doc/.docx
 - iv. **File Name** – enter the file name of the file you will upload with the submission form—these must be identical
 - v. **AgencyLiaison** – automatically populates based on Liaison login
 - vi. **Certifying Official** – the name of the official approving the document
 - vii. **Certifying Official's Title** – the approving staff member's job title
 - viii. **Phone Number** for public inquiries about submission – the phone number of the agency staff member who will be responding to the public
 - ix. **Comments** – additional information
2. Select **"Clear Form"** to clear your entries and restart the submission process
3. Select **"Submit Form"** to complete the submission process
4. Review the populated summary:
 - A. If there are errors select **"Upload Another Submission Form"**
 - B. If the information is accurate select **"Continue to File Upload"**

****Must upload documents with the submission form. You are not able to return and upload files at another time.****

Submission Summary Form

1. Select **"Continue to File Upload"**
2. Select **"Browse"**
 - A. Select the appropriate computer file corresponding to the **"File Name"** field within the submission form
3. Select **"Upload Document"**
4. Repeat Steps 1–3 as needed to attached all associated files, for example:
 - A. Files indicated in the **"File Name"** field of the submission form
 - B. Graphics files named in the **"Comments"** field of the submission form
5. To finalize submission, select **"Submission Complete"**

Uploading Associated Documents

Submitting Executive Submissions

Liaison Center
Home Screen

OFFICE of the SECRETARY of STATE

Liaison Center

My Submissions

- Emergency Rulemaking Submission
- Proposed Rulemaking Submission
- Adopted Rulemaking Submission
- Withdrawn Rulemaking Submission
- Agency Rule Review Submission
- Executive Submission**
- Miscellaneous Submission

Open Meeting Submission

Open Meeting Cancellation

Liaison Account Information

Liaison Password Update

Liaison Administration

TAC Document Request

Texas Register Publication Schedule

Document Request Queue

Log Off

HOME TEXAS REGISTER TEXAS ADMINISTRATIVE CODE OPEN MEETINGS

Select "Executive
Submission"

Submitting Executive Submissions

Orders and Opinions Submission

Agency Name:

Agency Code:

Document Title:

File Name:

Agency Liaison:

Certifying Official:

Certifying Official's Title:

Phone number for public inquiries about submission:

Comments:

Note: After you submit this form, you will upload your file(s) on the next screen.

[HOME](#) [TEXAS REGISTER](#) [TEXAS ADMINISTRATIVE CODE](#) [OPEN MEETINGS](#)

Enter the applicable information

Name of the file to be uploaded on the next screen

Select "Submit Form" when prepared

Submitting Miscellaneous Documents

Submission Form Upload Complete. You may now upload any additional file(s) for this submission.

[Continue to Uploading Files](#)

Agency Name:	Office of the Secretary of State
Agency Code:	0004
Document Title:	Order Published
File Name:	orderfile2.doc
Agency Liaison:	Michelle Miner
Liaison E-Mail:	mminer@sos.texas.gov
Liaison Phone:	512-463-5561
Certifying Official:	Dana Blanton
Certifying Official's Title:	Supreme Editor
Phone number for public inquiries about submission:	512-463-5561

[Upload Another Submission Form](#)

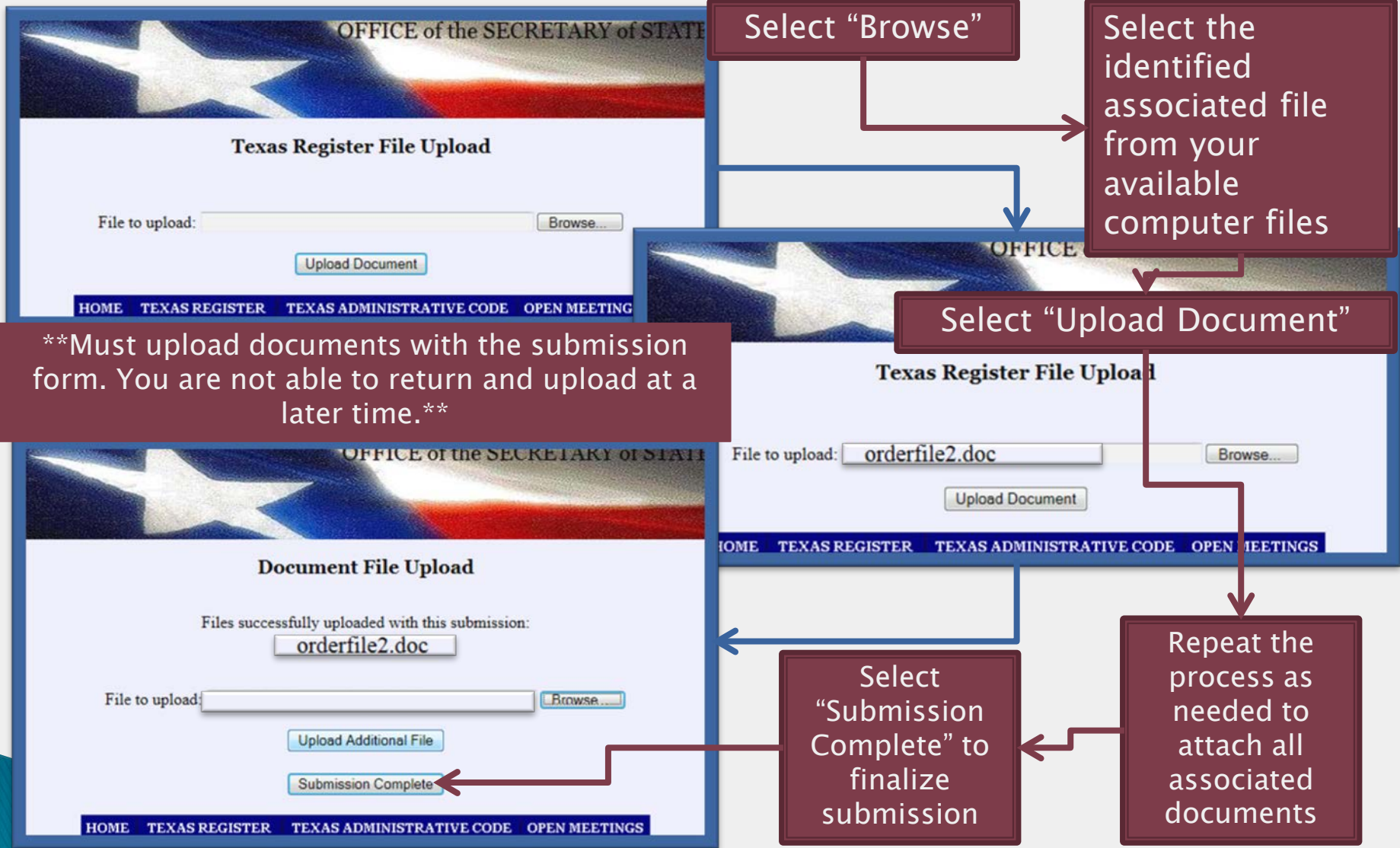
HOME TEXAS REGISTER TEXAS ADMINISTRATIVE CODE OPEN MEETINGS

Review the summary

If the summary is accurate, select "Continue to File Upload" to upload the files associated with the submission

If there are any ERRORS, select "Upload Another Submission Form" and send an email to register@sos.texas.gov

Submitting Miscellaneous Documents



Rulemaking Documents

- » Guidelines
Formatting and Submitting
Rule Review

Rulemaking Documents



Guidelines

Formatting and Submitting
Rule Review

Rulemaking Documents

Deadline!!

Submission forms and corresponding files need to be submitted and received by

Monday at noon

We will notify you of holiday exceptions.

Still unsure? Wishing to plan?

Holiday?

Publication schedule can be found on the Liaison Center Home screen

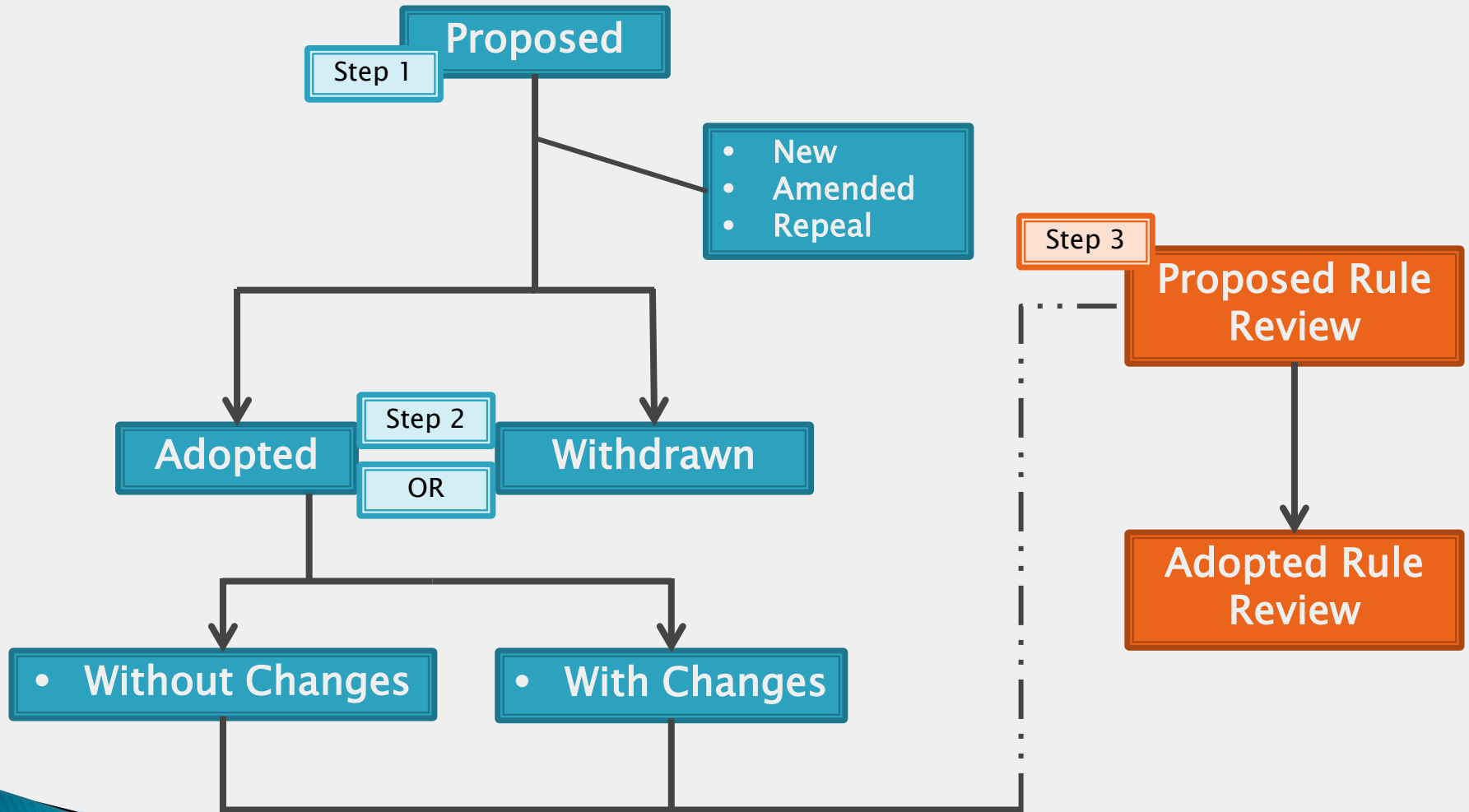
[TAC Document Request](#)
[Texas Register Publication Schedule](#)
[Document Request Queue](#)

Rulemaking Overview

Full instructions of the rulemaking requirements and process may be viewed in Chapter 2001 of the Texas Government Code

- ▶ Rulemaking process begins with a proposed rule
- ▶ The proposed rule will be published in the *Texas Register*
- ▶ Thirty days from publication, the rule is eligible to be filed for adoption
- ▶ Twenty days after the adoption is filed/received, the rule is eligible to become effective
 - Every four years from the effective date, the rule should be reviewed
- ▶ If the proposed rule is not acted on within six months of the publication date, the rule dies and is auto-withdrawn by the *Texas Register* staff

Rulemaking Overview



Rulemaking Timeline

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	noon deadline 2	3	4	5	Submit Proposal 6	7
8	9	10	11	12	13	14
15	16	17	18	19	Proposal Published 20	21
22	23	24	25	26	27	28
29	30	31	October	<div style="border: 1px solid black; padding: 5px; background-color: #e67e22; color: white; text-align: center;"> Publication is generally two work weeks behind deadline. </div>		

Rulemaking Timeline

Sun	Mon noon deadline	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6 Submit Proposal	7
8	9	10	11	12	13	14
15	16	17	18	19	20 Proposal Published	21
22	23	24	25	26	27	28
29	30	31	October			

Sun	Mon noon deadline	Tues	Wed	Thurs	Fri	Sat
November			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19 Elig. Adopt	20 Adopt Received	21	22	23	24	25
26	27	28	29	30		

The Proposal is eligible to be filed for adoption 30 days after publication date.



Rulemaking Timeline

Adoption

November			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
Elig. Adopt 19	Adoption Filed 20	21	22	23	24	25
26	27	28	29			

December						1 Published	2
3	4	5	6	7	8	Adoption in Effect 9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

Adoption in effect?

20 days, unless otherwise specified, after adoption is filed with the *Texas Register*.

Rulemaking Timeline

Sun	Mon noon deadline	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6 Submit Proposal	7
8	9	10	11	12	13	14
15	16	17	18	19	20 Proposal Published	21
22	23	24	25	26	27	28
29	30	31	October			

If the scheduled day for auto withdraw is a holiday; then the next business day is it auto withdrawn

As a courtesy, the *Texas Register* staff currently notifies the publishing agency of the upcoming expiration date.

Sun	Mon noon deadline	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20 Auto Withdraw	21
22	23	24	25	26	27	28
29	30	31	April			

When does the proposal expire?

Rulemaking Documents

- » Guidelines
- » Formatting and Submitting
- » Rule Review

Rulemaking Documents

- Formatting and Submitting
 - Overview
 - Emergency Rulemaking
 - Proposed Rulemaking
 - Repeal
 - New
 - Amended
 - Adopted Rulemaking
 - Withdrawn Rulemaking
 - Common Preamble

Formatting (Do's)

Rulemaking Documents

- ▶ Insert a section symbol when appropriate, §
- ▶ Emphasize text with *italics* or ALL CAPS
 - Continue the emphasis through the punctuation immediately following the emphasized text
- ▶ Use any justification, font or line spacing
- ▶ Indicate a rule document by typing <rule> between the preamble and rule text

Please view “Formatting the Word document” to properly structure the submission document.

Formatting (Don'ts)

Rulemaking Documents

- ▶ Utilize any automatic Word formatting
 - Includes: outline text styling, headings, numbered lists, bulleted lists, headers/footers, hidden text, etc.
- ▶ Show emphasis using underline or ~~strikethrough~~ in the preamble text
- ▶ Show emphasis using **bold** within the preamble or the rule text
- ▶ Utilize hyperlinks within the file
- ▶ Utilize *n to create multiple documents within one file
- ▶ Include a space between a section symbol and rule number
 - Correct: §74.1, Incorrect: § 74.1

Please view “Formatting the Word document” to properly structure the submission document.

Saving the File

Rulemaking Documents

- ▶ Naming the file:
 - Under 15 characters
 - Numbers and words only
 - No special characters (periods, spaces, number symbols, dashes, etc.)
 - Examples: SEC101, TxRegSub15, AGOpinions, etc

- ▶ Referencing graphics:
 - Cite the figure line at the end of the appropriate section
 - Example: “Figure: 1 TAC §91.37”
 - Identify the figure line in the upper left corner of the graphic document
 - Upload the graphics file as an additional document after the main Word document within the same submission form

- ▶ Submitting the file
 - Upload at the time of submission
 - You are not able to upload the file at any other time

Must be saved as a Word document: .doc or .docx

Formatting (Do's)

- ▶ New language: underline text
 - If the entire rule is new, underline the number and the text
 - Example: §91.75. Introducing a new rule.
- ▶ Old language: [bracket text]
- ▶ Language change: new language before [old language]
- ▶ Include a period and a space after the rule number and rule title
 - §91.76. Introducing a new concern.

Please view “Formatting the Word document” to properly structure the submission document.

Formatting (Do's)

- ▶ Create a clean, complete copy of the rule text
 - Include previously omitted (no change) language from the proposal
 - Remove all references to new or [old] language from the proposal
 - Submit clean rule text exactly as it should be entered in the Texas Administrative Code

- ▶ Include a period and a space after the rule number and rule title
 - §91.76. Introducing a new concern.

Please view “Formatting the Word document” to properly structure the submission document.

Documents submitted should be created using the following format settings.

