

## Procedure for Administrative Rules

---

### AUTHORITY

The Director of Civil Rights has been delegated the authority to adopt, amend, and repeal rules and regulations necessary to perform the duties delegated to the Department of Civil Rights by the Minneapolis Code of Ordinances. See Minneapolis Code of Ordinances § 24.250 (prevailing wages); §§ 40.100(b), 40.410(a) (workplace standards); § 141.80(c)(19) (Civil Rights); Title 9, § 40.410(a) (police conduct); and Title 16, § 423.70 (small and underutilized businesses).

The Director maintains authority for the interpretation and application of all rules and regulations published by the Department of Civil Rights.

### PURPOSE

The purpose of this document is to establish a clear procedure for the Department through which rules and regulations may be adopted, amended, or repealed.

This document defines what a Civil Rights administrative rule is, outlines the process for adopting new rules or revisions to existing rules, and establishes the Civil Rights Administrative Rules Library.

### ADMINISTRATIVE RULE DEFINITION

A Civil Rights administrative rule is defined by the following criteria:

- It is adopted pursuant to the above-cited authority;
- It has broad application throughout the City of Minneapolis;
- It provides additional guidance on ordinance requirements;

The development of new or revisions to existing rules generally occurs due to changes in city, state, or federal laws or other policy changes that require new or revised rules.

### CIVIL RIGHTS ADMINISTRATIVE RULES LIBRARY

The Civil Rights Administrative Rules Library shall serve as a centralized location to maintain electronic copies of all official rules and regulations published by the Department. The Library can be accessed via the Department website.

### PROCESS

The following steps outline the general process that the Department intends to follow when adopting, amending, or repealing a rule, unless the Director determines that unusual circumstances warrant an exception to this process:

- The Director shall determine that a new rule or rule change is warranted.

- New rules and any revisions to existing rules shall be made available to the public at least thirty (30) days prior to their effective date. This notice shall be posted on the Department's website and will include the full text of the proposed, amended, or repealed rule.
- During the 30 day period of public notice, comments from the public will also be accepted electronically or in writing. A record of public comments regarding the proposed rule or rule change shall be made available on the website following the comment period.
- In the absence of any substantive changes to the proposed rule or rule change, a final version shall be published on the Department's website and will be included in the Civil Rights Administrative Rules Library.
- In the event a proposed rule or rule change is postponed or is subject to extensive revision, the updated version will be posted on the Department's website for an additional 10-day period of public review and comment.
- A proposed rule or rule change shall take effect 5 days after the final version is published.

Should the process outlined above be in conflict with any procedure mandated by a city, state, or federal law, the city, state, or federal law prevails.

## **CONTACT INFORMATION**

Questions regarding the adoption, amendment, or repeal of Civil Rights administrative rules should be directed to the Department of Civil Rights.