

Appendix A - Glossary of Terms

Term	Definition
Rulemaking Proceeding	The overall rulemaking process, including all activities and events associated with a specific type of a rulemaking proceeding, such as an expedited rulemaking proceeding or an exempt rulemaking proceeding.
Rulemaking Action	New, amended or repealed actions taken in the course of a rulemaking proceeding specific to a rulemaking provision.
Rulemaking Event	A specific event occurring as an outcome of a rulemaking activity to advance a rulemaking proceeding, such as “Publish a Notice of Intent to Adopt Rules without a Hearing.” Or, “Schedule a hearing.” Or, “Hold hearing.” An event may associated rulemaking record items.
Rulemaking Record	A particular rulemaking proceeding’s set of rulemaking record items as required by Statute.
Rulemaking Record Item	A logical description of a rulemaking record item required by Statute within a rulemaking record. For example, “SONAR.” Or, in the case when MMB provides cost analysis separately from the SONAR for a hearing, “MMB Cost Analysis.” Or, “Request for Comments.” There may be many documents associated with the same rulemaking record item, such as a transcript and an audio file may both be submitted for “OAH Hearing.” Or, a redacted and unredacted version of a rule revision might be maintained. A rulemaking record item might be the result of one type of event, but it could be that a rulemaking record item is generated from more than one type of event. The same event and item pairing can happen more than once in the same rulemaking proceeding.
Supplemental	Information that is not officially part of the rulemaking record, but agencies desire to keep the information with the rulemaking record, e.g. fact sheets/forms, per Governor Policy.
Supporting Documentation	Rulemaking record item that is within another rulemaking record item, such as when MMB Cost Analysis is within the SONAR.
Rule Revision	A collection of new or changed rule provisions which may span more than one rule Chapter and may contain any combination of new rule provisions, amended rule provisions and/or repealed rule provisions.
Rulemaking Provision	The most atomic section of a rule Chapter that is subject to a new, amended or repealed action, which could be a part or subpart or item.