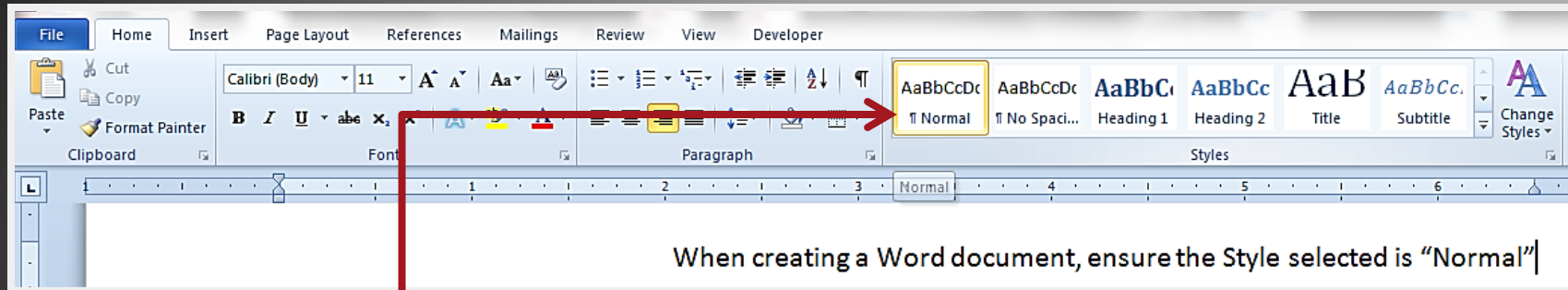
This allows the *Texas Register* staff to process the document. If the document is not created using the format settings, the document will not go through the *Texas Register* software appropriately.

- Setting the style format
- Removing numbered and bulleted lists
- Inserting bullets
- Inserting section symbols
- Utilizing paragraph viewer
- Saving the file

*The following instructions for Word are based on Word 2010. If you have another version of Word, please seek assistance through Word help or your IT department.

Formatting the Word document

Setting the style format



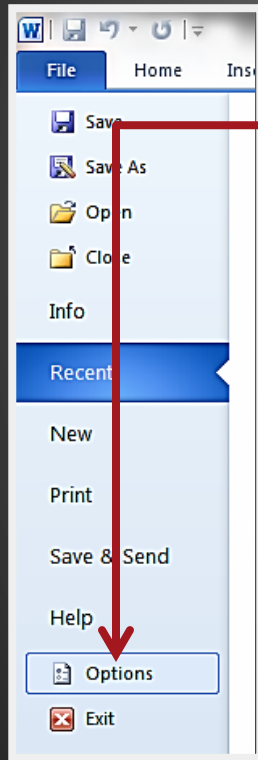
When creating a Word document, ensure the Style selected is "Normal"

- From the "Home" tab in Word,
- Under "Styles,"
- Select "¶ Normal"

This removes Headings, unusual spacing and additional formatting Texas Register software will not be able to read.

Formatting the Word document Removing numbered & bulleted lists

Word automatically creates numbered and bulleted lists based on previous formatting preferences. Texas Register software does not process these as numbers or bullets, but as images. It is necessary to manually input these in order for the Texas Register staff to process the document effectively.

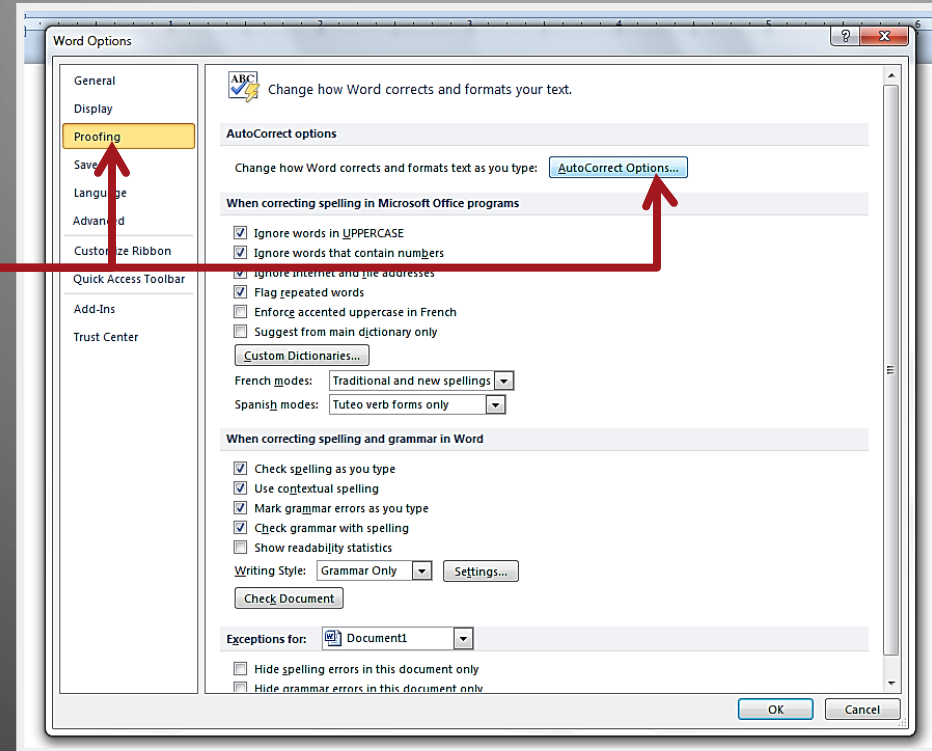


From the "File" tab in Word,

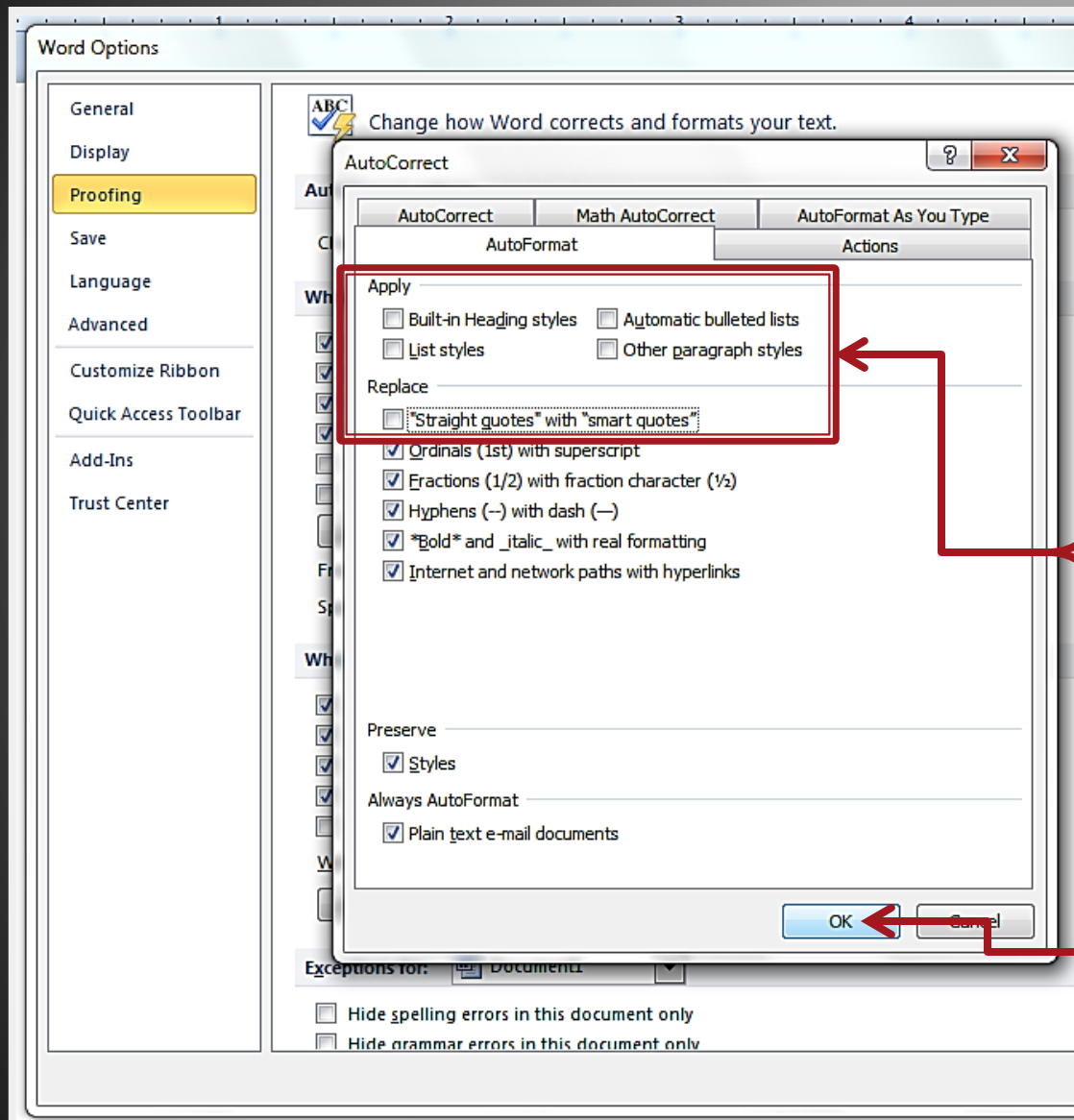
- Select "Options"

In the pop-up window,

- Select "Proofing,"
- Then select "AutoCorrect Options..."



Formatting the Word document Removing numbered & bulleted lists



In the AutoCorrect pop-up window,

Under the “AutoFormat” tab,

Under “Apply”
De-select the following options:

- “Built-in Heading styles,”
- “List styles,”
- “Automatic bulleted lists”
- “Other paragraph styles”

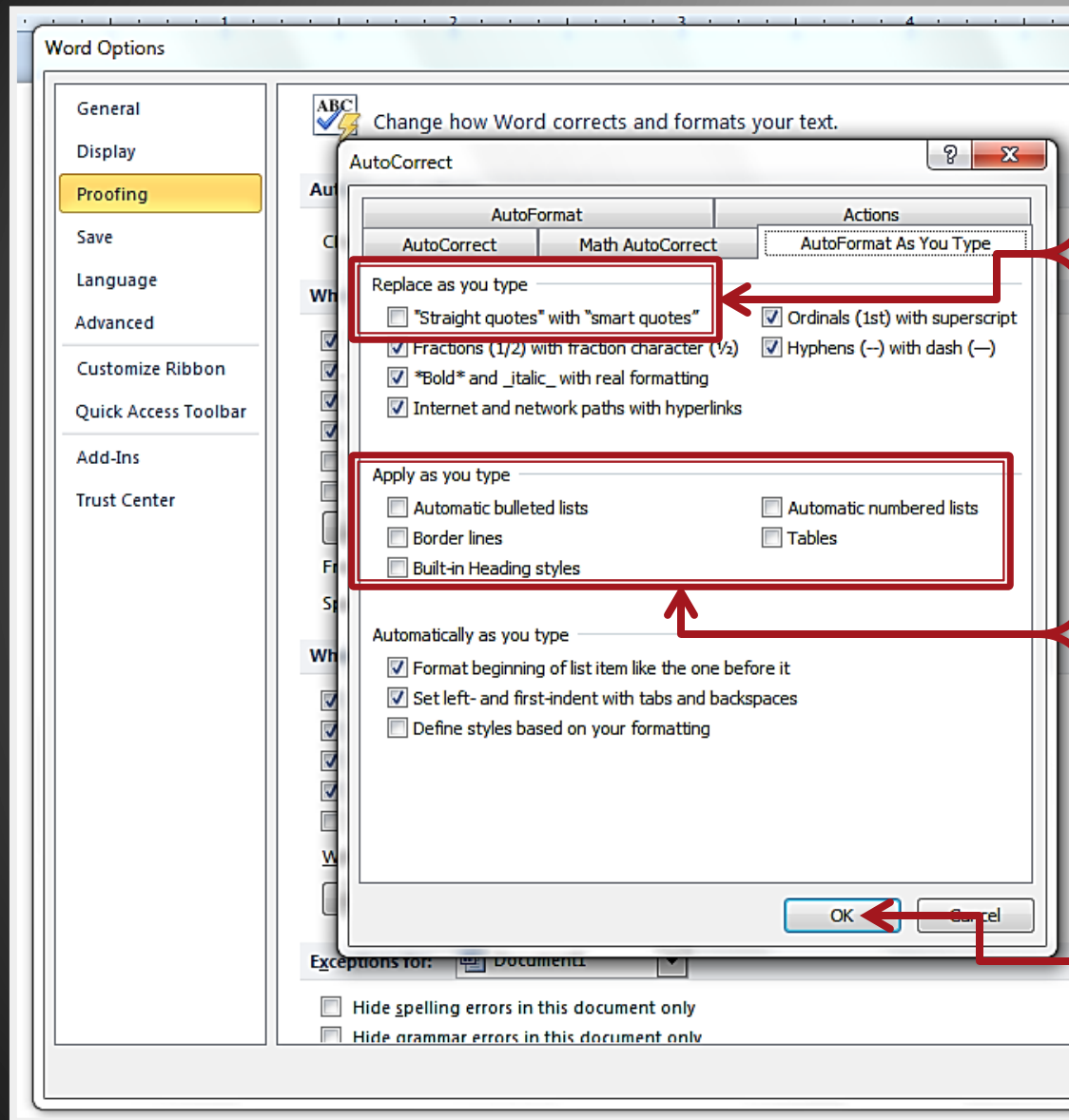
Under “Replace”
De-select

- “Straight quotes’ with ‘smart quotes”

Select “OK” in the AutoCorrect pop-up window

Then select the “AutoFormat As You Type” tab

Formatting the Word document Removing numbered & bulleted lists



Under the “AutoFormat As You Type” tab,

Under “Replace as you type,” de-select the following:

- “Straight quotes’ with ‘smart quotes”

Under “Apply as you type,” de-select the following options:

- “Automatic bulleted lists”,
- “Automatic numbered lists”,
- “Border lines”,
- “Tables” and
- “Built-in Heading styles”

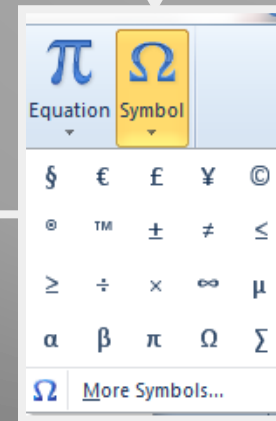
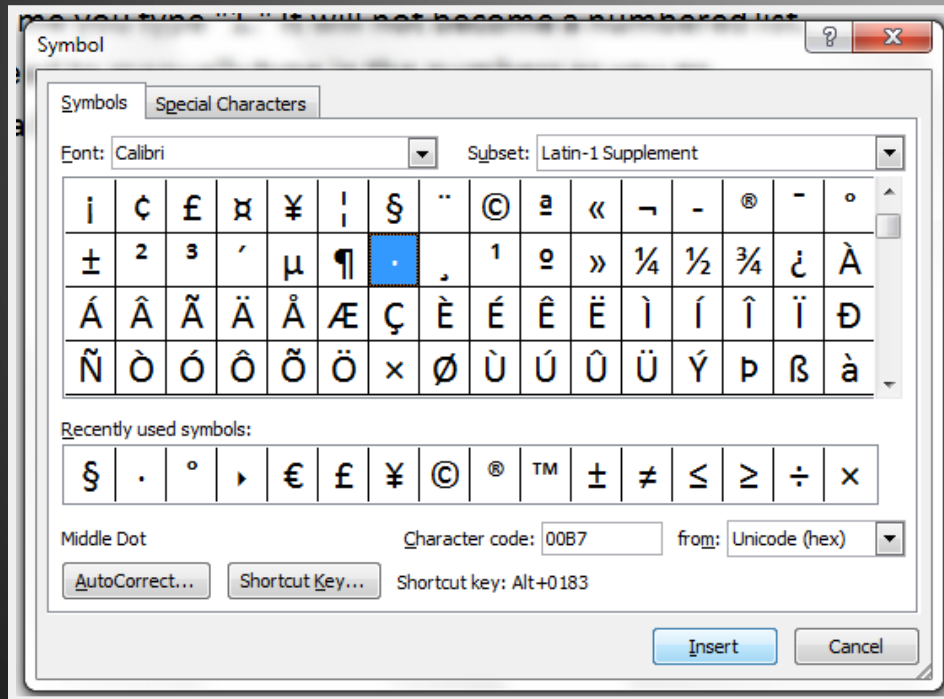
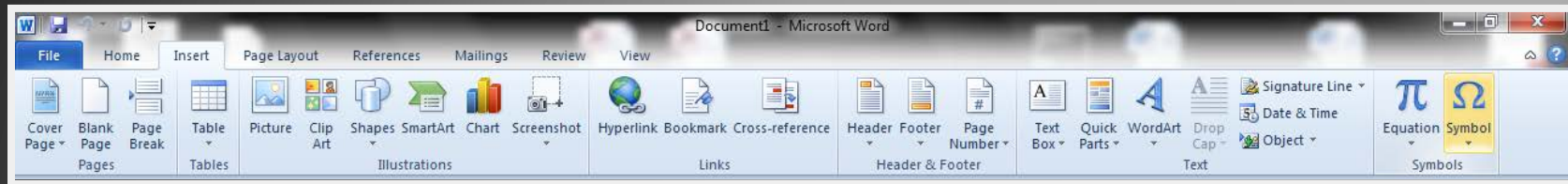
Select “OK” in the AutoCorrect pop-up window.

Select “OK” in the Word Options pop-up window.

