

Memo

To: Montana State Library Commission

From: Jennie Stapp, State Librarian

Date: January 23, 2015

Re: **Draft Montana State Library Organizational Rule**

Administrative Rules of Montana contain organizational rules for each agency of state government. The organizational rule that describes the State Library is long out of date and needs to be updated: That rule can be found online:

<http://www.mtrules.org/gateway/ruleno.asp?RN=10%2E101%2E101>

Following is an updated draft organizational rule for Commission review. The proposed revisions follow the organizational rules for state agencies of similar size. The rule is designed to accurately represent the current organizational structure and practice of the agency while at the same time maintains an appropriate level of flexibility in the makeup of agency advisory councils.

The following timeline to revise the administrative rule assumes that the Commission accepts the draft rule as presented at their February meeting. If the Commission wishes to make further changes to the draft rule, this process would be postponed until after the April Commission meeting.

- February 11: Commission accepts draft Organizational Rule;
- February 17: Submit draft rule to the Secretary of State;
- February 26: Draft rules published for public comment by the Secretary of State's Office; The 28 day public comment period commences and concludes on March 26;
- April 8: Final rule brought to the Commission for adoption;
- April 20: Rule adoption notice submitted to the Secretary of State's Office;
- April 30: Publication of adopted rule.

We will hold a public hearing on the rule if requested by more than 25 people. At the close of the comment period we must respond to all comments either by accepting the recommendations or by notifying responders of why the comments were not accepted.