

**LEGISLATIVE REGULATION REVIEW COMMITTEE**  
**2021 - 2022 RULES**

- (1) The Legislative Regulation Review Committee ("Committee") shall meet on the fourth Tuesday of each month, except for the month of December, when the Committee shall meet on the third Tuesday. Any regular meeting may be postponed on agreement of the chairpersons. Special meetings may be called by either of the chairpersons. Notice of the date, time and place of a special meeting shall be (1) given not later than 6:00 PM of the day before such meeting, (2) posted on the Committee's website, and (3) posted in a conspicuous place in or near the office of the Committee.
- (2) At any meeting of the Committee, eight members shall constitute a quorum for the transaction of the business before the Committee. At any meeting of the Committee held during a declaration of a public health emergency or a civil preparedness emergency, a member who participates remotely shall be considered present for all purposes under these rules, including for the purpose of determining whether a quorum is present, if the identity of the member is clearly discernable and confirmed at the commencement of the meeting and the calling of each vote.
- (3) Each member of the Committee shall have one vote. Any action by the Committee shall require the affirmative vote of the majority of those members present, except, no regulation proposed by an agency shall be disapproved or rejected without prejudice, in whole or in part, except by the affirmative vote of at least eight members of the Committee. There shall be no voting by proxy. Committee votes shall not be held open.
- (4) A complete record of all meetings of the Committee shall be kept on file in the office of the Committee. On and after March 27, 2012, all Committee records shall be maintained electronically.
- (5) The chairpersons shall act as co-presiding officers at all meetings of the Committee when both are present, unless they agree otherwise. If one of the chairpersons is absent, the other shall preside, if both are absent,

the ranking members shall act as presiding officers pro-tempore, unless they agree otherwise.

- (6) The chairpersons may appoint such subcommittees as they deem necessary to carry on the work of the Committee. Such subcommittees shall have whatever authority may be delegated to them by the chairpersons, including, but not limited to, reviewing proposed regulations submitted by state agencies.
- (7) Submittal of a proposed regulation to the Committee shall be made in accordance with section 4-170 of the Connecticut General Statutes. The date of submission for purposes of review by the Committee shall be the first Tuesday of the month. In accordance with said section, the Committee shall have sixty-five days from the date of submission to act on any new proposed regulation and thirty-five days from the date of submission to act on any proposed regulation previously rejected without prejudice by the Committee.
- (8) (a) Submittal of an emergency regulation to the Committee shall be made in accordance with section 4-168 of the Connecticut General Statutes.  
*(b) Committee procedure for an emergency regulation shall be as follows:*
  - (1) Immediately upon receipt, an emergency regulation shall be forwarded to all members. The time period for Committee action shall begin the day following receipt by the Committee.
  - (2) In accordance with section 4-168 of the Connecticut General Statutes, the Committee may either approve or disapprove, in whole or in part, an emergency regulation not later than fifteen calendar days after its submission to the Committee, at a regular meeting, if one is scheduled, or may, upon the call of either chairperson or any five or more members, hold a special meeting for the purpose of approving or disapproving the regulation, in whole or in part.
  - (3) The failure of the committee to act on a proposed emergency regulation within such fifteen-day period shall be deemed an approval.
- (9) Meeting agendas shall be posted on the Committee's Internet website.

- (10) (a) Each proposed regulation submitted to the Committee shall include a submittal cover letter from the agency summarizing why the regulation is being promulgated, the substance of the regulation, and a summary of all public hearings held by the agency or comments received by the agency concerning the proposed regulation.
- (b) For each proposed regulation submitted to the Committee, the statement of purpose required by section 4-170 of the Connecticut General Statutes shall be a detailed, plain language narrative that includes:
- (1) The purpose of the regulation, including the problems, issues or circumstances that the regulation proposes to address,
  - (2) A summary of the main provisions of the regulation, and
  - (3) The legal effects of the regulation, including all the ways the regulation would change existing regulations or other law.
- (11) Requests by an agency for early consideration of a regulation shall be received not later than one week before the fourth Tuesday in the month prior to the month the agency wishes the regulation to be considered. If the request for early consideration is approved by an affirmative vote of the Committee, the regulation shall be submitted by the agency in final proposed form, with the approval of the Attorney General pursuant to section 4-169 of the Connecticut general statutes, not later than the first Tuesday of the month the regulation is to be considered.
- (12) (a) An agency may withdraw a proposed regulation from consideration by submitting an electronic notification of withdrawal to the Committee, prior to the convening of the meeting at which the Committee is scheduled to consider the regulation. Any regulation that is withdrawn prior to the convening of the meeting at which the Committee is scheduled to consider the regulation shall be treated as a new proposed regulation, for the purposes of section 4-170 of the Connecticut General Statutes, when the agency next submits such regulation to the Committee. A regulation may be withdrawn after the Committee meeting is convened only by an affirmative vote of the Committee.

(b) Any proposed regulation that is withdrawn by an agency after a Committee meeting is convened and with the approval of the Committee shall be treated as a new proposed regulation, for the purposes of section 4-170 of the Connecticut General Statutes, when the agency next submits such regulation to the Committee, unless the Committee indicates the date by which such regulation shall next be submitted to the Committee.

- (13) Corrections or substitute pages for a proposed regulation already submitted to the Committee shall be submitted by the agency not later than one week prior to the date the regulation is to be acted upon by the Committee.
- (14) These rules may be amended by the affirmative vote of not less than eight members of the Committee at a meeting duly noticed and held for such purpose.

*Committee Rules were first adopted February 15, 1972 and amended on February 15, 1985, January 22, 1991, January 11, 1997, March 26, 2002, January 25, 2005, January 23, 2007, January 19, 2009, November 29, 2011, February 26, 2013, March 24, 2015, February 28, 2017, February 26, 2019, May 26, 2020, and February 23, 2021.*