Formatting the Word document

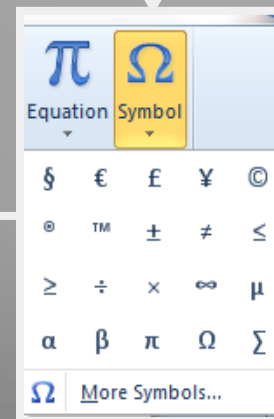
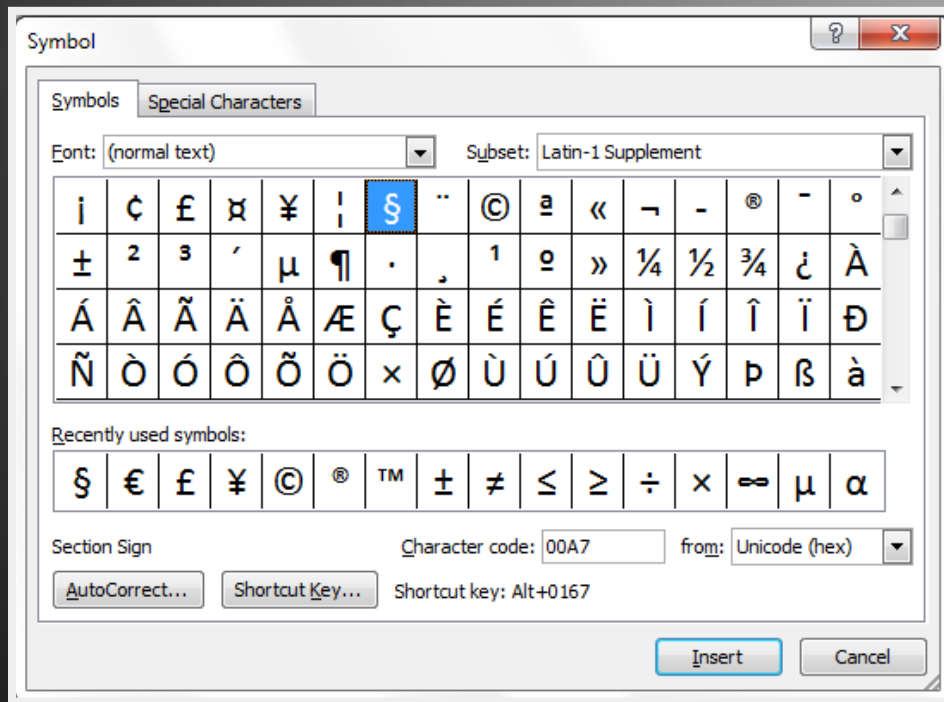
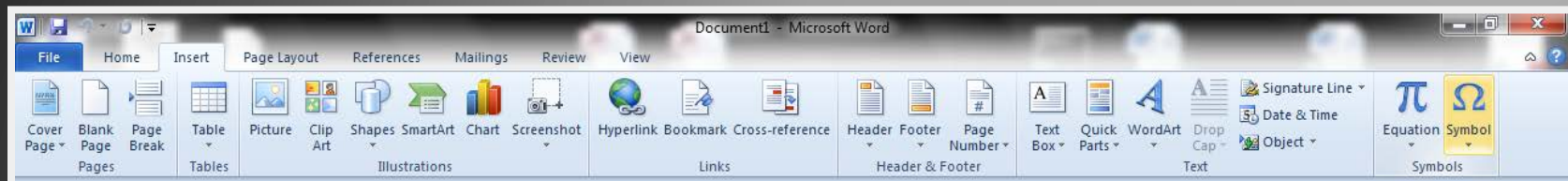
Inserting bullets

Bulleted lists can still be used, when each bulleted is inserted using the symbol function within Word.



- From the "Insert" tab in Word,
 - Select "Symbol,"
 - Under "Subset:,"
 - Select "Latin-1 Supplement,"
 - Select "·"
 - Character code "00B7"

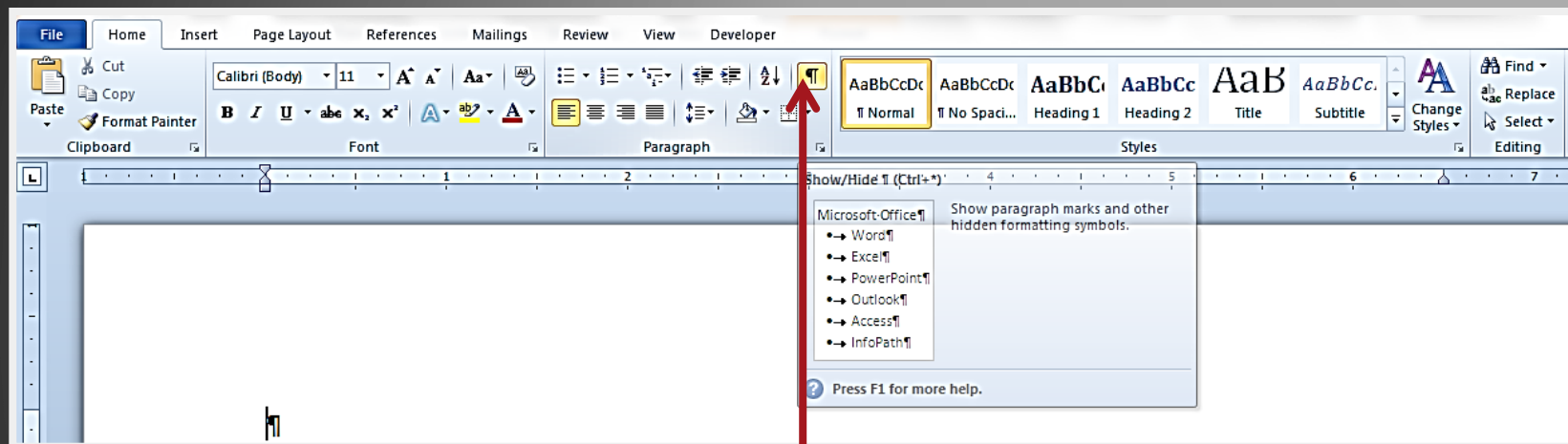
Section symbols should be used instead of the word "Section" when appropriate; example 1 TAC §91.75



- From the "Insert" tab in Word,
 - Select "Symbol,"
 - Under "Subset:,"
 - Select "Latin-1 Supplement,"
 - Select "§"
 - Character code "00A7"

Formatting the Word document Utilizing paragraph viewer

The paragraph function in Word allows users to view any additional or hidden formatting within the document



- From the “Home” tab in Word,
- Under “Paragraph”
 - Select “¶”

Formatting the Word document

Saving the file

Saving the file as a Word document, if not saved in the correct format, the document will not be processed by the software.

From the “File” tab in Word

- Select “Save As”
- Type the new file name
- Under “Save as type:” select:
 - “Word 97–2003 Document (*.doc) OR
 - “Word Document (*.docx)”

File name: SEC130.doc
Save as type: Word 97-2003 Document (*.doc)
Authors: Word Document (*.docx)
Word Macro-Enabled Document (*.docm)
Word 97-2003 Document (*.doc)
Word Template (*.dotx)
Word Macro-Enabled Template (*.dotm)
Word 97-2003 Template (*.dot)
PDF (*.pdf)
XPS Document (*.xps)
Single File Web Page (*.mht;*.mhtml)
Web Page (*.htm;*.html)
Web Page, Filtered (*.htm;*.html)
Rich Text Format (*.rtf)
Plain Text (*.txt)
Word XML Document (*.xml)
Word 2003 XML Document (*.xml)
OpenDocument Text (*.odt)
Works 6 - 9 Document (*.wps)

Must be saved as a “Word Document (.docx)” or “Word 97–2003 Document (*.doc)”*

Do not type “.doc” or “.docx” in the file name – Word will add the .doc or .docx extension once the type of document is selected and saved

Rulemaking Documents

- Formatting and Submitting
 - Overview
 - Emergency Rulemaking
 - Proposed Rulemaking
 - Repeal
 - New
 - Amended
 - Adopted Rulemaking
 - Withdrawn Rulemaking
 - Common Preamble

Emergency Rulemaking

The reasons
for the
adoption of an
emergency
rule must meet

Texas
Government
Code,
§2001.034

- ▶ Emergency rules are TEMPORARY rules adopted without notice or hearing
- ▶ As a temporary rule, the maximum amount of time the rule may be in effect is 180 days and will not become part of the Texas Administrative Code

Emergency Rulemaking

Original Emergency Rule
Filed

Up to 120 days

Renew Emergency Rule

Up to 60 days

Emergency Rule Expires

Effective 180 days Maximum

Please Remember...

This is a TEMPORARY rule. *It will Not become part of TAC.*

Emergency Preamble

- ▶ Statutorily Required (written as a narrative in the following order):

- 1 Introduction –
agency name; action; TAC section number; subject material statement; explanation of action
- 2 Reason for Emergency –
statement explaining the reason behind the emergency
- 3 Statutory Authority –
action statute, article/section, explanation of agency’s authority
- 4 Distinguish between preamble and rule text –
Insert <rule> between preamble and rule text to distinguish in programming

Please remember...

Key Points –

There is no **bolding**, underlining or ~~strikethrough~~ allowed in the preamble;

Italics or ALL CAPS may be used for emphasis.

Emergency Preamble Example

The Texas Youth Commission (TYC) adopts on an emergency basis an amendment to §85.33, concerning Program Completion and Movement of Sentenced Offenders. Sentenced offenders have been grouped by offense for the purpose of establishing certain internal review procedures. To the group named "category 1 sentenced offenders," the offense aggravated sexual assault is being added and the offense aggravated assault is being removed.

This amendment is adopted on an emergency basis to ensure that youth who may pose greater risk to the public receive the highest level of internal review prior to any decision concerning a sentenced offender's movement.

The amendment is adopted on an emergency basis under the Human Resources Code, §61.081, concerning Release Under Supervision, which provides the Texas Youth Commission authority to release a youth under supervision, who is committed to the commission under a determinate sentence, and §61.084, concerning Termination of Control, which provides TYC authority to discharge sentenced offender youth from its custody.

<rule>

Rule Text

Liaison Center Home Screen

1. Select **"Emergency Rulemaking Submission"**

A. Complete all applicable fields:

- i. **AgencyCode, Title, Title Name, Part, and Part Name** are automatically populated based on Liaison login
- ii. **Chapter** - Select **"List"**
 - a. Select appropriate chapter from the generated list
 - b. This will populate the **"Chapter Name"**
- iii. **Subchapter** - Select **"List"**
 - a. Select appropriate subchapter from the generated list
 - b. This will populate the **"Subchapter Name"**
- iv. **Division** - Select **"List"**
 - a. Select appropriate division from the generated list
 - b. This will populate the **"Division Name"**
- v. **TAC Section Number(s)** - Enter the specific TAC Section Number(s) that your emergency submission affects
- vi. **Filing Type**
 - a. Select **"Original Filing"** if this is the first time the emergency rule has been filed
 - b. Select **"Renewal Filing"** if this is the second time the emergency rule has been filed
 - 1) Complete the **TexReg Cite** if **"Renewal"** is selected by entering the **Volume** and **Page Number(s)** of the *Texas Register* in which the original filing was published
 - 2) **Issue Date** - If it is a renewal of effectiveness, enter the **"Issue Date"** of the original filing
- vii. **Action** - Choose the action being proposed on the section number(s) identified
 - a. Amendment
 - b. New
 - c. New and Amendment
 - d. Repeal

- viii. **To be in effect** - Enter the number of days for the action to take place
 - a. **Original Filing**: maximum of 120 days
 - b. **Renewal Filing**: maximum of 60 days
 - ix. **Effective** - Choose if the action is effective **"Immediately on Filing"** or **"Other"**
 - a. If you select **"Other,"** specify the date in **"Other Effective Date"**
 - x. **Does this filing have adoption by reference material associated with it?** - Select **"Yes"** or **"No"**
 - a. If **"Yes,"** submit ABR material to the *Texas Register* with the filing
 - b. Provide the name of the ABR file in the **"Comments"** section
 - xi. **Common Preamble**: identify if the emergency rule falls under a Common Preamble or not
 - i. **File Name** - enter the file name of the file you will upload with the submission form—these must be identical
 - xii. **Graphics Included** - Select appropriate response
 - a. If **"Yes,"** enter the file name of the graphic(s) in the **"Comments"** section
 - xiii. **Agency Liaison** - populates with the name of the liaison logged in
 - xiv. **Certifying Official** - the name of the official approving the document
 - xv. **Certifying Official's Title** - the approving staff member's job title
 - xvi. **Phone Number** for public inquiries about submission - the phone number of the agency staff member who will be responding to the public
 - xvii. **Comments** - additional information, Graphics file name, etc.
2. Select **"Clear Form"** to restart the submission process
 3. Select **"Submit Form"** to complete the submission process
 4. Review the populated summary
 - A. If there are errors select **"Upload Another Submission Form"**
 - B. If the information is accurate select **"Continue to File Upload"**

****Must upload documents with submission form.
You are not able to return and upload files at
another time.****

Submission Summary Form

1. Select **"Continue to File Upload"**
2. Select **"Browse"**
 - A. Select the appropriate computer file corresponding to the **"File Name"** field within the submission form
3. Select **"Upload Document"**
4. Repeat Steps 1–3 as needed to attached all associated files, for example:
 - A. Files indicated in the **"File Name"** field of the submission form
 - B. Graphics files named in the **"Comments"** field of the submission form
5. To finalize submission, select **"Submission Complete"**

Uploading Associated Documents

Submitting Emergency Rulemaking

Liaison Center
Home Screen

OFFICE of the SECRETARY of STATE

Liaison Center

[Emergency Rulemaking Submission](#)

[Proposed Rulemaking Submission](#)

[Adopted Rulemaking Submission](#)

[Withdrawn Rulemaking Submission](#)

[Agency Rule Review Submission](#)

[Executive Submission](#)

[Miscellaneous Document Submission](#)

[Open Meeting Submission](#)

[Open Meeting Cancellation](#)

[Liaison Account Information](#)

[Liaison Password Update](#)

[Liaison Administration](#)

[TAC Document Request](#)

[Texas Register Publication Schedule](#)

[Log Off](#)

HOME TEXAS REGISTER TEXAS ADMINISTRATIVE CODE OPEN MEETINGS

Select "Emergency
Rulemaking Submission"

Submitting Emergency Rulemaking

Enter the
applicable
information

Agency Code:	0004
Title:	1
Title Name:	ADMINISTRATION
Part:	4
Part Name:	OFFICE OF THE SECRETARY OF STATE
Chapter:	<input type="text"/> List
Chapter Name:	<input type="text"/>
Subchapter:	<input type="text"/> List
Subchapter Name:	<input type="text"/>
Division:	<input type="text"/> List
Division Name:	<input type="text"/>
TAC Section Number(s):	<input type="text"/>
Filing Type:	Original Filing <input type="text"/>
	If renewal of effectiveness, TexReg Cite for original filing (volume number and page number): <input type="text"/>
	If renewal of effectiveness, issue date for original filing: <input type="text"/> Calendar
Issue Date:	<input type="text"/> Calendar
Action:	Amendment <input type="text"/>
To be in effect :	<input type="text"/> Days
Effective:	<input checked="" type="radio"/> Immediately on Filing <input type="radio"/> Other (Specify)
Other Effective Date:	<input type="text"/> Calendar
Does this filing have adoption by reference material associated with it?	<input type="radio"/> Yes <input checked="" type="radio"/> No
	If yes, ABR material must be submitted to the Texas Register with this filing. <input type="radio"/> Yes <input checked="" type="radio"/> No
Common Preamble:	<input type="radio"/> Yes <input checked="" type="radio"/> No
File Name:	<input type="text"/>
Graphics Included:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Agency Liaison:	Dana Blanton
Certifying Official:	<input type="text"/>
Certifying Official's Title:	<input type="text"/>
Phone number for public inquiries about submission:	<input type="text"/>
Comments:	<input type="text"/>
	<input type="button" value="Submit Form"/> <input type="button" value="Clear Form"/>

Note: After you submit this form, you will upload your file(s) on the next screen.

Submitting Emergency Rulemaking

Agency Code: 0004
 Title: 1
 Title Name: ADMINISTRATION
 Part: 4
 Chapter: [List](#)
 Chapter Name:
 Subchapter Name:
 Division: [List](#)
 Division Name:
 TAC Section Number(s):
 Filing Type: Original Filing
 If renewal of effectiveness, TexReg Cite for original filing (volume number and page number):
 If renewal of effectiveness, issue date for original filing:
 Amendment:
 Days:
 Immediately on Filing Other (Specify)
 Date:
 Yes No
 If yes, ABR material must be submitted to the Texas Register with this filing.
 Yes No
 Submitted:
 Submitted by: Dana Blanton
 Official's Title:
 Reason for public submission:

 Note: After you submit this form, you will upload your file(s) on the next screen.

Select "List" to chose the applicable chapter number

71	GENERAL POLICIES AND PROCEDURES
72	STATE SEAL
73	STATUTORY DOCUMENTS
74	CREDIT SERVICES ORGANIZATIONS
75	AUTOMOBILE CLUB
76	USE OF A DECEASED INDIVIDUAL'S NAME, VOICE, SIGNATURE, PHOTOGRAPH, OR LIKENESS
77	New Chapter
78	ATHLETE AGENTS
79	BUSINESS ENTITY FILINGS
80	UNINCORPORATED BUSINESS ENTITIES
81	ELECTIONS
82	New Chapter
83	LIMITED PARTNERSHIPS
84	New Chapter

Submitting Emergency Rulemaking

Agency Code: 0004
Title: 1
Title Name: ADMINISTRATION
Part: 4
Part Name: OFFICE OF THE SECRETARY OF STATE
Chapter: *List*
Subchapter: *List*
Subchapter Name: *List*
Division Name:
TAC Section Number(s):
Filing Type: Original Filing
If renewal of effectiveness, TexReg site for original filing (volume number and page number):
If renewal of effectiveness, issue date for original filing: *Calendar*
Amendment: *Calendar*
Days: Immediately on Filing Other (Specify)
Yes No
If yes, ABR material must be submitted to the Texas Register with this filing.
 Yes No
Dana Blanton
Title:
public
mission:
Submit Form Clear Form

Note: After you submit this form, you will upload your file(s) on the next screen.

