

## Procedures for Rule and Policy Adoption

*The purpose of this statement is to give notice of the process through which the Board will adopt rules and policies for itself and the schools it sponsors.*

### Background

A.R.S. §15-182(E)(1)(2018) states:

The state board for charter schools shall:

1. Exercise general supervision over charter schools that are sponsored by the board, recommend legislation pertaining to charter schools to the legislature and adopt rules and policies that the board deems necessary to accomplish the purposes prescribed in this section.

A.R.S. § 41-1005(G)(2018) states:

Unless otherwise required by law, articles 2, 3, 4 and 5 of this chapter do not apply to the state board for charter schools, except that the board shall adopt policies or rules for the board and the charter schools sponsored by the board that provide, as appropriate under the circumstances, for notice of and opportunity for comment on the policies or rules proposed for adoption. The board shall provide at least two opportunities for public comment. The state board for charter schools shall consider the fiscal impact of any proposed rule pursuant to this subsection.

### Definitions

The following definitions apply, unless the context otherwise requires:

1. "Agenda item" means a specified matter listed on an agenda included as part of the public notice of a Board meeting pursuant to A.R.S. §38-431.02.
2. "Board" means Arizona State Board for Charter Schools
3. "Rule" means a statement of general applicability that implements, interprets or prescribes law or policy, or describes the procedure or practice requirements of the Board. Rule includes prescribing fees or the amendment or repeal of a prior rule. . ARS 41-1001(21)
4. "Rulemaking" means the process for formulation and finalization of a rule. ARS 41-1001(22).

## Procedures for the Adoption of Rules and Policies by the Board

### First Opportunity for Public Comment

1. The first opportunity for public comment may occur through the following two processes:
  - a. Public comment may be considered at a Board meeting in which the Board will review draft language of the proposed rule or policy and provide additional guidance to Board staff. The rule or policy shall be presented in writing as a specifically identified agenda item at a meeting of the Board; or

- b. The proposed rule or policy will be posted and available on the Board's website and be open for public comment for no less than 20 calendar days. Each proposed rule and policy posted on the Board's website shall contain a summary, date, contact information, and supplementary information (as applicable).
2. Board communications regarding any proposed rule or policy and opportunity for public comment may be announced through the Board newsletter or Board meetings.
3. Any person may submit in writing, statements, comments, arguments, data and views on the proposed rule or policy to the Board through the Board's website.

### **Second Opportunity for Public Comment/Board Consideration**

4. Upon the conclusion of the first opportunity for public comment, the Board may:
  - a. Consider the adoption of the proposed rule or policy. The rule or policy shall be presented in writing as a specifically identified agenda item at a meeting of the Board for its consideration. At this meeting, the public has a second opportunity for public comment; or
  - b. The proposed rule or policy will be posted and available on the Board's website and be open for a second public comment for no less than 20 calendar days. Each proposed rule or policy posted on the Board's website shall contain a summary, date, contact information, and supplementary information (as applicable). The Executive Director has discretion to post the proposed rule or policy multiple times for public comment.
5. If the Board has posted the proposed rule or policy on the Board's website for public comment, the Board shall consider adoption of the proposed rule or policy. The proposed rule or policy shall be presented in writing as a specifically identified agenda item at a meeting of the Board.
6. The proposed rule or policy may include modifications as a result of Board member, staff or public input.
7. At every meeting in which the Board considers adoption of the proposed rule or policy, the Board shall be provided with a copy of the proposed rule or policy and a memorandum summarizing the written public comments.
8. The Board shall consider the fiscal impact of any proposed rule.
9. The Board may, at its discretion, request an additional meeting of the Board to be held for the purpose of obtaining additional comment on the proposed rule or policy.
10. The Board may, at its discretion, postpone its consideration of a proposed rule or policy.
11. Unless otherwise specified by the Board, rules or policies adopted by the Board shall be effective immediately upon Board approval.

### **Emergency Rule Making**

The Executive Director may determine that an emergency rule making process be utilized for a proposed rule or policy if a rule or policy is necessary to do any of the following:

1. Protect the public health, safety or welfare;
2. Comply with deadlines in amendments to an agency's governing law or federal programs;
3. Avoid violation of federal law or regulation or other state law;
4. Avoid an imminent budget reduction; or

5. Avoid serious prejudice to the public interest or the interest of the parties concerned. The public must have at least two opportunities to provide public comment, as indicated above, on the proposed rule or policy; however, the timeframe for offering public comment may be less than 20 calendar days. During a meeting of the Board, the Board during its consideration to adopt the rule or policy must determine that it was appropriate to utilize the Emergency Rule Making process or must provide additional opportunity for public comment on the rule or policy.

**Request for Copies** - The Executive Director of the Board shall cause copies of a proposed rule or policy to be available to each person who makes a request. A charge for the actual cost of providing a copy of the proposed rule or policy may be assessed in accordance with Title 39 of the Arizona Revised Statutes.

### **Publication**

1. All rules adopted or amended by the Board shall be submitted to the Secretary of State's Office for publication.
2. Following the meeting in which the rule or policy was adopted or amended, notice of the Board's action shall be included in the first Board newsletter and posted on the Board's website.

Historical Note:

Effective: August 3, 2018

Board Approval Date: May 14, 2018