

## RULE

**Office of the Governor  
Division of Administration  
Office of the Commissioner**

### Rulemaking Petitions (LAC 4:I.Chapter 1)

In accordance with the Administrative Procedure Act, R.S. 49:950, et seq., specifically R.S. 49:953(C)(1), the Office of the Governor, Division of Administration, Office of the Commissioner has adopted a Rule outlining the process for considering rulemaking petitions. This Rule is hereby adopted on the day of promulgation.

#### **Title 4**

#### **ADMINISTRATION**

#### **Part I. General Provisions**

#### **Chapter 1. Rulemaking Petitions**

#### **§101. Submission of a Rulemaking Petition**

A. In accordance with R.S. 49:953(C)(1), any interested person may petition an agency to adopt a new rule, or to amend or repeal an existing rule.

B. To petition an agency within the Division of Administration for changes to the agency's current rules, or for the adoption of new rules within the agency's purview, an interested person shall submit a written petition to the Division of Administration, Office of the Commissioner. The petition shall include:

1. the petitioner's name and address;
2. the name of the promulgating agency for the rule in question;
3. specific text or a description of the proposed language desired for the adoption or amendment of a rule, or the specific rule and language identified for repeal;
4. justification for the proposed action; and
5. the petitioner's signature.

C. The rulemaking petition shall be submitted by certified mail and addressed to:

Office of the Commissioner, Division of Administration  
Re: Rulemaking Petition  
P.O. Box 94095, Capital Station  
Baton Rouge, LA 70804-9095

**AUTHORITY NOTE:** Promulgated in accordance with R.S. 39:4 and 49:953, et seq.

**HISTORICAL NOTE:** Promulgated by the Office of the Governor, Division of Administration, Office of the Commissioner, LR 46:000 (March 2020).

#### **§103. Consideration of a Rulemaking Petition**

A. Upon receipt, a rulemaking petition shall be forwarded to the promulgating agency for review.

B. Within 90 days of receipt of the rulemaking petition, the agency shall either:

1. initiate rulemaking procedures to adopt a new rule, or to amend or repeal an existing rule; or
2. notify the petitioner in writing of the denial to proceed with rulemaking, stating the reason(s) therefor.

**AUTHORITY NOTE:** Promulgated in accordance with R.S. 39:4 and 49:953, et seq.

**HISTORICAL NOTE:** Promulgated by the Office of the Governor, Division of Administration, Office of the Commissioner, LR 46:000 (March 2020).

Jay Dardenne  
Commissioner