Subchapters

Search criterion for Subchapter:
%

Subchapter	Description
<u>A</u>	PRACTICE AND PROCEDURE
<u>B</u>	SERVICE OF PROCESS
<u>C</u>	PURCHASING PROCEDURES
<u>D</u>	MANAGEMENT OF VEHICLES
<u>E</u>	NEGOTIATION AND MEDIATION OF CERTAIN CONTRACT DISPUTES

The Subchapter "List" will reflect the chosen chapter number; select the applicable subchapter

This will populate the Division "List;" Select the applicable division

Submitting Emergency Rulemaking

Filing Type

Original Filing

Renewal Filing

Maximum
days in effect:

120 days

Input TexReg
Cite & Issue
Date

Maximum
days in effect:

60 days

Select "Submit
Form" when
complete

Emergency Rulemaking Submission

Agency Code: 0004
 Title: 1
 Title Name: ADMINISTRATION
 Part: 4
 Part Name: OFFICE OF THE SECRETARY OF STATE
 Chapter: 91 [List](#)
 Chapter Name: TEXAS REGISTER
 Subchapter: C [List](#)
 Subchapter Name: RULEMAKING
 Division: [List](#)
 Division Name:
 TAC Section Number(s): 91.37

Filing Type: Original Filing
 If renewal of effectiveness,
 TexReg Cite for original filing
 (volume number and page number):

 If renewal of effectiveness, issue date for original filing:
 _____ [Calendar](#)

Issue Date: _____ [Calendar](#)
 Action: Amendment
 To be in effect : 30 Days
 Effective: Immediately on Filing Other (Specify)
 Other Effective Date: _____ [Calendar](#)
 Does this filing have
 adoption by reference
 material associated with it?
 Yes No

If yes, ABR material must be submitted to the Texas
 Yes No

Common Preamble:
 Yes No

File Name: rulemaking.doc
 Graphics Included: Yes No
 Agency Liaison: Dana Blanton
 Certifying Official: Jill Ledbetter
 Certifying Official's Title: Editor
 Phone number for public
 inquiries about submission: 512-463-5561
 Comments:

Name of the
file
uploaded on
the next
screen

Submitting Emergency Rulemaking

OFFICE of the SECRETARY of STATE

Emergency Rulemaking Action

Submission Form Upload Complete. You may now upload any additional file(s) for this submission

[Continue to Uploading Files](#)

Agency Code:	0004
Title:	1
Title Name:	ADMINISTRATION
Part:	4
Part Name:	OFFICE OF THE SECRETARY OF STATE
Chapter:	91
Chapter Name:	TEXAS REGISTER
Subchapter:	C
Subchapter Name:	RULEMAKING
TAC Section Number(s):	91.37
Filing Type:	Original Filing
Action:	Amendment
To be in effect :	30 Days
Effective:	Immediately on Filing
Does this filing have adoption by reference material associated with it?	No
Common Preamble:	No
File Name:	rulemaking.doc
Graphics Included:	No
Agency Liaison:	Dana Blanton
Liaison Email:	DBlanton@sos.texas.gov
Liaison Phone:	512-463-5565
Certifying Official:	Jill Ledbetter
Certifying Official's Title:	Editor
Phone number for public inquiries about submission:	512-463-5561

[Upload Another Submission Form](#)

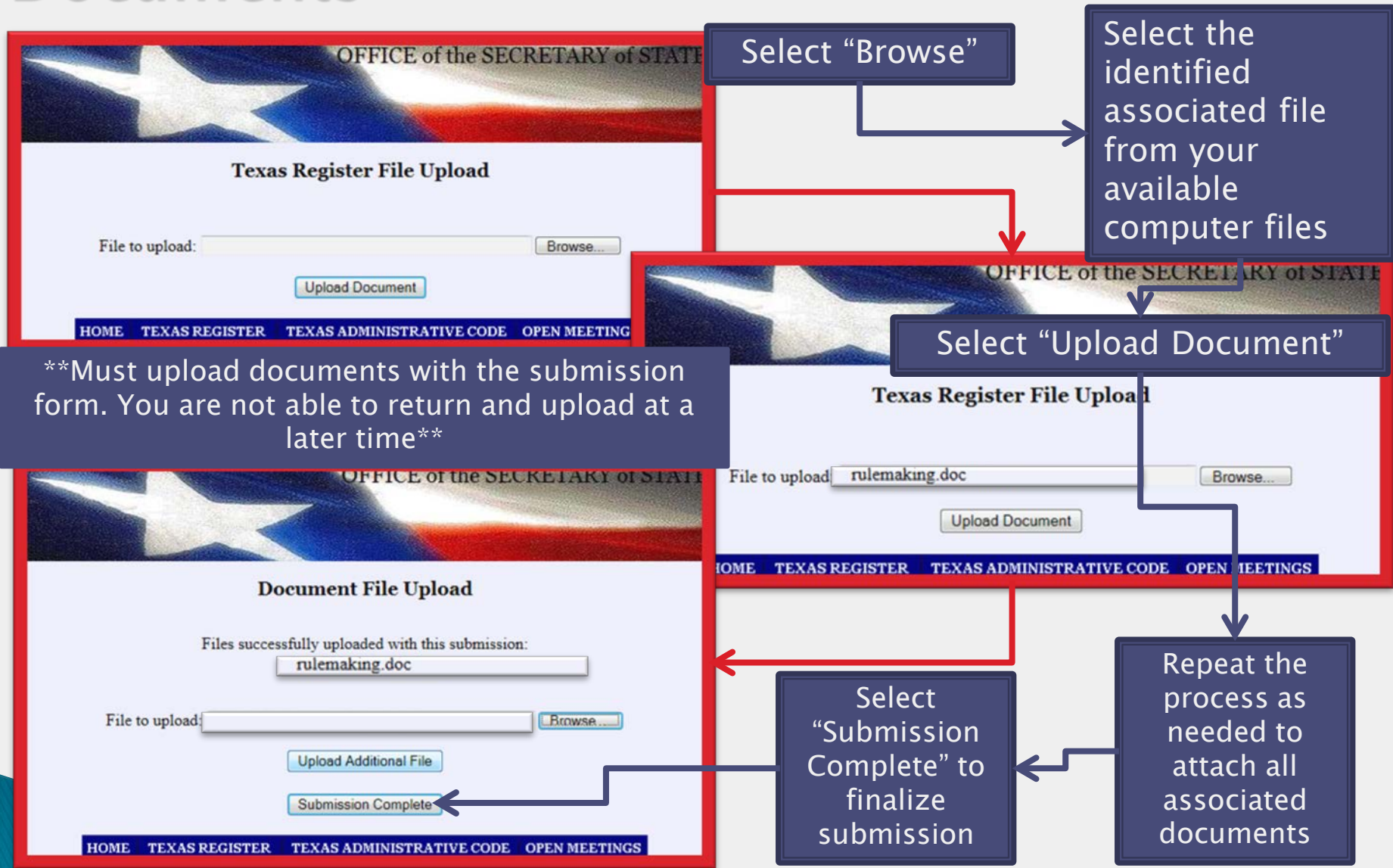
HOME TEXAS REGISTER TEXAS ADMINISTRATIVE CODE OPEN MEETINGS

Review the summary

If the summary is accurate, select "Continue to File Upload" to upload the files associated with the submission

If there are any ERRORS, select "Upload Another Submission Form" and send an email to register@sos.texas.gov

Submitting Emergency Rulemaking Documents



Rulemaking Documents

- Formatting and Submitting
 - Overview
 - Emergency Rulemaking
 - Proposed Rulemaking
 - Repeal
 - New
 - Amended
 - Adopted Rulemaking
 - Withdrawn Rulemaking
 - Common Preamble

Proposed Rulemaking

- ▶ An agency must submit a proposed rule before having a rule codified in the Texas Administrative Code

Proposed Rulemaking

- ▶ What action is being taken?
 - ▶ Repeal
 - Removing a currently active rule
 - ▶ New
 - The language or rule is new and does not currently exist
 - ▶ Amendment
 - Altering language within the rule text or rule title

Proposed Preamble

- ▶ Statutorily Required (written as a narrative in the following order):

- 1 Introduction – agency name; action; TAC section number; subject material statement; explanation of action.
- 2 Fiscal Note – name and title of employee preparing/approving fiscal note; is there an affect on state/local government for the first FIVE-YEAR PERIOD?
- 3 Public Benefit Cost Note – name and title of employee preparing/approving Public Benefit Cost; summary for EACH year of the first FIVE YEARS; will there be a cost to individuals/small businesses?
- 4 Comments – name and *public* contact information for the individual designated to receive comments regarding the proposal.

Proposed Preamble

- ▶ Statutorily Required (written as a narrative in the following order):

- 5 Statutory Authority –
Action statute; article/section of the proposed action; explanation of the agency’s authority.
- 6 Cross Reference to Statutes –
Statutes, articles or codes the proposal affects.
- 7 Distinguish between preamble and rule text –
Insert <rule> between preamble and rule text to distinguish in programming.

Please remember...

Key Points –
There is no **bolding**, underlining or ~~strikethrough~~ allowed in the preamble;
Italics or ALL CAPS may be used for emphasis.

Proposed Preamble Example

The Texas Education Agency (TEA) proposes an amendment to §150.1003, concerning educator appraisal. The proposed amendment adds language to 19 TAC §150.1003(b) and (d) to clarify timelines related to the completion of the teacher self-report form and the teacher appraisal calendar. The need for these clarifications is based on feedback from principals' and teachers' evaluation of the initial year of implementation of the Professional Development and Appraisal System (PDAS). Feedback indicated that schedules for the completion of the PDAS orientation for teachers and the completion of the teacher self-report by teachers were unclear.

Felipe Alanis, Deputy Commissioner for Programs and Instruction, has determined that for the first five-year period the amendment is in effect there will be no fiscal implications for state or local government as a result of enforcing or administering the amended section.

Mr. Alanis and Criss Cloudt, Associate Commissioner for Policy Planning and Research, have determined that for each year of the first five years the amendment is in effect the public benefit anticipated as a result of enforcing the amended section will be enhancement of the professional practice of teachers, providing students with increased levels of teaching performance and resulting in increased levels of student achievement. There will not be an effect on small businesses. There is no anticipated economic cost to persons who are required to comply with the proposed amendment.

Comments on the proposal may be submitted in writing to Criss Cloudt, Policy Planning and Research, 1701 North Congress Avenue, Austin, Texas 78701, (512) 463-9701. Comments may also be submitted electronically to rules@tmail.tea.state.tx.us or faxed to (512) 475-3499.

The amendment is proposed under the Texas Education Code, §§21.351 – 21.356, which authorizes the commissioner of education to adopt a recommended appraisal process and criteria on which to appraise the performance of teachers.

The proposed amendment implements the Texas Education Code, §§21.351 – 21.356.

<rule>

Rule text

Proposed Rulemaking

- ▶ Are there special instructions for submitting proposed rulemaking?
 - Repeals may not be combined in the same submission as new or amended rules
 - Repeals are always filed before or with new rules if they have the same rule number
 - New rules and amended rules may be combined in the same submission form
- ▶ What if the version of rules I have are not the most current?
 - **Download the current rules from the liaison center to use in your proposed rulemaking documents.**

Proposed Repeal

In the rule file: only include the rule number and rule title for repeal.

Statutorily Required Preamble

<rule>

§5.311. Purpose.

§5.312. Definitions.

§5.313. Eligibility and Exemptions.

§5.314. Administration.

§5.315. Standards.



Proposed Repeal Rule Example

Formatting (Do's)

- ▶ New language: underline text
 - If the entire rule is new, underline the number and the text
 - Example: §91.75. Introducing a new rule.
- ▶ Old language: [bracket text]
- ▶ Language change: new language before [old language]
- ▶ Include a period and a space after the rule number and rule text
 - §91.76. Introducing a new concern.

Format the Word document using Normal style

Proposed New

Statutorily Required Preamble

<rule>

§31.8. One-Half Time.

"One-half time" employment shall in no case exceed 92 clock hours in any calendar month. Determination of half-time will be made on a monthly basis using calendar months. Actual course instruction in state-supported colleges (including junior colleges), universities, and public schools shall not exceed during any month one-half the normal load for full-time employment at the same teaching level. (This would usually limit employment in instruction in colleges and universities to no more than two three-semester hour courses during any one semester of the long term, two two-semester hour courses during a nine-week term, or one three-semester hour course during a six-week term.

Proposed New Rule Text Example

Proposed Amendment

- ▶ May not change parts of words
 - **Incorrect:**
 - The C[c]ommission will not accept applications

 - **Correct:**
 - The Commission [commission] will not accept applications[application] ...

- ▶ May not amend a rule number
 - Submit a repeal and a new rule; use the same rule language under a new rule number

- ▶ Exclude sections not currently being amended from rule text submitted

Proposed Amendment Key Points

Proposed Amendment

Statutorily Required Preamble

<rule>

§31.8. One-Half Time.

"One-half time" employment shall in no case exceed 92 clock hours in any calendar month. Determination of half-time will be made on a monthly basis using calendar months. Actual course instruction in state-supported colleges (including junior colleges), universities, and public [high] schools shall not exceed during any month one-half the normal load for full-time employment at the same teaching level. (This would usually limit employment in instruction in colleges and universities to no more than two three-semester hour courses during any one semester of the long term, two two-semester hour courses during a nine-week term, or one three-semester hour course during a six-week term. Employment in instruction in public [high] schools would usually be limited to no more than two courses during any one semester of the long term.) "One-half time" employment for bus drivers shall in no case exceed 12 days in any calendar month. Work by a bus driver for any part of a day shall count as a full day for purposes of this section.

Proposed Amendment Rule Text Example

Liaison Center Home Screen

1. Select **"Proposed Rulemaking Submission"**

A. Complete all applicable fields:

- i. **AgencyCode, Title, Title Name, Part, and Part Name** are automatically populated based on Liaison login
- ii. **Chapter** – Select **"List"**
 - a. Select appropriate chapter from the generated list
 - b. This will populate the **"Chapter Name"**
 - 1) If altering the **"Chapter Name,"** please indicate in the **"Comments"** field
- iii. **Subchapter** – Select **"List"**
 - a. Select appropriate subchapter from the generated list
 - b. This will populate the **"Subchapter Name"**
 - 1) If altering the **"Subchapter Name"** please indicate in the **"Comments"** field
- iv. **Division** – Select **"List"**
 - a. Select appropriate division from the generated list
 - b. This will populate the **"Division Name"**
- v. **TAC Section Number(s)** – Enter the specific TAC Section Number(s) that your submission affects
- vi. **Action** – choose the action being proposed on the section number(s) identified:
 - a. Amendment
 - b. New
 - c. New and Amendment
 - d. Repeal

- vii. **Does this filing have adoption by reference material associated with it?** – Select “Yes” or “No”
 - a. If **“Yes,”** submit ABR material to the *Texas Register* with the filing
 - b. Provide the name of the ABR file in the **“Comments”** section
 - i. **Common Preamble:** identify if the rule falls under a Common Preamble or not
 - viii. **File Name** – enter the file name of the file you will upload with the submission form—these must be identical
 - ix. **Graphics Included** – Select appropriate response
 - a. If **“Yes,”** enter the file name(s) of the graphic(s) in the **“Comments”** section
 - x. **AgencyLiaison** – automatically populates based on Liaison login
 - xi. **Certifying Official** – the name of the official approving the document
 - xii. **Certifying Official’s Title** – the approving staff member’s job title
 - xiii. **Phone Number** for public inquiries about submission – the phone number of the agency staff member who will be responding to the public
 - xiv. **Comments** – additional information, Graphics file name, etc.
2. Select **“Clear Form”** to clear your entries and restart the submission process
 3. Select **“Submit Form”** to complete the submission process
 4. Review the populated summary:
 - A. If there are errors select **“Upload Another Submission Form”**
 - B. If the information is accurate select **“Continue to File Upload”**

