



# PROMULGATING CITY REGULATIONS

DEPARTMENT OF LEGISLATIVE REFERENCE

	<div style="border: 1px solid black; background-color: #f4a460; padding: 5px; display: inline-block;">Start here</div>	
1	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; background-color: #00728f; color: white; padding: 5px; width: 45%;">Submit a NORD form to DLR</div> <div style="border: 1px solid black; background-color: #00728f; color: white; padding: 5px; width: 45%;">Submit an initial draft of the regulations to DLR</div> </div> <p style="text-align: center;">↓</p>	<p style="text-align: center;"><b>COMPLETED BY: CITY AGENCY</b></p> <p>Submission of the Notice of Regulation Development (NORD) will initiate the promulgation process by:</p> <ul style="list-style-type: none"> <li>• Creating a formal record of an Agency's intention to create, amend, or repeal a regulation; and</li> <li>• Allowing the City Solicitor to approve the legality of an Agency's intention to create, amend, or repeal a regulation.</li> </ul>
2	<div style="border: 1px solid black; background-color: #00728f; color: white; padding: 5px; width: 80%;">Obtain initial approval from DLR and City Solicitor</div> <p style="text-align: center;">↓</p>	<p style="text-align: center;"><b>COMPLETED BY: DLR</b></p> <p>DLR will review and approve the submitted materials and handle submission of the materials to the City Solicitor's office for review and approval.</p>
3	<div style="border: 1px solid black; background-color: #f4a460; padding: 5px; width: 80%;">Complete drafting with DLR</div> <p style="text-align: center;">↓</p>	<p style="text-align: center;"><b>COMPLETED BY: DLR AND CITY AGENCY</b></p> <p>DLR will engage in a collaborative editing process with the Agency to refine a draft of the proposed regulations in COBRA formatting.</p> <p><b>PLEASE NOTE:</b> Agency work capacities and the length/complexity of a set of regulations will affect the timeline for completion of this step.</p>
4	<div style="border: 1px solid black; background-color: #00728f; color: white; padding: 5px; width: 60%;">Obtain final approval from City Solicitor</div> <p style="text-align: center;">↓</p>	<p style="text-align: center;"><b>COMPLETED BY: CITY SOLICITOR</b></p> <p>When a draft of a proposed regulation is agreed upon by DLR and the Agency, DLR will submit the draft to the City Solicitor for final approval. The City Solicitor will review the regulations for adherence to statutory authority and may make recommendations regarding the content of the regulations</p>
5	<div style="border: 1px solid black; background-color: #00728f; color: white; padding: 5px; width: 60%;">Obtain final approval from City Administrator</div> <p style="text-align: center;">↓</p>	<p style="text-align: center;"><b>COMPLETED BY: DLR</b></p> <p>When a draft of a proposed regulation has approval from both DLR and the City Solicitor, DLR will submit the draft to the City Administrator's Office for final approval.</p>
6	<p style="text-align: center;">↓</p> <div style="border: 1px solid black; background-color: #f4a460; padding: 5px; width: 80%;">Submit proposed regulation for inclusion in COBRA Register</div>	<p style="text-align: center;"><b>COMPLETED BY: CITY AGENCY</b></p> <p>When a proposed regulation has approval from DLR, the City Solicitor, and the City Administrator, an Agency may submit the regulation for inclusion in the COBRA Register to fulfill the required notice and comment period. For inclusion in the Register, an Agency must submit:</p> <ul style="list-style-type: none"> <li>• A Notice of Proposed Action (NOPA) form; and</li> <li>• A clean copy of the proposed regulations in the form required by DLR.</li> </ul>
7	<p><b>COBRA REGISTER</b></p> <p>The proposed regulation is printed in the COBRA Register for a 30-day public notice and comment period</p>	
8	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; background-color: #00728f; color: white; padding: 5px; width: 45%;">If public feedback is incorporated, repeat steps 3-7</div> <div style="border: 1px solid black; background-color: #00728f; color: white; padding: 5px; width: 45%;">If unchanged or the change is *non-substantive, move to final step</div> </div> <p style="text-align: center;">↓</p>	<p style="text-align: center;"><b>COMPLETED BY: CITY AGENCY</b></p> <p><b>PLEASE NOTE:</b> Agencies will be responsible for collecting their own comments from the public during the notice and comment period. No public comments should be submitted to DLR. Comments received by City agencies should be retained in accordance with City retention policies.</p> <p>*Determination of non-substantive changes are made by City Solicitor</p>
9	<div style="border: 1px solid black; background-color: #f4a460; padding: 5px; width: 80%;">File with DLR for codification</div>	<p style="text-align: center;"><b>COMPLETED BY: CITY AGENCY</b></p> <p>Following the completion of the required notice and comment period, an Agency may file the regulations with the DLR director for codification in the Code of Baltimore Regulations Annotated, at which time the regulations will be effective.</p>