****Must upload documents with the submission form. You are not able to return and upload files at another time.****

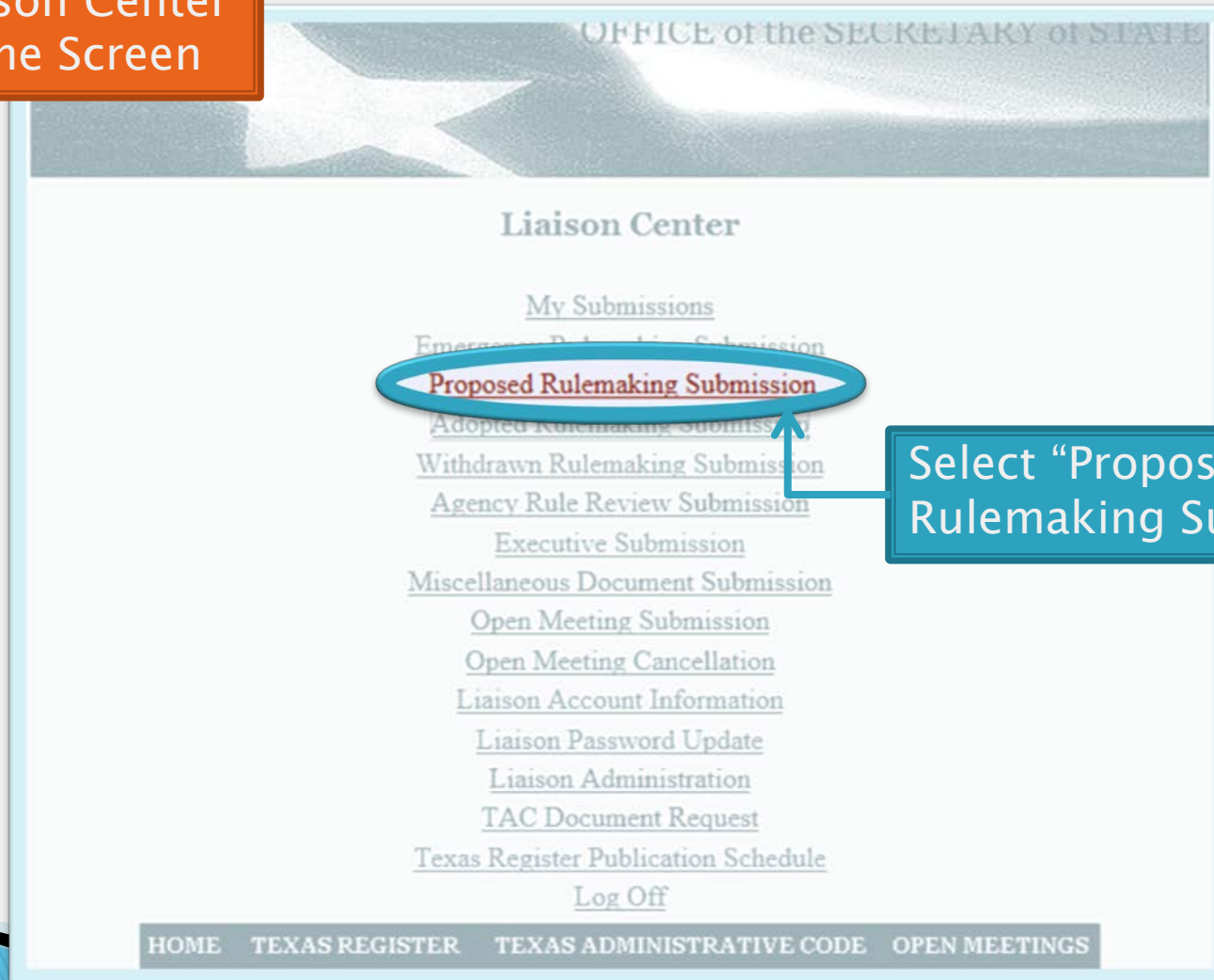
Submission Summary Form

1. Select **"Continue to File Upload"**
2. Select **"Browse"**
 - A. Select the appropriate computer file corresponding to the **"File Name"** field within the submission form
3. Select **"Upload Document"**
4. Repeat Steps 1–3 as needed to attached all associated files, for example:
 - A. Files indicated in the **"File Name"** field of the submission form
 - B. Graphics files named in the **"Comments"** field of the submission form
5. To finalize submission, select **"Submission Complete"**

Uploading Associated Documents

Submitting Proposed Rulemaking

Liaison Center
Home Screen



OFFICE of the SECRETARY of STATE

Liaison Center

My Submissions

- Emergency Publication Submission
- Proposed Rulemaking Submission**
- Adopted Rulemaking Submission
- Withdrawn Rulemaking Submission
- Agency Rule Review Submission
- Executive Submission
- Miscellaneous Document Submission
- Open Meeting Submission
- Open Meeting Cancellation
- Liaison Account Information
- Liaison Password Update
- Liaison Administration
- TAC Document Request
- Texas Register Publication Schedule
- Log Off

HOME TEXAS REGISTER TEXAS ADMINISTRATIVE CODE OPEN MEETINGS

Select "Proposed
Rulemaking Submission"

Submitting Proposed Rulemaking

Enter the applicable information

Proposed Rulemaking Submission

Agency Code: 0004
Title: 1
Title Name: ADMINISTRATION
Part: 4
Part Name: OFFICE OF THE SECRETARY OF STATE
Chapter: [List](#)
Chapter Name:
Subchapter: [List](#)
Subchapter Name:
Division: [List](#)
Division Name:
TAC Section Number(s):

Action: Amendment
Does this filing have adoption by reference material associated with it? Yes No
If yes, ABR material must be submitted to the Texas Register with this filing.
Common Preamble: Yes No
File Name:
Graphics Included: Yes No
Agency Liaison: Dana Blanton
Certifying Official:
Certifying Official's Title:
Phone number for public inquiries about submission:
Comments:

Submit Form Clear Form

Submitting Proposed Rulemaking

Proposed Rulemaking Submission

Agency Code: 0004
Title: 1
Title Name: ADMINISTRATION
Part: 4
Part 2: OFFICE OF THE ATTORNEY GENERAL
Part 3: OFFICE OF THE STATE
Chapter: List
Chapter Name:
Subchapter:
Subchapter Name:
Division: List
Division Name:
TAC Section Number(s):
Action: Amendme
Does this filing have adoption by reference material associated with it? Yes No
If yes, AB Yes No
Common Preamble: Yes No
File Name:
Graphics Included: Yes No
Agency Liaison: Dana Blanton
Certifying Official:
Certifying Official's Title:
Phone number for public inquiries about submission:
Comments:

Select "List" to chose the applicable chapter number

66	New Chapter
67	New Chapter
68	New Chapter
69	New Chapter
70	New Chapter
71	GENERAL POLICIES AND PROCEDURES
72	STATE SEAL
73	STATUTORY DOCUMENTS
74	CREDIT SERVICES ORGANIZATIONS
75	AUTOMOBILE CLUB
76	USE OF A DECEASED INDIVIDUAL'S NAME, VOICE, SIGNATURE, PHOTOGRAPH, OR LIKENESS
77	New Chapter
78	ATHLETE AGENTS
79	BUSINESS ENTITY FILINGS

Submitting Proposed Rulemaking

Proposed Rulemaking Submission

Agency Code: 0004
Title: 1
Title Name: ADMINISTRATION
Part: 4
Part Name: OFFICE OF THE SECRETARY OF STATE
Chapter: List
Subchapter: List
Subchapter Name:
Division: List
Division Name:
TAC Section Number(s):
Action: Amendment
Does this filing have adoption by reference material associated with it? Yes No
If yes, ABR material Yes No
Common Preamble:
File Name:
Graphics Included: Yes No
Agency Liaison: Dana Blanton
Certifying Official:
Certifying Official's Title:
Phone number for public inquiries about submission:
Comments:

Submit Form Clear Form

Subchapters

Search criterion for Subchapter:
% Find Close

Subchapter	Description
<u>A</u>	PRACTICE AND PROCEDURE
<u>B</u>	SERVICE OF PROCESS
<u>C</u>	PURCHASING PROCEDURES
<u>D</u>	MANAGEMENT OF VEHICLES
<u>E</u>	NEGOTIATION AND MEDIATION OF CERTAIN CONTRACT DISPUTES

The Subchapter "List" will reflect the chosen chapter number; select the applicable subchapter

This will populate the Division "List;" Select the applicable division

Submitting Proposed Rulemaking

OFFICE of the SECRETARY of STATE

Proposed Rulemaking Submission

Agency Code: 0004
Title: 1
Title Name: ADMINISTRATION
Part: 4
Part Name: OFFICE OF THE SECRETARY OF STATE
Chapter: 71 [List](#)
Chapter Name: GENERAL POLICIES AND PROCEDURES
Subchapter: D [List](#)
Subchapter Name: MANAGEMENT OF VEHICLES
Division: [List](#)
Division Name:
TAC Section Number(s): 71.31 - 71.35
Action: Amendment
Does this filing have adoption by reference material associated with it? Yes No
If yes, ABR material must be submitted to the Texas Register with this filing.
Common Preamble: Yes No
File Name: vehicle.docx
Graphics Included: Yes No
Agency Liaison: Dana Blanton
Certifying Official: Jill Ledbetter
Certifying Official's Title: Editor
Phone number for public inquiries about submission: 512-463-5565
Comments:

Submit Form Clear Form

Name of the file to be uploaded on the next screen

Select "Submit Form" when complete

Submitting Proposed Rulemaking

Submission form upload complete. You may now upload any additional file(s) for this submission.

Continue to Uploading Files

Agency Code: 0004
Title: 1
Title Name: ADMINISTRATION
Part: 4
Part Name: OFFICE OF THE SECRETARY OF STATE
Chapter: 71
Chapter Name: GENERAL POLICIES AND PROCEDURES
Subchapter: D
Subchapter Name: MANAGEMENT OF VEHICLES
TAC Section Number(s): 71.31 - 71.35
Action: Amendment
Does this filing have adoption by reference material associated with it? No
Common Preamble: No
File Name: vehicle.docx
Graphics Included: No
Agency Liaison: Dana Blanton
Liaison E-Mail: DBlanton@sos.texas.gov
Liaison Phone: 512-463-5565
Certifying Official: Jill Ledbetter
Certifying Official's Title: Editor
Phone number for public inquiries about submission: 512-463-5565
Submission Dt: 10/17/2014 14:34:24

Upload Another Submission Form

Review the summary

If the summary is accurate, select "Continue to File Upload" to upload the files associated with the submission

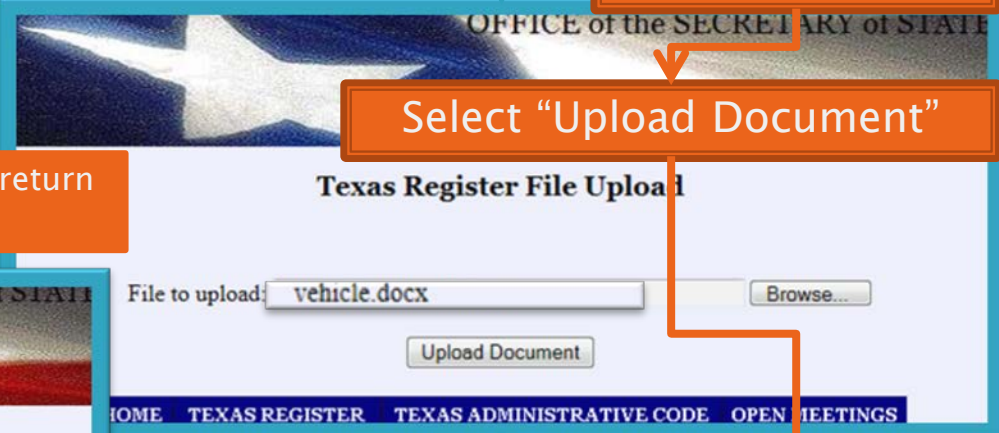
If there are any ERRORS, select "Upload Another Submission Form" and send an email to register@sos.texas.gov

Submitting Proposed Rulemaking Documents



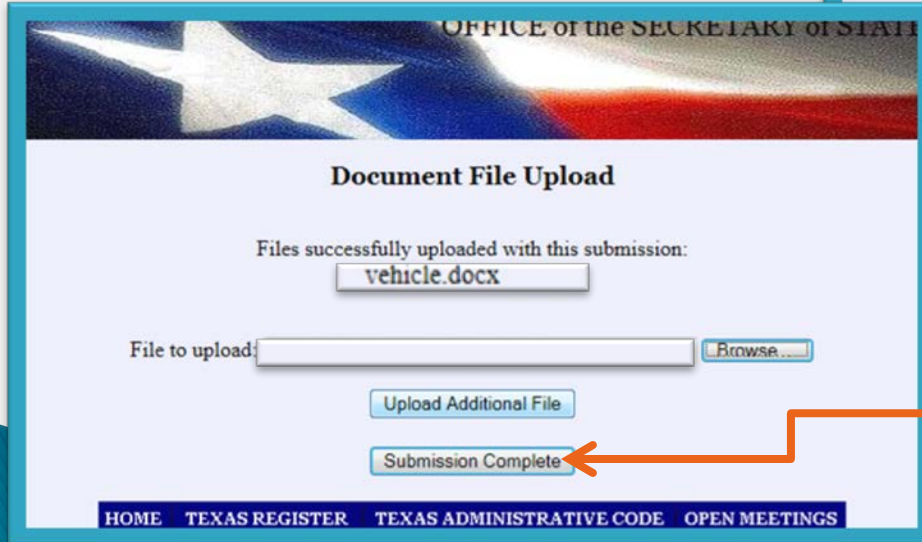
Select "Browse"

Select the identified associated file from your available computer files



Select "Upload Document"

****Must upload documents now, you are not able to return and upload at a later time.****



Select "Submission Complete" to finalize submission

Repeat the process as needed to attach all associated documents

Rulemaking Documents

- Formatting and Submitting
 - Overview
 - Emergency Rulemaking
 - Proposed Rulemaking
 - Repeal
 - New
 - Amended
 - Adopted Rulemaking
 - Withdrawn Rulemaking
 - Common Preamble

Adopted Rulemaking

- ▶ Following a proposal...
- ▶ Agency has opted to move forward with the proposal
 - Repeal
 - Removing a current rule from TAC
 - New
 - Creating a new rule in TAC
 - or Amended
 - Altering the rule text or rule title in TAC
- ▶ Include the preamble in file

Rulemaking Timeline

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6 Submit Proposal	7
8	9	10	11	12	13	14
15	16	17	18	19	20 Proposal Published	21
22	23	24	25	26	27	28
29	30	31	October			

Adoption

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
November			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19 Elig. Adopt	20	21	22	23	24	25
26	27	28	29	30		

Eligible for Adoption?

30 days after the proposal is published in the *Texas Register*, the rule is eligible to be filed for adoption.

Rulemaking Timeline

Adoption

November			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

Elig. Adopt 19

Adoption Filed 20

December						1 Published	2
3	4	5	6	7	8	9 Adoption in Effect	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

Adoption in effect?
20 days, unless otherwise specified, after adoption is filed with the *Texas Register*.

Adopted Preamble

- ▶ Statutorily Required (written as a narrative in the following order):

- 1 Introduction –
agency name; action; TAC section number; concerning statement;
adopted with OR without changes; proposed publication date; cite
- 2 Justification for Rule Action –
explanation for the rule action
may be copied from the Proposed Preamble Introduction.
- 3 How the Rule will function –
what purpose does the adopted rule serve
- 4 Summary of Comments –
If comments were received regarding the proposal:
summary of the comment; agency's response; and if it affected the
rule language
If no comments were received regarding the proposal:
statement indicating no comments were received

Adopted Preamble

- ▶ Statutorily Required (written as a narrative in the following order):

5 Statutory Authority –

Action statute; article/section of the proposed action; explanation of the agency's authority

may be copied from the Proposed Preamble Statutory Authority

6 Distinguish between preamble and rule text –

Insert <rule> between preamble and rule text to distinguish in programming

Please remember...

Key Points –

There is no **bolding**, underlining or ~~strikethrough~~ allowed in the preamble;

Italics or ALL CAPS may be used as emphasis.

Adopted Preamble Example

The Texas Education Agency (TEA) adopts an amendment to §150.1003, concerning educator appraisal, without changes to the proposed text as published in the January 6, 2012, issue of the *Texas Register* (37 TexReg 675). The rule will not be republished.

The section establishes requirements and procedures related to appraisal of teachers. Legislation enacted in 2005 required the commissioner of education to adopt a recommended appraisal process and criteria on which to appraise the performance of teachers.

The amendment adds language to 19 TAC §150.1003(b) and (d) to clarify timelines for completing the teacher self-report form and the teacher appraisal calendar. These clarifications are needed based on feedback from principals' and teachers' evaluation of the initial year of implementation of the Professional Development and Appraisal System (PDAS). Feedback indicated that schedules for the completion of the PDAS orientation for teachers and the completion of the teacher self-report by teachers were unclear.

No comments were received regarding adoption of the amendment.

The amendment is adopted under the Texas Education Code, §§21.351 – 21.356, which authorizes the commissioner of education to adopt a recommended appraisal process and criteria on which to appraise the performance of teachers.

<rule>

Rule Text

Adopted Repeal Example

Statutorily Required Preamble

<rule>

§5.311. Purpose.

§ 5.312. Definitions.

§ 5.313. Eligibility and Exemptions.

§ 5.314. Administration.

§ 5.315. Standards.

Adopted Repeal Rule Example

Formatting (Do's)

- ▶ Create a clean, complete copy of the rule text
 - Include previously omitted (no change) language in the proposed text
 - Provide only completed language—no new or [old] language
 - Provide rule text exactly as it should be entered in the Texas Administrative Code

- ▶ Include a period and a space after the rule number and rule text
 - §91.76. Introducing a new concern.

Format the Word document using Normal style

Adopted New/Amendment

Create a clean copy of rule text

Include any previously excluded sections.

A rule is adopted as With or Without changes:

WITH
Changes:

ANY changes within the rule text from the proposal

WITH OUT
Changes:

NO changes within the rule text from the proposal

Adopted New

Statutorily Required Preamble

<rule>

§31.8. One-Half Time.

"One-half time" employment shall in no case exceed 92 clock hours in any calendar month. Determination of half-time will be made on a monthly basis using calendar months. Actual course instruction in state-supported colleges (including junior colleges), universities, and public schools shall not exceed during any month one-half the normal load for full-time employment at the same teaching level. (This would usually limit employment in instruction in colleges and universities to no more than two three-semester hour courses during any one semester of the long term, two two-semester hour courses during a nine-week term, or one three-semester hour course during a six-week term.)

Adopted New Rule Text Example

Adopted Amendment

Statutorily Required Preamble

<rule>

§31.8. One-Half Time.

"One-half time" employment shall in no case exceed 92 clock hours in any calendar month. Determination of half-time will be made on a monthly basis using calendar months. Actual course instruction in state-supported colleges (including junior colleges), universities, and public schools shall not exceed during any month one-half the normal load for full-time employment at the same teaching level. (This would usually limit employment in instruction in colleges and universities to no more than two three-semester hour courses during any one semester of the long term, two two-semester hour courses during a nine-week term, or one three-semester hour course during a six-week term. Employment in instruction in public schools would usually be limited to no more than two courses during any one semester of the long term.) "One-half time" employment for bus drivers shall in no case exceed 12 days in any calendar month. Work by a bus driver for any part of a day shall count as a full day for purposes of this section.

Adopted Amendment Rule Text Example

Liaison Center Home Screen

1. Select **"Adopted Rulemaking Submission"**

A. Complete all applicable fields:

i. **AgencyCode, Title, Title Name, Part, and Part Name** are automatically populated based on Liaison login

ii. **Chapter** – Select **"List"**

a. Select appropriate chapter from the generated list

b. This will populate the **"Chapter Name"**

1) If altering the **"Chapter Name,"** please indicate in the **"Comments"** field

iii. **Subchapter** – Select **"List"**

a. Select appropriate subchapter from the generated list

b. This will populate the **"Subchapter Name"**

1) If altering the **"Subchapter Name"** please indicate in the **"Comments"** field

iv. **Division** – Select **"List"**

a. Select appropriate division from the generated list

b. This will populate the **"Division Name"**

ii. **TAC Section Number(s)** – Enter the specific TAC Section Number(s) that your submission affects

iii. **Action** – choose the action being proposed on the section number(s) identified:

a. Amendment

b. New

c. New and Amendment

c. Repeal

v. **Proposed Action Issue Date** – Using the **"Calendar"** select the issue date in which the proposed rule was published

- vi. **Proposed Action TRD Number** - Provide the proposed rule TRD, a nine-digit number provided in the "Acknowledgment of Receipt" as the "Document Number"
- vii. **Submission is adopted** - Select **"Without"** or **"With Changes to the Proposal"**
 - a. **"Without"** - The rule text has not changed at all and will be adopted as it was originally published as a proposal
 - b. **With Changes to the Proposal** - The rule text has changed from the originally published proposal
 - 1) Should be selected if any changes—minor or major—have occurred in any of the listed section numbers since the proposal was originally published
 - 2) Ex. Addition of a comma, change of title, correcting a misspelling
- viii. **Effective** - the date when this adopted rule will take effect
 - a. Auto-selects **"20 Days After Filing"** as this is the earliest the rule is able to take effect
 - b. **"Other"** requires the date to be selected in the next field
- ix. **Other Effective Date** - select the **"Calendar"** to identify the effective date for the rule
 - a. Must be a date further than 20 days in the future
- x. **Does this filing have adoption by reference material associated with it?** - Select "Yes" or "No"
 - a. If **"Yes,"** submit ABR material to the *Texas Register* with the filing
 - b. Provide the name of the ABR file in the **"Comments"** section
- xi. **Common Preamble** - identify if the rule falls under a Common Preamble or not
- xii. **File Name** - enter the file name of the file you will upload with the submission form—these must be identical
- xiii. **Graphics Included** - Select appropriate response
 - a. If **"Yes,"** enter the file name(s) of the graphic(s) in the **"Comments"** field
- xiv. **Agency Liaison** - automatically populates based on Liaison login
- xv. **Certifying Official** - the name of the official approving the document
- xvi. **Certifying Official's Title** - the approving staff member's job title
- xvii. **Phone Number** for public inquiries about submission - the phone number of the agency staff member who will be responding to the public

- xviii. **Comments** – additional information, Graphics file name, etc.
- 2. Select **"Clear Form"** to clear your entries and restart the submission process
- 3. Select **"Submit Form"** to complete the submission process
- 4. Review the populated summary:
 - A. If there are errors select **"Upload Another Submission Form"**
 - i. Contact *Texas Register* to remove incorrect submissions
 - B. If the information is accurate select **"Continue to File Upload"**

****Must upload documents with the submission form. You are not able to return and upload files at another time.****

Submission Summary Form

1. Select **"Continue to File Upload"**
2. Select **"Browse"**
 - A. Select the appropriate computer file corresponding to the **"File Name"** field within the submission form
3. Select **"Upload Document"**
4. Repeat Steps 1–3 as needed to attached all associated files, for example:
 - A. Files indicated in the **"File Name"** field of the submission form
 - B. Graphics files named in the **"Comments"** field of the submission form
5. To finalize submission, select **"Submission Complete"**

Uploading Associated Documents

Submitting Adopted Rulemaking

Liaison Center
Home Screen

OFFICE of the SECRETARY of STATE

Liaison Center

My Submissions

- Emergency Rulemaking Submission
- Proposed Rulemaking Submission
- Adopted Rulemaking Submission**
- Withdrawn Rulemaking Submission
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- Executive Submission
- Miscellaneous Document Submission
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- Open Meeting Cancellation
- Liaison Account Information
- Liaison Password Update
- Liaison Administration
- TAC Document Request
- Texas Register Publication Schedule
- Log Off

HOME TEXAS REGISTER TEXAS ADMINISTRATIVE CODE OPEN MEETINGS

Select "Adopted Rulemaking Submission"

Submitting Adopted Rulemaking

Enter the applicable information

Adopted Rulemaking Submission

Agency Code:	<input type="text" value="0004"/>
Title:	<input type="text" value="1"/>
Title Name:	<input type="text" value="ADMINISTRATION"/>
Part:	<input type="text" value="4"/>
Part Name:	<input type="text" value="OFFICE OF THE SECRETARY OF STATE"/>
Chapter:	<input type="text" value="List"/>
Chapter Name:	<input type="text"/>
Subchapter:	<input type="text" value="List"/>
Subchapter Name:	<input type="text"/>
Division:	<input type="text" value="List"/>
Division Name:	<input type="text"/>
TAC Section Number(s):	<input type="text"/>
Action:	<input type="text" value="Amendment"/>
Proposed Action Issue Date:	<input type="text"/> Calendar
Proposed Action TRD Number:	<input type="text"/>
Submission is adopted :	<input checked="" type="radio"/> Without <input type="radio"/> With Changes to the Proposal
Effective:	<input checked="" type="radio"/> 20 Days After Filing <input type="radio"/> Other (Specify)
Other Effective Date:	<input type="text"/> Calendar
Does this filing have adoption by reference material associated with it?	<input type="radio"/> Yes <input checked="" type="radio"/> No
	If yes, ABR material must be submitted to the Texas Register with this filing.
Common Preamble:	<input type="radio"/> Yes <input checked="" type="radio"/> No
File Name:	<input type="text"/>
Graphics Included:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Agency Liaison:	<input type="text" value="Dana Blanton"/>
Certifying Official:	<input type="text"/>
Certifying Official's Title:	<input type="text"/>
Phone number for public inquiries about submission:	<input type="text"/>
Comments:	<input type="text"/>

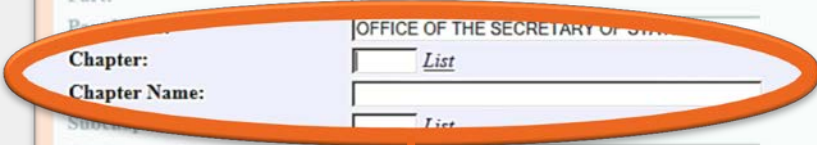
Note: After you submit this form, you will upload your file(s) on the next screen.

Submitting Adopted Rulemaking

Adopted Rulemaking Submission

Agency Code:
 Title:
 Title Name:
 Part:
 Department:
Chapter:
Chapter Name:
 Subchapter:
 Subchapter Name:
 Division:
 Division Name:
 Number(s):
 Amendment:
 Issue Date:
 TRD Number:
 Adopted: Without With Changes to the Proposal
 20 Days After Filing Other (Specify)
 Date:
 Have you previously submitted a proposal related to this?
 Yes No
 If yes, ABR material must be submitted to the Texas Register with this filing.
 Yes No
 Submitted:
 Filing:
 Filing Title:
 For public submission:

Note: After you submit this form, you will upload your file(s) on the next screen.



Select "List" to chose the applicable chapter number

<u>72</u>	STATE SEAL
<u>73</u>	STATUTORY DOCUMENTS
<u>74</u>	CREDIT SERVICES ORGANIZATIONS
<u>75</u>	AUTOMOBILE CLUB
<u>76</u>	USE OF A DECEASED INDIVIDUAL'S NAME, VOICE, SIGNATURE, PHOTOGRAPH, OR LIKENESS
<u>77</u>	New Chapter
<u>78</u>	ATHLETE AGENTS
<u>79</u>	BUSINESS ENTITY FILINGS
<u>80</u>	UNINCORPORATED BUSINESS ENTITIES
<u>81</u>	ELECTIONS
<u>82</u>	New Chapter
<u>83</u>	LIMITED PARTNERSHIPS
<u>84</u>	New Chapter
<u>85</u>	New Chapter



Submitting Adopted Rulemaking

Adopted Rulemaking Submission

Agency Code: 0004
Title: 1
Title Name: ADMINISTRATION
Part: 4
Part Name: OFFICE OF THE SECRETARY OF STATE
Chapter: *List*
Subchapter: *List*
Subchapter Name: *List*
Division: *List*
Division Name:
TAC Section Number(s):

Amendment: Amendment
Due Date: *Calendar*
RD Number:
Filed: Without With Changes to the Prop
 20 Days After Filing Other (Specif
e: *Calendar*
 Yes No
ce with it?
If yes, ABR material must be submitted to the Texas Register with this filing.
 Yes No
 Yes No
Title:
Public
mission:

Note: After you submit this form, you will upload your file(s) o

Subchapters

Search criterion for Subchapter:
%

Subchapter	Description
<u>A</u>	PRACTICE AND PROCEDURE
<u>B</u>	SERVICE OF PROCESS
<u>C</u>	PURCHASING PROCEDURES
<u>D</u>	MANAGEMENT OF VEHICLES
<u>E</u>	NEGOTIATION AND MEDIATION OF CERTAIN CONTRACT DISPUTES

The Subchapter "List" will reflect the chosen chapter number; select the applicable subchapter

This will populate the Division "List;" Select the applicable division

Submitting Adopted Rulemaking

Identify if the rule text of the referenced section numbers are "without" or "with changes to the proposal"

Adopted Rulemaking Submission

Agency Code: 0004
Title: 1
Title Name: ADMINISTRATION
Part: 4
Part Name: OFFICE OF THE SECRETARY OF STATE
Chapter: 91 *List*
Chapter Name: TEXAS REGISTER
Subchapter: C *List*
Subchapter Name: RULEMAKING
Division: *List*
Division Name:
TAC Section Number(s): 91.37

Action: Amendment
Proposed Action Issue Date: 10/03/2014 *Calendar*
Proposed Action TRD Number: 201405565

Submission is adopted : Without With Changes to the Proposal
Effective: 20 Days After Filing Other (Specify)

Other Effective Date: *Calendar*
Does this filing have adoption by reference material associated with it? Yes No

If yes, ABR material must be submitted with this filing. Yes No

Proposed Action TRD Number: 201405565

Submission is adopted : Without With Changes to the Proposal
 20 Days After Filing Other (Specify)

Phone number for questions about submission: 512-463-5561

Comments:


Submit Form Clear Form

Note: After you submit this form, you will upload your file(s) on the next screen.


If multiple section numbers are referenced and only one section number has changes from the proposal, it is still considered "with changes to the proposal"

Submitting Adopted Rulemaking

Name of the file to be uploaded on the next screen



Select "Submit Form" when complete



Adopted Rulemaking Submission

Agency Code:	<input type="text" value="0004"/>
Title:	<input type="text" value="1"/>
Title Name:	<input type="text" value="ADMINISTRATION"/>
Part:	<input type="text" value="4"/>
Part Name:	<input type="text" value="OFFICE OF THE SECRETARY OF STATE"/>
Chapter:	<input type="text" value="91"/> List
Chapter Name:	<input type="text" value="TEXAS REGISTER"/>
Subchapter:	<input type="text" value="C"/> List
Subchapter Name:	<input type="text" value="RULEMAKING"/>
Division:	<input type="text"/> List
Division Name:	<input type="text"/>
TAC Section Number(s):	<input type="text" value="91.37"/>
Action:	<input type="text" value="Amendment"/>
Proposed Action Issue Date:	<input type="text" value="10/03/2014"/> Calendar
Proposed Action TRD Number:	<input type="text" value="201405565"/>
Submission is adopted :	<input checked="" type="radio"/> Without <input type="radio"/> With Changes to the Proposal
Effective:	<input checked="" type="radio"/> 20 Days After Filing <input type="radio"/> Other (Specify)
Other Effective Date:	<input type="text"/> Calendar
Does this filing have adoption by reference material associated with it?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Common Preamble:	<input type="radio"/> Yes <input checked="" type="radio"/> No
If yes, ABR material must be submitted to the Texas Register with this filing.	
File Name:	<input type="text" value="rulemaking.docx"/>
Graphics Included:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Agency Liaison:	<input type="text" value="Dana Blanton"/>
Certifying Official:	<input type="text" value="Jill Ledbetter"/>
Certifying Official's Title:	<input type="text" value="Editor"/>
Phone number for public inquiries about submission:	<input type="text" value="512-463-5561"/>
Comments:	<input type="text"/>

Note: After you submit this form, you will upload your file(s) on the next screen.

Submitting Adopted Rulemaking

OFFICE of the SECRETARY of STATE

Submission Form Upload Complete. You may now upload any additional file(s) for this submission.

[Continue to Uploading Files](#)

Agency Code:	0004
Title:	1
Title Name:	ADMINISTRATION
Part:	4
Part Name:	OFFICE OF THE SECRETARY OF STATE
Chapter:	91
Chapter Name:	TEXAS REGISTER
Subchapter:	C
Subchapter Name:	RULEMAKING
TAC Section Number(s):	91.37
Action:	Amendment
Proposed Action Issue Date:	10/03/2014
Proposed Action TRD Number:	201405565
Submission is adopted :	Without Changes to the Proposal
Effective:	20 Days After Filing
Does this filing have adoption by reference material associated with it?	No
Common Preamble:	No
File Name:	rulemaking.docx
Graphics Included:	Yes
Agency Liaison:	Dana Blanton
Liaison E-Mail:	DBlanton@sos.texas.gov
Liaison Phone:	512-463-5565
Certifying Official:	Jill Ledbetter
Certifying Official's Title:	Editor
Phone number for public inquiries about submission:	512-463-5561
Comments:	Graphics file name: texreg.pdf

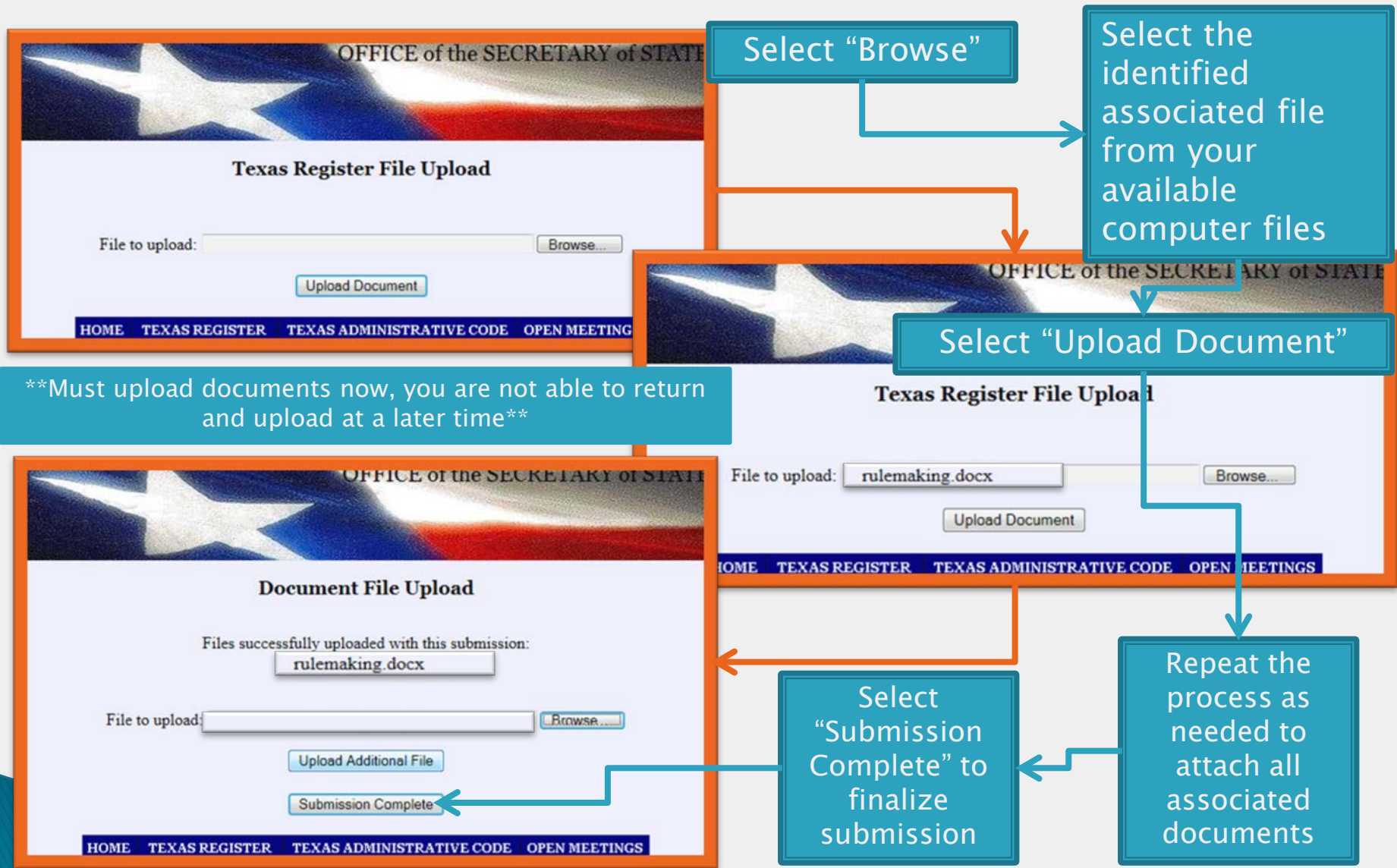
[Upload Another Submission Form](#)

Review the summary

If the summary is accurate, select "Continue to File Upload" to upload the files associated with the submission

If there are any ERRORS, select "Upload Another Submission Form" and send an email to register@sos.texas.gov

Submitting Adopted Rulemaking Documents



Rulemaking Documents

- Formatting and Submitting
 - Overview
 - Emergency Rulemaking
 - Proposed Rulemaking
 - Repeal
 - New
 - Amended
 - Adopted Rulemaking
 - Withdrawn Rulemaking
 - Common Preamble

Withdrawn Rulemaking

- ▶ Following a proposal or emergency...
 - Cancel a proposed or emergency rulemaking
 - Auto withdrawn (*Texas Register* staff)
 - If a proposed rule is not acted on by the agency within 6 months

*Liaison Center Home Screen*1. Select **"Withdrawn Rulemaking Submission"**

A. Complete all applicable fields:

- i. **AgencyCode, Title, Title Name, Part, and Part Name** are automatically populated based on Liaison login
- ii. **Chapter** – Select **"List"**
 - a. Select appropriate chapter from the generated list
 - b. This will populate the **"Chapter Name"**
 - a. If altering the **"Chapter Name,"** please indicate in the **"Comments"** field
- iii. **Subchapter** – Select **"List"**
 - a. Select appropriate subchapter from the generated list
 - b. This will populate the **"Subchapter Name"**
 - a. If altering the **"Subchapter Name"** please indicate in the **"Comments"** field
- iv. **Division** – Select **"List"**
 - a. Select appropriate division from the generated list
 - b. This will populate the **"Division Name"**
- v. **TAC Section Number(s)** – Enter the specific TAC Section Number(s) that your submission affects
- vi. **Rulemaking action being withdrawn is** – select whether you are withdrawing **"Emergency"** or **"Proposed"** rulemaking submissions
- vii. **Type of action being withdrawn is** – identify which type(s) of actions were identified on the original rulemaking submission you are withdrawing
 - a. **New**
 - b. **Amendment**
 - c. **Repeal** – *Repeals must be submitted separately from New or Amendments*

- viii. **TexReg Cite for Original Filing** – enter the citation for the published rulemaking submission to be withdrawn
 - a. Enter: **volume number** and **TexReg page number**. Ex: 22 TexReg 7667
 - ix. **Issue Date of the Original Filing** – Select **"Calendar"** to populate the original date of publication for the rulemaking submission being withdrawn
 - a. The date must be a Friday
 - x. **Effective** – select when the withdrawal will take effect
 - a. **"Immediately on Filing"** is auto–selected
 - b. **"Other"** should be utilized if your agency has a specific date in mind, specified in the following field
 - xi. **Other Effective Date** – Select **"Calendar"** to specify an alternative date for when your agency would like the withdrawal to take effect; provided you chose **"Other"** in the previous field
 - xii. **Common Preamble** – Select whether or not the original filing was part of a Common Preamble
 - xiii. **File Name** – enter the file name of the file you will upload with the submission form—these must be identical
 - xiv. **Graphics Included** – Select appropriate response
 - a. If **"Yes,"** enter the file name(s) of the graphic(s) in the **"Comments"** field
 - xv. **Agency Liaison** – automatically populates based on Liaison login
 - xvi. **Certifying Official** – the name of the official approving the document
 - xvii. **Certifying Official's Title** – the approving staff member's job title
 - xviii. **Phone Number** for public inquiries about submission – the phone number of the agency staff member who will be responding to the public
 - xix. **Comments** – additional information, Graphics file name, etc.
2. Select **"Clear Form"** to clear your entries and restart the submission process
 3. Select **"Submit Form"** when complete the submission process
 4. Review the populated summary:
 - A. If there are errors select **"Upload Another Submission Form"**
 - i. Contact Texas Register to remove incorrect submission
 - B. If the information is accurate select **"Continue to File Upload"**

If uploading an associated file...

****Must upload documents with the submission form. You are not able to return and upload files at another time.****

Submission Summary Form

1. Select **"Continue to File Upload"**
2. Select **"Browse"**
 - A. Select the appropriate computer file corresponding to the **"File Name"** field within the submission form
3. Select **"Upload Document"**
4. Repeat Steps 1–3 as needed to attached all associated files, for example:
 - A. Files indicated in the **"File Name"** field of the submission form
 - B. Graphics files named in the **"Comments"** field of the submission form
5. To finalize submission, select **"Submission Complete"**

Uploading Associated Documents

Submitting Withdrawn Rulemaking

Liaison Center
Home Screen

OFFICE of the SECRETARY of STATE

Liaison Center

My Submissions

Emergency Rulemaking Submission

Proposed Rulemaking Submission

Advanced Rulemaking Submission

Withdrawn Rulemaking Submission

Agency Rule Review Submission

Executive Submission

Miscellaneous Document Submission

Open Meeting Submission

Open Meeting Cancellation

Liaison Account Information

Liaison Password Update

Liaison Administration

TAC Document Request

Texas Register Publication Schedule

Log Off

HOME TEXAS REGISTER TEXAS ADMINISTRATIVE CODE OPEN MEETINGS

Select "Withdrawn
Rulemaking Submission"

Submitting Withdrawn Rulemaking

Enter the
applicable
information

OFFICE of the SECRETARY of STATE

Withdrawn Rulemaking Submission

Agency Code:	<input type="text" value="0004"/>
Title:	<input type="text" value="1"/>
Title Name:	<input type="text" value="ADMINISTRATION"/>
Part:	<input type="text" value="4"/>
Part Name:	<input type="text" value="OFFICE OF THE SECRETARY OF STATE"/>
Chapter:	<input type="text"/> List
Chapter Name:	<input type="text"/>
Subchapter:	<input type="text"/> List
Subchapter Name:	<input type="text"/>
Division:	<input type="text"/> List
Division Name:	<input type="text"/>
TAC Section Number(s):	<input type="text"/>
Rulemaking action being withdrawn is:	<input type="radio"/> Emergency <input checked="" type="radio"/> Proposed
Type of action being withdrawn is :	<input type="checkbox"/> New <input type="checkbox"/> Amendment <input type="checkbox"/> Repeal
TexReg Cite for Original Filing:	<input type="text"/> (Volume Number and Page Number)
Issue Date of Original Filing:	<input type="text"/> Calendar
Effective:	<input checked="" type="radio"/> Immediately on Filing <input type="radio"/> Other (Specify)
Other Effective Date:	<input type="text"/> Calendar
Common Preamble:	<input type="radio"/> Yes <input checked="" type="radio"/> No
File Name:	<input type="text"/>
Agency Liaison:	<input type="text" value="Dana Blanton"/>
Certifying Official:	<input type="text"/>
Certifying Official's Title:	<input type="text"/>
Phone number for public inquiries about submission:	<input type="text"/>
Comments:	<input type="text"/>

Note: After you submit this form, you will upload your file(s) on the next screen.

Submitting Withdrawn Rulemaking

Adopted Rulemaking Submission

Agency Code: 0004
 Title: 1
 Title Name: ADMINISTRATION
 Part: 4
 Branch: OFFICE OF THE SECRETARY OF STATE
Chapter: List
Chapter Name:
 Subchapter: List
 Subchapter Name:
 Division: List
 Division Name:
 TAC Section Number(s):

Issue Date:
 TRD Number:
 Proposed: Without With Changes to the Proposal
 20 Days After Filing Other (Specify)
 Date: [Calendar](#)
 Have you previously submitted a proposal related to this?
 Yes No
 If yes, ABR material must be submitted to the Texas Register with this filing.
 Yes No
 Submitted: Yes No
 Submitted by: Dana Blanton
 Official's Title:
 For public submission:

Note: After you submit this form, you will upload your file(s) on the next screen.

71	GENERAL POLICIES AND PROCEDURES
72	STATE SEAL
73	STATUTORY DOCUMENTS
74	CREDIT SERVICES ORGANIZATIONS
75	AUTOMOBILE CLUB
76	USE OF A DECEASED INDIVIDUAL'S NAME, VOICE, SIGNATURE, PHOTOGRAPH, OR LIKENESS
77	New Chapter
78	ATHLETE AGENTS
79	BUSINESS ENTITY FILINGS
80	UNINCORPORATED BUSINESS ENTITIES
81	ELECTIONS
82	New Chapter
83	LIMITED PARTNERSHIPS
84	New Chapter

Select "List" to chose the applicable chapter number

Submitting Withdrawn Rulemaking

Adopted Rulemaking Submission

Agency Code: 0004
Title: 1
Title Name: ADMINISTRATION
Part: 4
Part Name: OFFICE OF THE SECRETARY OF STATE
Chapter: *List*
Subchapter: *List*
Subchapter Name:
Division: *List*
Division Name:
TAC Section Number(s):

Amendment
Due Date: *Calendar*
RD Number:
ed : Without With Changes to the Prop
 20 Days After Filing Other (Specif
e: *Calendar*
ce with it?
 Yes No
If yes, ABR material must be submitted to the Texas Register with this filing.
 Yes No
Title: Dana Blanton
ublic mission:
Submit Form Clear Form

Note: After you submit this form, you will upload your file(s) o

Subchapters

Search criterion for Subchapter:
%

Subchapter	Description
<u>A</u>	PRACTICE AND PROCEDURE
<u>B</u>	SERVICE OF PROCESS
<u>C</u>	PURCHASING PROCEDURES
<u>D</u>	MANAGEMENT OF VEHICLES
<u>E</u>	NEGOTIATION AND MEDIATION OF CERTAIN CONTRACT DISPUTES

The Subchapter "List" will reflect the chosen chapter number; select the applicable subchapter

This will populate the Division "List;" Select the applicable division

Submitting Withdrawn Rulemaking

OFFICE of the SECRETARY of STATE

Withdrawn Rulemaking Submission

Agency Code: 0004
Title: 1
Title Name: ADMINISTRATION
Part: 4
Part Name: OFFICE OF THE SECRETARY OF STATE
Chapter: 91 [List](#)
Chapter Name: TEXAS REGISTER
Subchapter: C [List](#)
Subchapter Name: RULEMAKING
Division: [List](#)
Division Name:
TAC Section Number(s): 91.37

Rulemaking action being withdrawn is: Emergency Proposed
Type of action being withdrawn is : New
 Amendment
 Repeal

TexReg Cite for Original Filing: 39 TexReg 7000 (Volume Number and Page Number)
Issue Date of Original Filing: 10/03/2014 [Calendar](#)
Effective: Immediately on Filing Other (Specify)
Other Effective Date: [Calendar](#)
Common Preamble: Yes No
File Name:
Agency Liaison: Dana Blanton
Certifying Official: Jill Ledbetter
Certifying Official's Title: Editor
Phone number for public inquiries about submission: 512-463-5561
Comments:

Note: After you submit this form, you will upload your file(s) on the next screen.

Name of the
file to be
uploaded on
the next
screen

Select "Submit
Form" when
complete

Submitting Withdrawn Rulemaking

OFFICE of the SECRETARY of STATE

Submission Form Upload Complete. You may now upload any additional file(s) for this submission.

[Continue to Uploading Files](#)

Agency Code: 0004
Title: 1
Title Name: ADMINISTRATION
Part: 4
Part Name: OFFICE OF THE SECRETARY OF STATE
Chapter: 91
Chapter Name: TEXAS REGISTER
Subchapter: C
Subchapter Name: RULEMAKING
TAC Section Number(s): 91.37
Rulemaking action being withdrawn is: Proposed
Type of action being withdrawn is :
No New
Yes Amendment
No Repeal

TexReg Cite for Original Filing: 39 TexReg 7000 (Volume Number and Page Number)
Issue Date of Original Filing: 10/03/2014
Effective: Immediately on Filing
Agency Liaison: Dana Blanton
Liaison E-Mail: DBlanton@sos.texas.gov
Liaison Phone: 512-463-5565
Certifying Official: Jill Ledbetter
Certifying Official's Title: Editor
Phone number for public inquiries about submission: 512-463-5561

[Upload Another Submission Form](#)

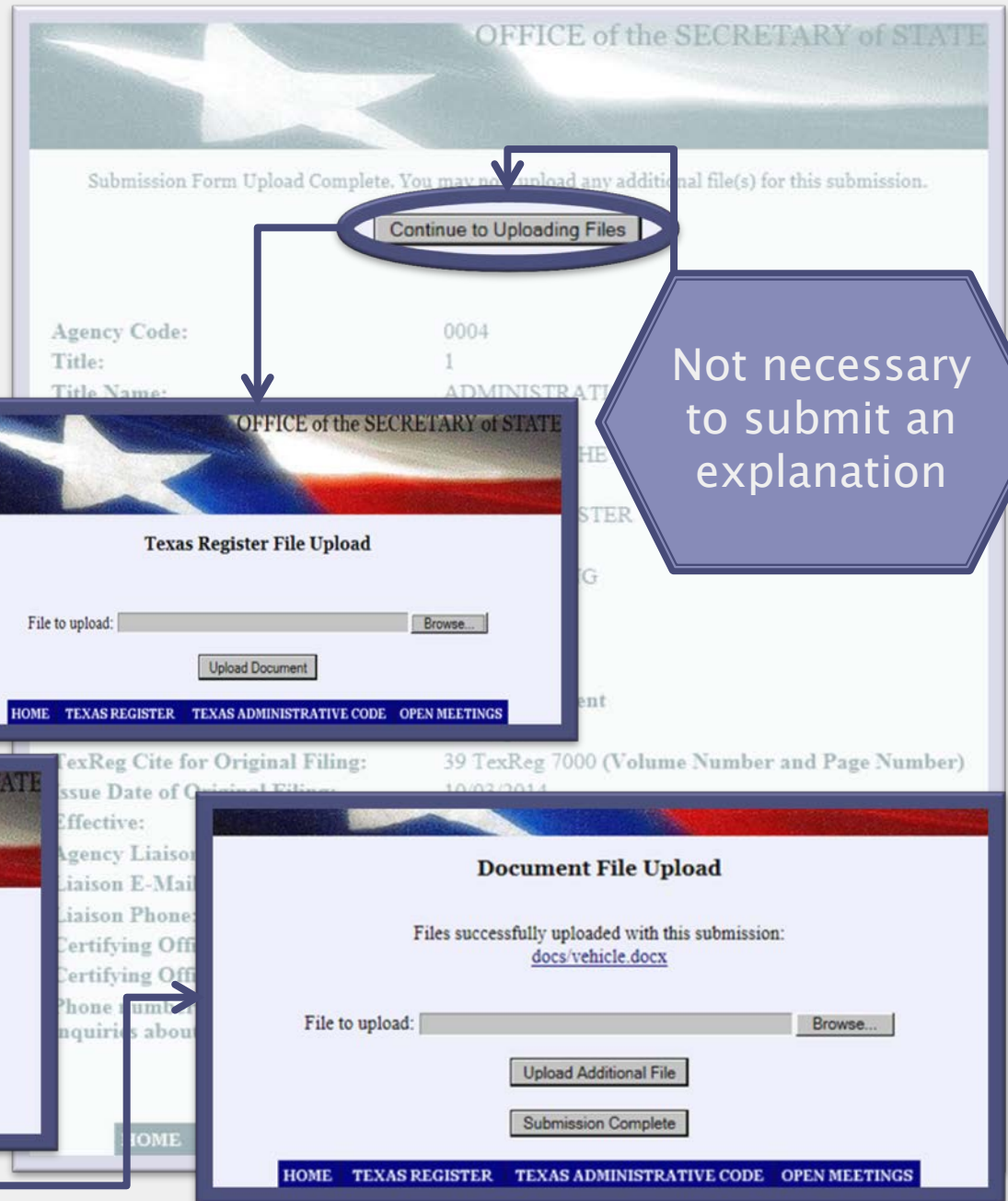
HOME TEXAS REGISTER TEXAS ADMINISTRATIVE CODE OPEN MEETINGS

Review the summary

If the summary is accurate, select "Continue to File Upload" to upload the files associated with the submission

If there are any ERRORS, select "Upload Another Submission Form" and send an email to register@sos.texas.gov

Submitting Withdrawn Rulemaking



Rulemaking Documents

- Formatting and Submitting
 - Overview
 - Emergency Rulemaking
 - Proposed Rulemaking
 - Repeal
 - New
 - Amended
 - Adopted Rulemaking
 - Withdrawn Rulemaking
 - Common Preamble

Common Preamble

Preamble which addresses multiple rules crossing subchapters and/or divisions within the same chapter. It may address both repeal & amended/new rules

A common preamble must include the statutorily required information in a normal preamble

- ▶ Proposed Common Preamble
 - The fiscal note, public benefit cost note and explanation of rule action may be addressed together
- ▶ Adopted Common Preamble
 - The concerning statement and purpose of the adopted rule may be addressed together
- ▶ Emergency Common Preamble
 - The subject material statement, explanation of action and reason behind the emergency rule may be addressed together

The statutory authority should be addressed for each rule submission

Common Preamble

- ▶ Common Preamble file should be included with the lowest rule number
- ▶ If submitting a repeal and a new rule submission (with the same section number), submit the common preamble with the repeal
- ▶ Each rule submission includes statutory authority before rule text
- ▶ *May use *n for multiple rule texts within one document*

Key Points

Common Preamble

Statutory authority 1
<rule>
Rule Text 1
(lowest rule number)
*n

Statutory authority 2
<rule>
Rule Text 2
*n

Statutory authority 3
<rule>
Rule Text 3

Order of file submitted

Rule Reviews

- Deadline
- General Information
 - Proposed Rule Review
 - Let the public know the agency is reviewing the rule
 - Adopted Rule Review
 - Let the public know the decision the agency has come to regarding the status of the rule
- Submitting Rule Review

Rule Reviews

- Deadline
- General Information
 - Proposed Rule Review
 - Let the public know the agency is reviewing the rule
 - Adopted Rule Review
 - Let the public know the decision the agency has come to regarding the status of the rule
- Submitting Rule Review

Rule Review Documents

Deadline!!

Submission forms and corresponding files need to be submitted and received by

Wednesday at noon

We will notify you of holiday exceptions.

Still unsure? Wishing to plan?

Holiday?

Publication schedule can be found on the Liaison Center Home screen

[TAC Document Request](#)
[Texas Register Publication Schedule](#)
[Document Request Queue](#)

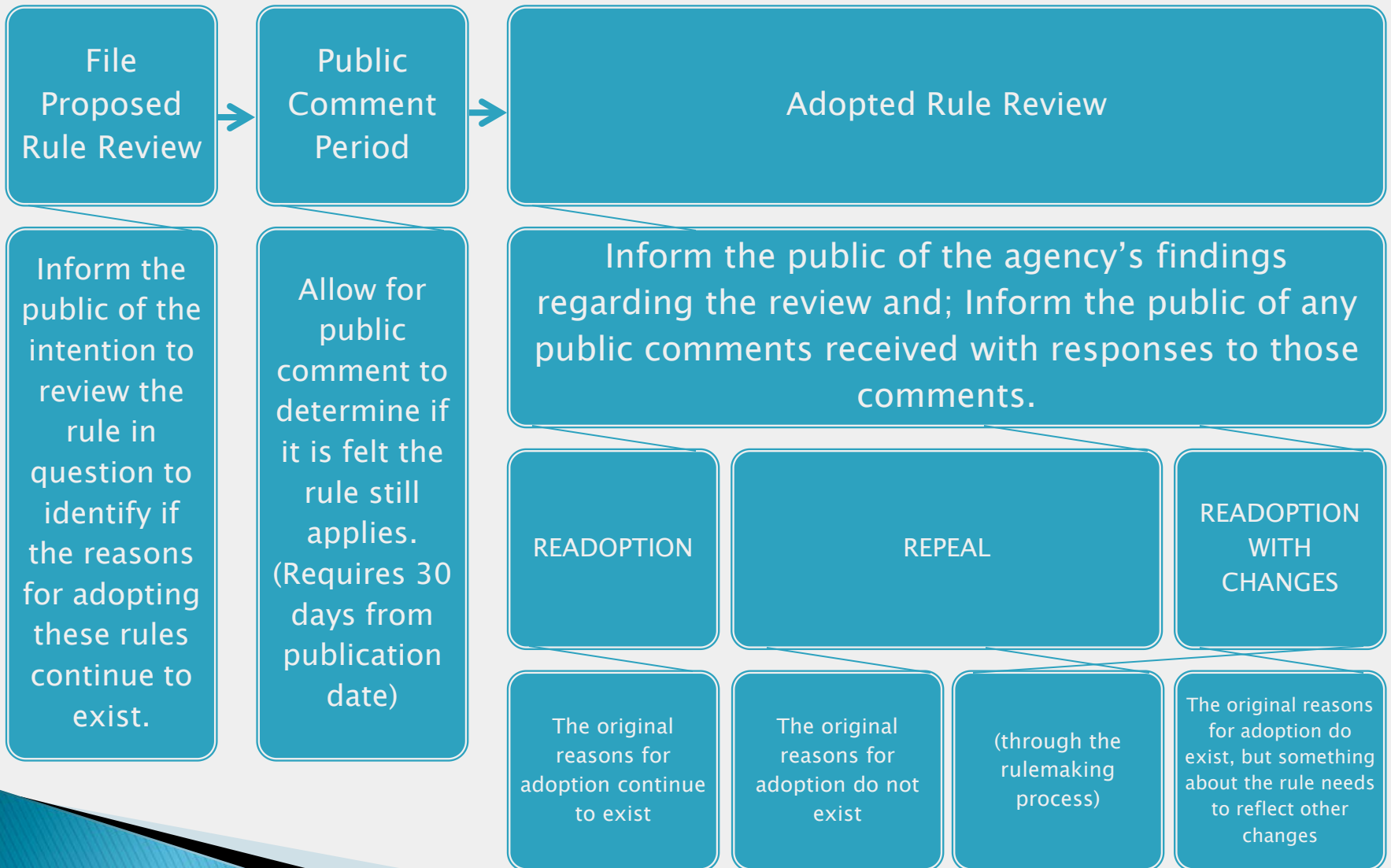
Rule Reviews

- Deadline
- General Information
 - Proposed Rule Review
 - Let the public know the agency is reviewing the rule
 - Adopted Rule Review
 - Let the public know the decision the agency has come to regarding the status of the rule
- Submitting Rule Review

Rule Review

By Texas Government Code, §2001.039, agencies are required to review rules by the fourth anniversary of the effective date of the rules.

Process for Rule Review



Proposed Rule Review

- ▶ Required (written as a narrative in the following order):

1 Introduction –
agency name; identify the chapter to be reviewed

2 Proposed Rule Review –
statement of explanation; language should reflect the intent of the rule review

3 Public Comments –
identify agency and/or employee to received public comments;
include multiple forms of contact and deadline

Key Points –
There is no **bolding**, underlining or ~~strikethrough~~ allowed in the rule review;

Please remember...

Italics or ALL CAPS may be used for emphasis.

Proposed Rule Review

Example

The Texas Workforce Commission (Commission) files this notice of its intent to review Chapter 807, concerning Career Schools and Colleges, in accordance with Texas Government Code §2001.039.

An assessment will be made by the Commission as to whether the reasons for adopting or readopting the chapter continue to exist. Each rule will be reviewed to determine whether it is obsolete, whether the rule reflects current legal and policy considerations, and whether the rule reflects current procedures of the Commission.

Comments on the review may be submitted to TWC Policy Comments, Workforce Policy and Service Delivery, attention: Workforce Editing, 101 East 15th Street, Room 440T, Austin, Texas 78778; faxed to (512) 475-3577; or e-mailed to TWCPolicyComments@twc.state.tx.us. The Commission must receive comments postmarked no later than 30 days from the date this notice is published in the *Texas Register*.

Adopted Rule Review

- ▶ Required (written as a narrative in the following order):

1

Introduction –

agency name; chapter reviewed; publication date and cite of the proposed rule review

2

Summary of Comments –

If comments were received regarding the proposal:

summary of the comments and the agency's response

If no comments were received regarding the proposal:

statement indicating no comments were received

3

Conclusion –

Agency authority to make the decision; identify if the decision is to readopt, readopt with changes or repeal the rule reviewed

If readopted with changes or repealing the rule; when the public should expect the rule to begin the rulemaking process

Key Points –

There is no **bolding**, underlining or ~~strikethrough~~ allowed in the rule review;

Italics or ALL CAPS may be used for emphasis.

Please remember...

Adopted Rule Review

Example

The Texas Workforce Commission (Commission) adopts the review of Chapter 807, concerning Career Schools and Colleges, in accordance with Texas Government Code §2001.039. The proposed notice of intent to review rules was published in the October 25, 2013, issue of the *Texas Register* (38 TexReg 7479).

No comments were received on the proposed rule review.

The Commission has assessed whether the reasons for adopting or readopting the rules continue to exist. The Commission finds that the rules in Chapter 807 are needed, reflect current legal and policy considerations, and reflect current procedures of the Commission. The reasons for initially adopting the rules continue to exist. The Commission, therefore, readopts Chapter 807.

Rule Reviews

- Deadline
- General Information
 - Proposed Rule Review
 - Let the public know the agency is reviewing the rule
 - Adopted Rule Review
 - Let the public know the decision the agency has come to regarding the status of the rule
- Submitting Rule Review

Liaison Center Home Screen

1. Select **"Agency Rule Review Submission"**
 - A. Complete all applicable fields:
 - i. **AgencyCode, Title, Title Name, Part, and Part Name** are automatically populated based on Liaison login
 - ii. **Review Type** – select the type of review submitted
 - 1) Proposed, informing the public of the review
 - 2) Adopted, informing the public of the agency's findings
 - iii. **Chapter(s)** – identify the chapter(s) reviewed in the submission
 - iv. **File Name** – enter the file name of the file you will upload with the submission form—these must be identical
 - v. **AgencyLiaison** – automatically populates based on Liaison login
 - vi. **Certifying Official** – the name of the official approving the document
 - vii. **Certifying Official's Title** – the approving staff member's job title
 - viii. **Phone Number** for public inquiries about submission – the phone number of the agency staff member who will be responding to the public
 - ix. **Comments** – additional information
2. Select **"Clear Form"** to clear your entries and restart the submission process
3. Select **"Submit Form"** to complete the submission process
4. Review the populated summary:
 - A. If there are errors select **"Upload Another Submission Form"**
 - B. If the information is accurate select **"Continue to File Upload"**

****Must upload documents with the submission form. You are not able to return and upload files at another time.****

Submission Summary Form

1. Select **"Continue to File Upload"**
2. Select **"Browse"**
 - A. Select the appropriate computer file corresponding to the **"File Name"** field within the submission form
3. Select **"Upload Document"**
4. Repeat Steps 1–3 as needed to attached all associated files, for example:
 - A. Files indicated in the **"File Name"** field of the submission form
 - B. Graphics files named in the **"Comments"** field of the submission form
5. To finalize submission, select **"Submission Complete"**

Uploading Associated Documents

Submitting Rule Review

Liaison Center
Home Screen

OFFICE of the SECRETARY of STATE

Liaison Center

My Submissions

- Emergency Rulemaking Submission
- Proposed Rulemaking Submission
- Adopted Rulemaking Submission
- Withdrawn Rulemaking Submission
- Agency Rule Review Submission**
- Miscellaneous Document Submission

Open Meeting Submission

Open Meeting Cancellation

Liaison Account Information

Liaison Password Update

Liaison Administration

TAC Document Request

Texas Register Publication Schedule

Log Off

HOME TEXAS REGISTER TEXAS ADMINISTRATIVE CODE OPEN MEETINGS

Select "Agency Rule
Review Submission"

Submitting Rule Review

Enter the applicable information

Agency Rule Review Submission

Agency Name:	<input type="text" value="Office of the Secretary of State"/>
Agency Code:	<input type="text" value="0004"/>
Title:	<input type="text" value="1"/>
Title Name:	<input type="text" value="ADMINISTRATION"/>
Part:	<input type="text" value="4"/>
Part Name:	<input type="text" value="OFFICE OF THE SECRETARY OF STATE"/>
Review Type:	<input type="text" value="Proposed Review"/>
Chapter(s):	<input type="text"/>
File Name:	<input type="text"/>
Agency Liaison:	<input type="text" value="Michelle Miner"/>
Certifying Official:	<input type="text"/>
Certifying Official's Title:	<input type="text"/>
Phone number for public inquiries about submission:	<input type="text"/>
Comments:	<input type="text"/>

Note: After you submit this form, you will upload your file(s) on the next screen.

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Submitting Rule Review

Identify if the Rule Review is “Proposed” or “Adopted”

Agency Rule Review Submission

Agency Name: Office of the Secretary of State
Agency Code: 0004
Title: 1
Title Name: ADMINISTRATION
Part: 4
Part Name: OFFICE OF THE SECRETARY OF STATE

Review Type: Proposed Review
Chapter(s): Proposed Review
Adopted Review

File Name:
Agency Liaison: Michelle Miner
Certifying Official:
Certifying Official's Title:
Phone number for public inquiries about submission:
Comments:

Note: After you submit this form, you will upload your file(s) on the next screen.

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Submitting Rule Review

Enter the applicable information

Agency Rule Review Submission

Agency Name:	<input type="text" value="Office of the Secretary of State"/>
Agency Code:	<input type="text" value="0004"/>
Title:	<input type="text" value="1"/>
Title Name:	<input type="text" value="ADMINISTRATION"/>
Part:	<input type="text" value="4"/>
Part Name:	<input type="text" value="OFFICE OF THE SECRETARY OF STATE"/>
Review Type:	<input type="text" value="Proposed Review"/>
Chapter(s):	<input type="text"/>
File Name:	<input type="text"/>
Agency Liaison:	<input type="text" value="Michelle Miner"/>
Certifying Official:	<input type="text"/>
Certifying Official's Title:	<input type="text"/>
Phone number for public inquiries about submission:	<input type="text"/>
Comments:	<input type="text"/>

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Name of the file to be uploaded on the next screen

Select "Submit Form" when complete

Submitting Rule Review

Submission Form Upload Complete. You may now upload any additional file(s) for this submission.

[Continue to Uploading Files](#)

Agency Name:	Office of the Secretary of State
Agency Code:	0004
Title:	1
Title Name:	ADMINISTRATION
Part:	4
Part Name:	OFFICE OF THE SECRETARY OF STATE
Review Type:	Proposed Review
Chapter(s):	92
File Name:	1-4-92PRR.doc
Agency Liaison:	Michelle Miner
Liaison Phone:	512-463-5561
Liaison Email:	mminer@sos.texas.gov
Certifying Official:	Magenta Magic
Certifying Official's Title:	Marker Maker
Phone number for public inquiries about submission:	512-867-5309
Comments:	N/A

[Upload Another Submission Form](#)

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Review the summary

If the summary is accurate, select "Continue to File Upload" to upload the files associated with the submission

If there are any ERRORS, select "Upload Another Submission Form" and send an email to register@sos.texas.gov

Graphics

Examples

Tables
Equations
Images

Rulemaking

Published in the
“Tables and
Graphics” section
of the *Texas
Register*

Miscellaneous

Published with the
document in the
“In Addition”
section of the
Texas Register

File submitted separate
from the .doc/.docx

Adobe Acrobat (.pdf)
Word (.doc/.docx)

File submitted
separate from the rule
or miscellaneous
document

Adobe Acrobat (.pdf)
Word (.doc/.docx)

Graphics

- ▶ Insert a “Figure Line” in place of the graphic in the text of the rule
 - “Figure: 1 TAC §91.37”
- ▶ The Figure Line should be labeled on the upper left corner of the document
- ▶ .pdf, .doc, .docx files only
 - Example: “rule1graphic.pdf”

Rulemaking Documents

- ▶ Insert the word “Figure” in place of the graphic in the document
- ▶ Multiple graphics:
 - “Figure 1”
 - “Figure 2”
- ▶ The Figure number should be labeled on the upper left corner of the document
- ▶ .pdf, .doc, .docx files only
 - Example: “misc1graphic.pdf”

Miscellaneous Documents

*Liaison Center Home Screen*1. Select **"My Submissions"**

- A. Review up to six months of documents submitted to the *Texas Register* under the logged-in Liaison ID, including the number of files uploaded with each submission form.
- B. Check the **"Status"** of documents:
 - i. *"Pending"* – The submission document has not been received by the *Texas Register* staff
 - ii. *"Accepted"* – The submission document has been received by the *Texas Register* staff and has been assigned an issue date for publication
 - iii. *"Rejected"*
 - a. the submission document has been rejected by the *Texas Register* staff;
 - 1) the *Texas Register* staff will contact the liaison for further information
 - b. the liaison requested the document to be voided due to errors

Confirming Submissions

Liaison Center
Home Screen

Liaison Center

Select "My Submissions"

My Submissions

Emergency Rulemaking Submission

Proposed Rulemaking Submission

The queue includes
documents submitted
within the last six
months

My Submissions

Submission	Type	Title	Part	Chapter	Submission Date	Status	Action	Changes	Issue Date	FILES
1089	Miscellaneous				09/26/2014 12:52:40	Pending				FILES (2)

Record 1

Query

HOME TEXAS REGISTER TEXAS ADMINISTRATIVE CODE OPEN MEETINGS

Acknowledgment of Receipt

TEXAS REGISTER ACKNOWLEDGMENT OF RECEIPT

Texas Register <TexReg@sos.texas.gov>

 This item will expire in 29 days. To keep this item longer apply a different Retention Policy.

Sent: Fri 10/3/2014 3:27 PM
To: Michelle Miner
Retention Policy: [Inbox - 30 Day Delete \(30 days\)](#) Expires: 11/2/2014

ACKNOWLEDGMENT OF RECEIPT

Please note that this email acknowledges receipt of your filing only.
If we find that the document or submission form does not conform to statutory filing requirements or our administrative rules, we may refuse to accept it for filing and publication.
If we refuse your filing, we will notify you.

Document Number: 201406822
For Issue of: 10/17/2014

Submission Date: 2014-10-03 16:18 PM
Receipt Date: 2014-10-03 16:26 PM

Agency Rule Review Submission

Agency Name: Office of the Secretary of State
Agency Code: 0004
Liaison: Michelle Miner
Title of Document:

File Name: 1-4-92PRR.docx

Review Type: Proposed Review

Regarding Chapters: 92

Once the *Texas Register* staff has accepted a submission, the Liaison will receive an Acknowledgment of Receipt via email